

# **Leeds Elementary School PTO**

## **PTO By-Laws**

### **ARTICLE I: NAME**

This document establishes the Leeds Elementary School Parent-Teacher Organization, Elkton, MD, hereafter known as the PTO.

### **ARTICLE II: MISSION STATEMENT**

The mission of the PTO is to support and to help to provide a positive learning environment of acceptance and respect for diversity of all individuals through modeling character education traits. The PTO will actively collaborate to support the common goals of parents and teachers by enhancing the educational process, providing additional educational and recreational opportunities to assist in making every child feel valued, challenged, and successful.

### **ARTICLE III: MEMBERSHIP & DUES**

- A. All parents/guardians of students currently enrolled at Leeds Elementary School and all faculty/staff are eligible for membership.
- B. The PTO does not discriminate in admissions, access, treatment, of employment in its programs and activities on the basis of race, color, gender, age, national origin, religion, sexual orientation, or disabling condition.
- C. The PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
- D. Each member of the PTO shall pay annual dues, the amount of which is determined by the PTO Executive Committee at the annual meeting.
- E. Only members of the PTO shall be eligible to participate in meetings or to serve in any of its elective or appointed positions. Only members in good standing as of the March meeting will be eligible to vote at the annual election.
- F. The principal shall be considered a non-voting sitting advisor. The assistant principal shall act in this capacity in the absence of the principal.

### **ARTICLE IV: ELECTION PROCEDURES**

- A. Each officer of the PTO shall be a member of the PTO in good standing.
- B. The officers of the PTO shall consist of a president, vice president, secretary and the treasurer. It is recommended that only one individual fill each of the positions. However, no more than two (2) individuals will be allowed per office. The exception to this is the president's office, which shall always be held only one individual.
- C. Volunteers for a nominating committee will be requested no later than the March meeting. Members of the nominating committee may not be seeking office. New Officers will be elected at the final general meeting by majority vote and tally of absentee ballots. In case of a tie, a secret ballot will be held by quorum of the officers and members present.
- D. Officers shall serve a minimum of 1 year and a maximum of 2 years. Terms will begin on the first day after school ends and end with the last day of the school year.
- E. If the position of President should become vacant, the Vice-President

shall immediately assume the position of President for the remainder of the school year. If the position of Vice-President, Secretary, or Treasurer should become vacant, an election shall take place. If the position remains vacant, the President and Vice-President shall assume the responsibilities until the position can be filled or for the remainder of the school year.

## **ARTICLE V: OFFICERS**

No Officer shall have the authority to enter into agreements or make purchases on behalf of the Leeds Elementary School or the Cecil County Public School System. The PTO shall make no loans to officers, committee members, Faculty or Administration.

### **A. PRESIDENT**

1. The president shall be the Executive Officer of the PTO, subject to be control of the Executive Committee and the direction of the Membership.
2. The President shall preside at all Executive Committee and General Meetings.
3. The President shall be the primary contact with the Administration.
4. The President shall prepare agendas with input from Executive Committee/Special Committee Members. Copies of agendas shall be distributed to each member present at general meetings.
5. The President shall vote only in the case of a tie in a vote of the Executive Committee or the Membership, the exception being elections.

### **B. VICE-PRESIDENT**

1. The Vice-President shall act as an aide to the President and in the absence of the President shall perform the duties of the President.
2. The Vice-President shall set expectations for special committee persons and oversee the progress of each committee.
3. The Vice-President shall perform other duties as assigned by the President or Executive Committee.

### **C. SECRETARY**

1. The Secretary shall keep the minutes of the proceedings of all Executive Committee and General Meetings. A copy of minutes shall be given to the President within seven (7) days of meeting. All General Meeting minutes shall be posted in the designated area of the school and a copy placed in the PTO's files no later than 7 days from meeting date.
2. The Secretary shall maintain a portfolio of all documents pertaining to the current school year including by not exclusive to PTO By-Laws, Committee reports, and correspondence to/from the PTO.
3. The Secretary shall maintain a record of attendance at all Executive and General Meetings.
4. The Secretary shall receive from the Membership Chairperson a list of current Voting Members.
5. The Secretary shall be responsible for proofing all PTO correspondence.
6. The Secretary shall perform other duties as assigned by the President or Executive Committee.

#### D. TREASURER

1. The Treasurer shall have charge of and be responsible for all finds of PTO, and may not be the primary handler of said funds.

2. The Treasurer shall give and receive receipts for monies due and payable to the PTO from all sources. All funds shall be deposited into a designated PTO account within 14 days of receipt of funds.

