

Big Bend PTO Constitution

Name: Big Bend PTO – Parent Teacher Organization

Purposes:

- I. Improving communication between parents, teachers, and administrators on concerns and issues that affect the welfare or education of the children of Big Bend Elementary School.
- II. Provide volunteer service to Big Bend Elementary School.
- III. Improve and equip facilities to enhance the school learning environment.
- IV. Provide funding and support for projects and events at Big Bend Elementary School voted on by a quorum of the membership.

By-Laws

- I. **Board of Directors** – The Board of Directors shall consist of the following officers: president, vice-president, secretary and treasurer.
- II. **Officers' Duties** - The following briefly describes the primary duties of the officers.
 - A. **President** – the duties of the president shall be to preside at all meetings, to call the meetings to order, and to prepare the agenda prior to each meeting. The president only votes in case of a tie.
 - B. **Vice – President** – the duties of the vice-president shall be to act in the place of the president in his/her absence and to automatically become the president in case of resignation or death of the president.
 - C. **Secretary** – the duties of the secretary shall be to issue all calls and/or notices of meetings and to write such letters as the Board of Directors designates. A monthly report should be given to the president to read at the meeting if the secretary is unable to attend. Minutes should contain a record of what is done and not what is said. They should contain:
 - date, place, and time of the meeting
 - whether it is a regular or special meeting
 - name of person presiding
 - all main motions, whether adopted or rejected
 - names of persons making motions

- D. Treasurer – the duties of the treasurer shall be to maintain PTO funds, keep an accurate record of receipts and expenditures and to pay out funds for authorized expenses. The treasurer shall not accept bill for payment unless receipts are enclosed. The treasurer should make a monthly statement and a report once a year or upon request of the Board. A monthly report should be given to the president to read at meeting if the treasurer is unable to attend.
- III. Nominations, Elections and Terms of Office - Nominations of officers shall take place at the March meeting with elections taking place in April. A vote will be passed by simple majority of those present. Voting shall take place in the form of written ballots prepared in advance of the April Meeting. A teller will be appointed by the president to count the ballots. The president shall announce the new officers and destroy the ballots. The offices of those elected shall be one year terms and/or until their successors are elected.
- IV. Committees and Chairmanships – A committee chairman should be appointed by the president at the time the committee is formed. Committees must meet at least once outside of regular meeting time and the committee chairman must report to the president. A monthly report should be give to the president to read at meeting if the committee chairman is unable to attend.
- V. Meetings – PTO meetings will be held monthly, starting September through May with an optional meeting in December. At each meeting, a copy of the PTO constitution and by-laws and current school year PTO budget should be available as well as copies of the meeting agenda.
- VI. Order of Business –
- The meeting is called to order by the president.
 - The minutes of the preceding meeting are used by the secretary
 - may be approved as read
 - may be approved with additions or corrections
 - Monthly statement of treasurer is read and approved
 - Reports of committees are called for by the president
 - Unfinished business
 - New business
 - Program, if any
 - Adjournment

VII. Membership – Any parents and/or guardians of children attending Big Bend Elementary School and any member of the teaching staff at Big Bend Elementary School.

VIII. Decorum – Good order will be maintained to carry out the business of the PTO. There shall be little or no whispering or side discussions while the speaker has the floor. It will be proper to speak while motion is pending. To be heard at the meeting, the raising of your arm will take place while the president will acknowledge you by name. Speak with a loud, clear voice.

IX. By-Laws – As the organization of the body progresses, the By-Laws can be properly amended. Any amendments will be brought about at the end of the regular meeting.

Vote will follow with use of motion in Robert's Rules.

X. Budget – A budget shall be developed prior to the first meeting each September. The budget will be at the discretion of the Board Officers of the PTO. The previous year's budget and expenditures will be reviewed and used as a guide. PTO membership will then vote on the budget at the first meeting of the coming school year for approval.

XI. Audit – To follow good accounting practices, an independent audit should be conducted annually. This can be done by a committee of at least two PTO members in good standing. The committee should be chosen at the May meeting and the audit should be completed before the September meeting.

XII. Interim Budget Approvals – Approvals of expenditures not to exceed \$250 can be approved without a membership vote as long as the four members of the Board are notified and approve of the expenditure.

