

## **Unity West Elementary PTO Bylaws**

- I. **Name:** The name of the organization shall be the Unity West Parent Teacher organization.
  
- II. **Purpose:** The purpose of the Unity West Parent Teacher Organization is to create closer relationships between the community and the school by:
  - A. Fostering open communication among parents, teachers, and administrators to improve the education of our children.
  - B. Providing programs and enrichment for students at Unity West.
  - C. Sponsoring fundraising activities.
  
- III. **Basic Policies:**
  - A. This organization shall neither seek to direct the activities of the school administrators nor control its policies.
  - B. This organization shall promote awareness among parents and educators of issues basic to the education of our children.
  - C. This organization will not be bound or committed to any issue, cause or other organization unless so voted by a simple majority of the membership present.
  - D. Robert's Rules of Order shall prevail in situations not already covered in the bylaws of this organization.
  - E. No profits shall proceed to any officer or member of this organization.
  
- IV. **Membership:**
  - A. Every individual who is a member of this PTO is entitled to all benefits of such memberships.
  - B. Any parent, grandparent, legal guardian, or teacher of students who currently attend Unity West shall be eligible for membership in the organization.
  - C. All members of the organization shall be eligible to participate in the business meetings or to serve in any of its elected or appointed positions, with the exception of teachers holding an officer position.
  - D. The principal(s) shall be considered as a sitting advisor or consultant and will not have voting privileges.

V. **Meetings:**

- A. Regular Meetings: General Membership meetings will be held every month during the school year on the second Tuesday of the month at 630pm in the Media Center at Unity West. There will be no meeting scheduled during the month of December. The President shall call or cancel business meetings as necessary. A notice of meeting dates and times will be posted and publicized appropriately.
- B. Special Meetings: Additional meetings of the organization may be called by either vote of the Executive Board or by petition of a majority of the members. The time and place of all Special Meetings shall be announced at least 48 hours prior to the meeting.
- C. Quorum: At all scheduled business meetings, a quorum shall exist of a simple majority of the membership present. To vote on any one issue a quorum must be present. A quorum may be obtained by either phone, if necessary.
- D. Voting: A majority vote of the membership present at any meeting shall be required for all action to be taken by the organization.
- E. Agenda: The agenda, printed prior to the monthly meeting and available at every meeting shall consist of:
  - 1. Calling the meeting to order
  - 2. Secretary's Report
  - 3. Treasurer's Report
  - 4. Committee Reports
  - 5. K-2 and 3-5 Teacher Reports
  - 6. Principals' Update
  - 7. Old Business
  - 8. New Business

VI. **Elections:**

- A. Positions: The Executive Board of the organization shall consist of a President, President-Elect, Secretary, and Treasurer.
- B. Officers shall be nominated annually in the month of April. Elections will be held during the month of May. However, if there is one nominee for any office, that person will be elected by acclamation.
- C. All officers shall assume their duties at the close of school immediately following their election. Except for the Treasurer who will receive the books after the close of the fiscal year audit (June 30<sup>th</sup>).

- D. A term of office shall be defined as one year. It is not recommended that a person serve more than two consecutive terms in the same office. However, the board under special circumstances may waive this. There shall be no election for the office of President, as the President-Elect shall automatically assume the position of President at the completion of his or her term.
- E. Selection: A majority of the votes cast by the membership present shall be necessary for election. Votes will be made by paper ballots. Should no person receive a majority of the votes cast, a runoff between the two (2) persons who received the largest number of votes shall immediately be held.
- F. Vacancies: Any vacancy in office because of death, resignation, removal, or inability to serve shall be filled by the Executive Board for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the President-Elect shall immediately assume the office. Should a vacancy occur in the office of President-Elect for any reason, the vacancy shall be filled by election at the next regular meeting, consistent with the procedures established herein.
- G. Removal: Any officer or chairperson of UWPTO may be removed by a two-thirds vote of the Executive Board when, in the judgement of the UWPTO, that officer or chairperson has not performed his/her stated duties and/or when the best interests of the UWPTO would be served thereby.