3. The Treasurer shall make disbursements as authorized in accordance with approved budget. Disbursements will only be made with approved proof of the purchase. During special family events, funds will only be disbursed to the chairperson.

4. The Treasurer shall submit a financial report at each General Meeting and when requested by Executive Committee.

5. The Treasurer shall maintain a ledger of all financial transactions according to general accounting practices.

6. All records should be maintained in a file or portfolio and all records should be kept for a period of seven (7) years.

7. The Treasurer shall participate in, but not be in charge of, regular audits of income, disbursements and bank statements.

8. The Treasurer shall oversee audits conducted during Special Family Events.

9. The Treasurer shall perform other duties as assigned by the President or Executive Committee.

#### **ARTICLE VI: MEETINGS**

Members present shall constitute a quorum at General Meetings of the PTO; Robert's Rules of Order will guide the meetings. A copy will be on hand.

A. General Meetings of the PTO shall be held once a month during the school year. An announcement of the time and place shall be given at least 7 days prior to the meeting date. Each meeting shall have an agenda, which includes time for discussion of general interest.

B. The Executive Committee shall have their annual meeting in late summer before the school year begins. The Executive Committee may meet, as deemed necessary by the President, for planning recommendations for the General Meetings.

C. A fall meeting of the PTO will present the Executive Committee, announce activities for the coming year, report the financial condition of the PTO and approve a budget for the coming year.

D. Special Meetings of the PTO may be called by the Executive Committee, the Principal or written petition of at least 10% of members in good standing. An announcement of the time and place shall be given at least 7 days prior to meeting date.

E. Simple majority constitutes a quorum of Executive Committee members for the transaction of business in any meeting of PTO.

F. The privilege of holding office, chairing committees, introduces motions, debating, and voting shall be limited to members of the PTO whose dues are paid.

#### **ARTICLE VII: VOTING PROCEDURES**

A majority vote of the paid members present at a General Meeting shall be required for all action to be taken by the PTO. The procedures for voting are as follows:

- A. A paid member makes a recommendation to the membership of the General meeting.
- B. A paid member shall then second the recommendation and discussion takes place.
- C. A vote by a showing of hands shall be taken and the number count recorded.
- D. Any tie or contested vote shall result in an immediate re-vote.
- E. In the case of a continued tie, the President shall cast the deciding vote.

## **ARTICLE VIII: STANDING/SPECIAL COMMITTEES**

All correspondence shall be presented to the Administration for proofing and approval. Correspondence must be presented 7 days prior to distribution. This may be in the form of a written or typed draft or e-mail.

### **A. EXECUTIVE COMMITTEE**

1. The Executive Committee is a representative group of the PTO and must consist of the President, the Vice-President, Secretary, and Treasurer. Two Faculty PTO members must also serve as representatives.

2. The Executive Committee shall manage the operations of the PTO.

3. The Executive Committee shall transact emergency business in the intervals between General Meetings and such other business referred to it by the Membership. Transactions may not exceed \$250 without a vote at a General Meeting.

4. The Executive Committee shall present reports and recommendations at the General Meetings.

5. The Executive Committee shall also prepare and submit for approval a budget to the Membership at the first General Meeting of the new school year. The budget shall be used to guide the operations of the PTO. All items on the budget shall adhere to the PTO's mission statement.

### **B. SPECIAL COMMITTEES**

1. Special Committees shall be formed for a specific time/task and shall cease to exist when that time/task has been completed or at the close of the school year.

2. Every chairperson must be a member of PTO in good standing.

3. The chairperson of each Special Committee must present a plan of work to Executive Committee.

4. No committee work shall be undertaken without the consent of the Executive Committee.

5. If at the end of the school year it is known a committee will need to exist in the first 3 months of the following year, a chairperson shall be chosen at the last General Meeting.

### **C. STANDING COMMITTEES**

1. Standing Committees shall be created for tasks that continue from school year to school year to promote the mission statement of the PTO.

2. These committees include but are not limited to Fundraising, Helping Hands, Membership, and Birthday Treats. *(See addendums for listing and descriptions of*

*committees.)*

3. Every Chairperson must be a member of PTO in good standings.

4. If the task no longer exist or ceases to promote the mission statement the committee will be dissolved.

### **ARTICLE IX: MEMBERSHIP REVOCATION**

If the membership of any individual, be they Officer, Member, Faculty, or Administration, is determined to be detrimental to the established mission of the PTO, or if any individual intentionally conducts business not in accordance with the By-Laws, or without knowledge of the PTO, said membership will be revoked in accordance with Voting Procedures. The vote shall take place at the next General Meeting.