XIII. Dissolution- Dissolution can occur at any time with previous notice of 14 calendar days and two-thirds vote of those present at the meeting. In event of dissolution of the PTO, any funds remaining shall be first used to pay outstanding bills and then donated to the Big Bend Elementary School.

Duties of the PTO President

- ❖ Chair monthly meetings
- ❖ Draft agenda (review with principal and give to building secretary)
- ❖ Assemble volunteer sheets for PTO activities
- ❖ Divide duties for contacting volunteers; setting up committees; obtaining supplies/equipment and participating in events with Vice President and other officers.
- ❖ Contact speakers for meetings
- ❖ Make sure building secretary has whatever information the PTO wants to include in the newsletter on or before the sixth school day before the end of the month.
- ❖ Check signing for PTO related activities (refunds/advances)
- ❖ Initiate committees/chairs for PTO functions
- ❖ Assist in various PTO activities as needed.

Duties of the PTO Vice President

- ❖ Attendance at monthly meetings
- ❖ Serve in President's absence for meetings/activities
- ❖ Assist in drafting agenda
- ❖ Divide duties for contacting volunteers; setting up committees; obtaining supplies/equipment and participating in events with President and other officers.
- ❖ Assist in various PTO activities as needed

Duties of the PTO Secretary

- ❖ Attendance at monthly meetings
- ❖ Typing of Agenda and providing copies for the meeting
- ❖ Meeting reminder notices (type/copy/distribute in teacher's mailboxes by Thursday before meetings)
- ❖ Transcription of monthly meeting minutes (10 copies for the meeting)
- ❖ Assist in various PTO activities as needed

Duties of the PTO Treasurer

- ❖ Attendance at monthly meetings
- ❖ Reconciliation of financial records/checkbook
- ❖ Monthly treasurer's report and provide copies for the monthly meeting
- ❖ Review/reconcile bank statements Check signing for PTO related activities refunds/advances
- ❖ Assist in various PTO activities as needed

Robert's Rules of Order

Agenda – List of things that will be done or discussed at the meeting posted before the meetings.

Meeting -

- a) Called to order by President. Vice President presides over the meeting when the President is absent. President has the power of recognition (call on people to speak).
- b) Changes or additions to agenda.
- c) Secretary reads minutes (notes) of last meeting. President asks if there are any additions or corrections to the minutes. If not, a motion is made to accept the secretary's report. It is seconded and voted on.
- d) Treasurer's report – treasurer reports on the money taken in, paid out and total. Motion is made to accept report, seconded and voted on.
- e) Old business, discussion of things that have been discussed before but no decisions made.
- f) New Business, discussion of things that have not been discussed before.
- g) Sergeant-At-Arms, to ask those who are disruptive to leave meeting.
- h) Adjournment, meeting is ended, motion, seconded and voted on.

How to Conduct Meeting

- a) Raise Hand
- b) President recognizes people to speak
- c) Member makes a motion, a proposal for action. Example: I make a motion that we...
- d) Motion must be seconded by another member
- e) Motion is opened for discussion. Members have the opportunity to agree or disagree giving their reasons why.
- f) Only one motion on the floor at a time
- g) Members may make amendments (changes) to the original motion
- h) Amendments must be seconded by another member
- i) Amendment is opened up for discussion
- j) Amendment is voted on.
- k) Motion is vote on

How to Vote

A quorum of 5 PTO members must be present before a vote is made.

- a) President – all those in favor say “yes”
- b) All those in favor say “no”
- c) Closed vote – roll call vote or hand raising or secret ballot

Voting matters may be carried out by sending paper ballots home with students as determined by the vote of the group gathered at the regular meeting because of the importance of the vote. Vote of paper ballots would be 2 per family. Ballots need to be signed. The signed ballots would be counted by the principal or secretary of the school and destroyed.

- d) The President announces the motion either passed or failed

Officers:	President:	Toni Dombrowski
	Vice President:	Sandy Koresch
	Secretary:	Rachel Pawlak
	Treasurer:	Christine Jansen

On October 13, 2011, at 6:30 pm, the above listed officers unanimously voted in favor of amending the constitution of the Big Bend PTO as written in this document.