## VII. **Officers**

- A. President: The President shall be the principal executive officer of the organization and supervise and control all of the activities of the organization. The President shall vote only in the case of a tie in a vote of the Executive Committee or the membership. The President shall be an ex-officio member of all committees of the organization. The President shall hold an organizational meeting prior to the beginning of the school year. S/he shall draft and post an agenda prior to the monthly meetings and shall make this agenda available at that meeting.
- B. President-Elect: The President-Elect shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The President-Elect shall serve as Parliamentarian and timekeeper at all meetings.
- C. Secretary: The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the meetings and of the

membership. In general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as may be assigned by the President.

- D. Treasurer: The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such finds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall present a written financial report at each general membership meeting of the membership and at other times as requested by the executive committee.
- E. Committee Chairpersons: Each committee chairperson shall conduct committee business, preside over committee meetings, report activities related to the committee, and provide a written report of the duties and activities to the succeeding chairpersons. If the committee chairperson cannot attend a meeting, s/he shall send a report to the meeting. Committee chairpersons are responsible for the activities in the committee and have the final decision making authority on all decisions made regarding each committee.

### VIII. **Funds**

- A. Revenue: Revenue from all sources are for the purpose of fulfilling the UWPTO purpose. Revenue from all sources shall be held in an account bearing the name of Unity West PTO and the authorized signers for the account shall be members of the Executive Board or the Unity West Principal. Two signatures shall be required for the withdrawal of funds from the PTO account. If no financial transactions are made in a consecutive 12-month period, all funds shall revert to the UWPTO school activity fund.
- B. Expenditures: Following acceptance of the annual budget by a majority vote of the membership present, funds designated for committee activities shall become operating funds and may be expended by the committee chairpersons with the permission of the Executive Board provided that:
  - 1. Written documentation (e.g. receipts) of expenditures for committee activity be submitted to the Treasurer.
  - 2. Sufficient funds exist in PTO account to cover said expenditures.

- C. Reserve Funds: A minimum of \$3,500 shall be allocated as a starting balance for the next financial year.
- D. Audit: Before the 30<sup>th</sup> of June, the President-Elect and another member of the Executive Board shall audit the financial records. A copy shall be submitted to the Executive Board and into the Secretary's permanent records.

**IX. Amendments and Review**

These bylaws may be amended at any time. These bylaws shall be reviewed annually at a general membership meeting. Proposed bylaw amendments and/or revisions shall require 2/3<sup>rd</sup>s affirmative vote of the membership present at the business meeting when the vote takes place.

**X. Standing Committees**

- A. Book Fair: This committee will put on two school book fairs during the school year.
- B. Fundraising: This committee will implement the Fall Fundraiser from start to finish. The funds raised from this event will support PTO activities. Other fundraising activities may be implemented as deemed needed by the committee.
- C. Box Tops: This committee will oversee the collection and submission of the labels to their respective companies. Box Tops funds will be designated towards the purchase of Smart Boards or other technology for the classrooms.
- D. Accelerated Reader: This committee will assist in coordinating the AR program needs for rewards, medals, and implementation of the program.
- E. Teacher Appreciation: This committee will coordinate Teacher Appreciation week in May and/or other appreciation events for the faculty or staff.
- F. Family Fun Night: This committee will be responsible for planning, coordinating, and running this event.
- G. Talent Show: This committee will be responsible for planning, coordinating, and running this event. .
- H. Fun Day: This committee will be responsible for planning, coordinating, and running this event.
- I. Trivia Night Committee: This committee will be responsible for planning, coordinating, and running this event.
- J. Rocket 5K Committee: This committee will be responsible for planning, coordinating, and running this event.

- K. Apparel Committee: This committee will be responsible for designing and purchasing Unity Rockets apparel for sale at registration, Open House, and other events throughout the school year.
- L. Restaurant Fundraising Campaigns: This committee will be responsible for organizing restaurant fundraiser opportunities throughout the school year.