### **ARTICLE X: AMENDMENTS**

The By-Laws may be amended at any General Meeting of the PTO by two-thirds (2/3) vote in accordance with voting procedures. A notice of the By-Laws being amended or reviewed must be given 30 days prior and again 7 days prior to scheduled meeting. The amendments being proposed shall be outlined in both notices.

The By-Laws shall be reviewed at least every 3 years.

### **ARTICLE XI: AUTHORITY**

If any part of the By-Laws conflict with the decisions, policies, or procedures of the Cecil County Public School System or Leeds Elementary School, said part shall be deemed null and void.

### **ARTICLE XII: DISSOLUTION**

In the event of the dissolution of the PTO, the assets of the PTO shall be divided equally among the programs for school-wide student enrichment: Arts, Media, Music, and Physical Education.

**BY-LAWS REVIEW COMMITTEE**  
as of May 24, 2006

**Debra Lewis, Jacqui Reynolds, William Moon, and Heather Rosado**

## **Leeds Elementary School PTO Standing Committees**

### **FINANCIAL AUDIT COMMITTEE – Individual Chairperson**

This committee will conduct financial audits in conjunction with Family Events and Activities according to established auditing procedures. The Treasurer will participate in, but not be in charge in, the audits or the committee. Different volunteers from the PTO's membership will conduct audits.

### **NOMINATING COMMITTEE – Individual Chairperson**

The Nominating Committee will be responsible for receiving all suggestions of persons to serve as Officers. The committee will ensure all nominees are eligible to serve and contact the persons to confirm willingness to serve. The committee will format an election ballot to be sent home and returned to PTO prior to last General Meeting.

### **FUNDRAISING COMMITTEE – Individual Chairperson**

The PTO conducts one, possibly more, fund raisers each school year and is our primary means of raising funds to support the school and Family Events and Activities. The committee will consist of one chairperson, one faculty member, one executive committee member, and two other PTO members in good standing. The committee will collect and research suggested ideas from the members, other school families, websites, etc. The committee will then present 2 to 3 of the most functional fundraisers for discussion and voting on most profitable. The committee will organize the approved fundraiser in its entirety.

### **MEMBERSHIP COMMITTEE – Individual Chairperson**

A chairperson will be chosen at the last General Meeting to organize a membership drive for the next school year. The drive will begin with the Ice Cream Social in August and continue until October 1<sup>st</sup>, however, anyone wishing to join PTO can do so at any time. There should be 2-3 people on this committee to establish a theme for the new school year, create membership forms for distribution, and be present at the Ice Cream Social and Open House to encourage membership, participation, and receive dues. The Executive Committee decides membership dues each year.

### **BIRTHDAY COMMITTEE – Individual Chairperson**

PTO distributes birthday treats to students celebrating their birthday in that particular month. Students with summer birthdays are also remembered. The chairperson will obtain a birthday list from the school office. Volunteers may be needed to help distribute the treats on the first Thursday of each month.

### **BULLETIN BOARD COMMITTEE – Individual Chairperson**

The large bulletin board located outside the Media Center is decorated each month, usually with a seasonal theme, to display the students' birthdays for that month. A chairperson is needed and 1-2 volunteers to come up with ideas and set it up each month.

### **HELPING HANDS COMMITTEE – BOARD MEMBERS ONLY**

The helping hands committee supports students by providing items required for successful academic achievement. Teachers will periodically give PTO a list of items needed in their class and the chairperson will purchase these items for PTO to distribute to the teachers.

### **HOSPITALITY COMMITTEE – BOARD MEMBERS ONLY**

The hospitality committee will appropriately address celebrations and concerns within the school community. The committee will address extended illness, celebrations, and volunteer appreciation. Recognition can be made in the form of a card, fruit basket, flowers, etc. Spending shall not exceed \$30.00, the exception being retirement or death, which shall not exceed \$50.00.

### **FUNDS REQUEST COMMITTEE – BOARD MEMBERS ONLY**

Please contact PTO or Mr. Moon ([wmoon@ccps.org](mailto:wmoon@ccps.org)) for a Funds Request Form.

(These By-Laws have been condensed for inclusion on the Leeds Elementary Website. If you would like a full, printed version of the Leeds Elementary School By-Laws, please contact the PTO President at Leeds Elementary School.)