

PTO Bylaws

Peace River Elementary School Parent Teacher Organization (PTO) is an equal opportunity, non-profit organization.

Mission

To strengthen our children's education and development through the collaborative effort of parents, teachers, and administrators

Objectives

1. To promote the welfare of the children by developing a united effort between educators and the general public to secure for all children the highest advantages in education.
2. To foster communication among parents, children, teachers, administrators, and community.
3. To promote volunteer programs and resources for the school.
4. To promote educational and informative programs.
5. To raise funds as required to provide for all the above objectives

Executive Board

1. The Executive Board shall consist of the PTO officers and the Principal.
2. The Executive Board shall approve and schedule all PTO programs and activities.
3. The Executive Board shall review the Bylaws annually and ensure the adherence of the organization to the Bylaws.
4. The Principal shall exercise his or her right to terminate any event or activity of the PTO that he or she deems unacceptable to the school, at his or her sole discretion.

Officers and Elections

1. The officers of the PTO shall be a President, Vice President, Secretary, treasurer and staff co-treasurer. If we do not have a parent volunteer for the treasurer position, then it is only necessary to have one staff treasurer.
2. Officers shall be elected annually. Elections shall take place at either the end or the beginning of a school year contingent on nominations. Officers are elected by all members in attendance at the business meeting designated to hold elections.
3. The Principal has the ability to impeach any PTO officer or dismiss any member of the PTO as he or she deems necessary.

Duties of the Officers

1. The President shall preside at all business meetings of the PTO. The President will review the volunteer form annually and will ensure appointments of chairs for the PTO committees. The President will monitor the progress of the committees and have reports available for the PTO business meetings. All PTO officers will adhere to the bylaws of the organization.
2. The Vice-President shall perform the duties of the President in the event of the President's absence. The Vice-President shall also perform such other duties as assigned by the President or Executive Board of the PTO.
3. The Secretary shall keep an accurate record of all meetings of the organization and of the Executive Board. The Secretary shall conduct the correspondence delegated to the Secretary. The Secretary ensures that all Executive Members receive the most recent copy of the bylaws. The Secretary will provide a list of the Executive Board with phone numbers to each member of the Executive Board and to the School office. At each meeting the secretary shall provide a typed copy of the minutes from the previous meeting and the Sign-In sheet. The secretary shall also have a copy of the bylaws and prior minutes at each meeting.

4. The Treasurer and staff co-treasurer shall keep an accurate record of receipts and expenditures; shall pay out organization funds only as authorized by the organization or the Executive Board; and shall present an annual budget at the August meeting, January meeting, and the April PTO meeting.

Standing Committees

Standing Committees shall be created by the executive Board as may be required to promote the objectives and plan the activities of the PTO. Standing Committees will present their reports at monthly PTO meetings.

Membership

All parents, guardians, teachers and administrative staff of Peace River Elementary are automatically granted membership in the PTO.

Meetings

1. All business meetings of the PTO shall be open to the public.
2. All members should be encouraged to attend and contribute ideas, make motions, and debate issues.
3. Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.
4. A quorum shall consist of a least 5 (five) voting members, 3 (three) of which are Executive Board members. In the event that there is not a quorum and vote must be taken, a phone vote of Executive Board Members will be organized by the President or delegate. A quorum is required for all financial votes and changes to the bylaws.

Budget

The Executive Board, or a committee established by them, will prepare a budget each spring for the following year. The proposed budget will be presented at the last PTO meeting of the school year and must be approved by a quorum.

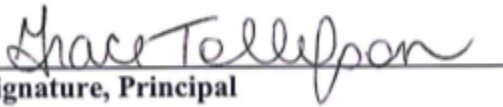
Any disbursement of PTO money not earmarked in the budget must be approved by a quorum.

Amendments and Revisions to the Bylaws

A Committee shall be appointed every year by the Executive Board to review these bylaws. The committee can submit amendments and revisions to these bylaws which must be passed by a majority of voters present, assuming a board quorum.

Bylaws may also be changed at any regular meeting where there has been at least three weeks of notice given to all members. Approval requires a majority of voters present, assuming a board quorum.

Date on which these current bylaws were approved: 9/12/24


Signature, Principal