

The Classical Academy North Elementary
Parent Teacher Organization
By-laws 2017-2018

ARTICLE I: NAME

The name of this organization shall be The Classical Academy (TCA) North Elementary Parent Teacher Organization (PTO).

ARTICLE II: PURPOSE

The purpose of this organization shall be to support TCA North Elementary students, teachers, staff, parents, guardians, and grandparents through supportive and educational programs, financial support, recreational activities, and facilitation of the communication between all parties in a manner that best meets the needs of all involved. The PTO will work closely with the administration on all decisions that will affect facilities, school calendar, etc.

ARTICLE III: MEMBERSHIP

Membership and voting rights to the PTO shall be open to TCA School Board members, teachers and staff, parents, guardians, and grandparents of current TCA North Elementary students. No dues are required to join the TCA North Elementary PTO.

Section 1: The duties of the PTO Board shall be to plan activities and transact business that supports the purpose of the organization in the best interest of the organization.

Section 2: The date of the first annual meeting of the board in September shall be decided by the PTO Officers and three Members-At-Large. All future meetings for the rest of the year shall be suggested by the PTO Officers and three Members-At-Large at the September meeting and decided on by majority vote. Any changes to the calendar may be decided by a majority vote of those present at any meeting throughout the year, or by a majority vote of Officers and three Members-At-Large if significant conflict arises. There shall be six meetings per year, to include at least one meeting in the beginning and one at the end of the year. The full year meeting schedule will be announce at the first meeting of school year.

Section 3: A quorum consists of a majority of the PTO officers and/or members at large, and at least four (4) other PTO members. A quorum is needed before a vote can be considered valid.

Section 4: In the event of a tie vote, the President will cast the deciding vote to create a simple majority.

ARTICLE IV: Elected PTO Board Members

Section 1: The PTO Board consists of the following offices positions: President, Vice President, Secretary, Treasurer, and three Members-At-Large, as defined below. All offices, but the President, are open to shared positions. Only Vice President, Secretary, and Treasurer are open to shared positions. The Officers and Members-At-Large will serve two (2) full years to commence at the end of the previous school year, in June. Officer positions must be filled before Members-At-Large positions are open for election.

Section 2: Nominations for each office position shall be secured by nominations made to the PTO Board by the nominating deadline. The PTO Board will solicit names for each of the offices positions to be announced (at a meeting and/or published in a school-wide newsletter). Voting on the offices positions will take place at the next PTO meeting. Officers and Members-At-Large will be elected by a majority of those present at the meeting. The New Officers and Members-At-Large will co-lead the last meeting of the year with the outgoing officers board.

Section 3: If an officer a position is vacated during the year, the position shall be filled by opening to nomination and an election at the next month's meeting. The nominee with the most votes will immediately fill the vacant office position. Once the vacated office position has been filled by a special election, the newly elected officer board member will serve the remainder of the previous officer's board member's term and has the option of running for the same office position or any office position in the next regular election.

Section 4: No board member shall serve in the same position for more than two (2) consecutive years. After two years, they may continue to serve on the PTO Board in another position. Elected board member shall be elected on the alternating year cycle as follows: The PTO Board shall hold staggered elections, whereby:

- a. odd numbered years shall hold elections for the office Positions of Vice President, and Secretary, and one Member-At-Large are up for election in the same year.
- b. Meanwhile, positions of President, and Treasurer, and two Members-At-Large are up for election at another given year.

ARTICLE V: DUTIES OF THE PTO BOARD

Section 1: The President shall preside at all meetings of the organization, shall be an ex-officio member of all committees and shall prepare PTO meeting agendas with input and coordination from the Principal. The President shall perform all other duties usually pertaining to the office to include, but not limited to, presenting all official forms of PTO communication via written and digital forms to the administration, staff, and parents. The President shall have the authority to remit check requests, in communication with the Treasurer, for expenses and purchases relating to PTO goals under the following guidelines: The President shall have the authority to draw upon the North Elementary PTO Fund for expenses less than \$200 relating to aforementioned PTO goals. For any expenses exceeding \$200, the President must first receive a majority approval through the PTO Board.

Section 2: The Vice President shall perform the duties of the President in the absence or inability of that office to act, and shall assist the President in the duties of that office whenever called upon, to include but not limited to, official PTO written and digital communication.

Section 3: The Secretary shall keep an accurate record of the proceedings of each PTO Board meeting and shall perform such other duties as may be delegated to that person. Minutes will be available at all PTO Board and general meetings. Minutes will be distributed to all PTO officers and the Principal and will be posted in a public place. A copy of the minutes from the previous meeting will be read or distributed at each PTO meeting for approval. Once approved, minutes will be posted to the TCA North Elementary

website.

Section 4: The Treasurer shall receive all documentation identified monies of the organization, remit funds to the TCA Finance Department and authorize the payment of PTO funds. The books shall be included in the annual TCA audit. The Treasurer shall create a budget for the next school year, to be presented by the first PTO meeting of the school year (either in a meeting or published in a school newsletter) and accepted by a majority of those present at the meeting. The Treasurer shall present a Treasurer's report at all PTO board meetings and provide a copy of same to be published along with the minutes.

Section 5: Members-At-Large shall act as a voting members of the PTO Board, attend scheduled meetings, assist in organizing events and serve as liaison for certain activities as the Board sees fit

ARTICLE VI: PTO COMMITTEES

Day-to-day project responsibilities can be delegated by the PTO Board to committees, including, but not limited to, the Community-Building Events Committee, the Environmental Stewardship and Recycling Committee, the Gratitude Committee, the Room Parent Committee, the School Directory Committee, the Ways and Means Committee, and the Yearbook Committee. Committees shall be created by a majority vote held during regular PTO meetings. Any vacant committee position can be filled by a willing volunteer. Each committee will select its own chair. In the event of a conflict, the chair will be selected by a majority vote of PTO officers. Committees must obtain prior approval from the TCA North Elementary PTO before planning events, incurring any expenses, and/or entering any contract agreements on behalf of the organization. In the occurrence that any one or more committee either does not have enough members to complete the committee goal, does not have a need for the current school year, or is unable to complete the committee goal due to funding or other reasons, said committee(s) shall be combined with another committee or remain dormant until the necessary aide, membership, funding, or otherwise is met for the committee goal to be reached.

Section 1: The Community-Building Events Committee welcomes grandparents and parents into the school community through student/parent/grandparent events and promotes TCA involvement.

Section 2: The Citizenship Committee arranges activities for staff, parents, and students to promote stewardship and character development within our school and surrounding community, to include but not limited to, supporting an ecologically healthy campus in the building and its natural surroundings.

Section 3: The Gratitude Committee develops and provides avenues to show appreciation to the teachers, staff, and extraordinary volunteers that make TCA North Elementary an exceptional campus.

Section 4: The Room Parent Committee is comprised of Room Parents. This committee works together with the PTO to provide mutual assistance and to develop orientation and support materials for newcomers, assist teachers as directed, and forward pertinent information to class parents as directed.

Section 5: The School Directory Committee assembles a school directory by collecting family information and soliciting advertisers, then arranging printing and distribution.

Section 6: The Finance Committee plans and coordinates fundraising activities such as labels and retailer programs, and develops incentives to promote involvement and fun.

Section 7: The Yearbook Committee organizes and compiles the yearbook, collects photos, designs layout, and sets up the order and delivery of the finished publication.

Adopted by the majority vote of those PTO Board members present on this date, _____,
and signed by the following officers:

President

Vice President

Treasurer

Secretary

Member at Large

Member at Large

Member at Large