

Emma Love Hardee Parent Teacher Organization Bylaws

Article I

Name

This organization shall be called Emma Love Hardee Elementary School Parent Teacher Organization. (ELH PTO)

Article II

Mission

The mission of this organization shall be to promote open communication and understanding between parents and staff at Emma Love Hardee Elementary school. Our efforts serve to enhance and maximize the education of every child, aiding them in achieving their highest potential.

Article III

Purpose

The purpose of the organization:

- Involve parents to assist with various school activities/functions/services
- Provide financial assistance where needs are identified
- Foster a community atmosphere
- Support the mission and vision of the school and school district

Article IV

Membership

Any guardian of a student currently enrolled at Emma Love Hardee School, the principal and all faculty members of the school are considered members of the ELH PTO. Local business and community members are encouraged to participate in the ELH PTO. Members must fill out a volunteer form at the beginning of the year or when newly registered to be considered a member. The ELH PTO Executive Board will decide annually if there will be dues. If dues are required, then they must be paid to be a member in good standing.

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Article V

General Policies

The Emma Love Hardee PTO name or the names of any members in their official capacity shall not be connected to any commercial concern, any partisan interest, or for any purpose not directly related to the promotion of the ELH PTO interest.

- The ELH PTO is a noncommercial, non-secretariat, non-partisan organization.
- The ELH PTO shall work with the school to provide quality education for all children and shall seek to support the mission and vision of the school, recognizing the legal responsibility to make the ultimate decisions has been delegated by the people to the Board of Education.
- The ELH PTO shall not participate or intervene in any political campaigns.
- The ELH PTO officers shall work with the principal to plan and set dates for PTO programs and meetings.

Article IV

Officers

The Executive Board will consist of the following:

- President or Co-Presidents
- Vice President or Co-Vice-Presidents
- Treasurer or Co-Treasurers
- Secretary or Co-Secretaries
- Facebook Page Administrator(s)

Members of the Executive Board will serve no more than three (3) years consecutively in the same position.

Elected Officers

Nominations and election of PTO officers will take place at the beginning of the academic year. Officers will serve for one full calendar year.

President

- Works with the principal in coordinating ELH PTO activities with school needs; to include the meeting schedule for the year.
- Prepares the agenda for the Executive Board meetings and the General PTO meetings
- Presides at all the meetings of the Executive Board and general ELH PTO meetings.
- May call meetings at his/her discretion, as long as the Principal is notified.
- Has the authority to table and/or limit discussion on a specific topic for one meeting.
- Coordinates the work of the Executive Board and the committees.

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Vice President

- Shall act as an aide to the President.
- Performs the duties of the President in his/her absences.
- Maintains PTO e-mail account.
- Monitors Facebook Page Administrators

Secretary

- Records minutes of the meetings.
- Keeps a roster of all active members and their contact information.
- Keeps a roster of all members attending each PTO meeting.

Treasurer

- Identifies three (3) specific PTO members to collect, count, and turn in fund raising money to ELH bookkeeper.
- Presents a financial report at each meeting.
- Prepares deposits for the school bookkeeper.
- Works with the school bookkeeper to maintain accurate records of deposits/ expenditures.
- Collects and presents expenditure requests to Executive Board.

Facebook Page Administrator(s)

- Set-up and monitor Facebook page

Article VII

Teacher Liaison

A teacher liaison shall be appointed for each grade level. The role of the Teacher Liaison will be to facilitate communication between faculty and PTO and provide an efficient means to disseminate information.

Article VIII

Committees

Committees Chairs shall be appointed by the President of the PTO in consultation with the Executive Board.

Committee Chairs appointed by the President may include:

- Turkey Trot
- Book Fair
- Yearbook
- Box Tops

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- Student programs/ Assemblies
- Spirit Day
- Membership/ Recruitment
- School Beautification
- Picture day
- Facebook
- Volunteers
- Staff Appreciation events

Article IX

Meetings

The organization will meet on a monthly basis. The dates of the meetings shall be flexible, so as to adjust to the school calendar. Members present at a duly called meeting shall constitute a quorum.

Article X

Elections

An election will be held yearly to select the Executive Board of the PTO.

Article XI

Finances

- All funds from PTO shall be placed in the general fund; under the *PTO LINE ITEM*.
- Check requests and purchase orders must be submitted to the ELH Principal.

Article XII

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that the proposed amendment has been presented through the Executive Board and has been read at the previous meeting of the organization.

*Bylaws revised on October 13, 2017