

Mountain View Core Knowledge School Parent Teacher Organization (PTO) By-laws

I. PURPOSE

The purpose of the MVCKS PTO is to support the school's mission through promoting a closer union between educators, parents, and the general public so as to ensure the best conditions of social, mental, and physical education for each child.

II. POLICIES

- A. Individual and committee work, projects, and undertakings shall be done for the betterment of improved education and recreational techniques and facilities.
- B. The PTO shall not seek to direct the school's administrative activities or control its policies. It shall be able to approach the Governing Board on school conditions.
- C. All fundraising monies shall be counted by two or more PTO members the day of the event or by prior arrangement.

III. MEMBERSHIP

Membership will consist of the following:

- A. Parents
- B. An administrator
- C. Open to a faculty/staff representative
- D. Open to a representative of the Governing Board
- E. Other interested parties (i.e., faculty, staff, and general public)

IV. OFFICERS

Officers will consist of the following:

- A. **Chairperson** – Prefer one year experience as a PTO member; will serve a two-year minimum term; must attend and chair all meetings; will submit an agenda to the administrator the Thursday before the meeting.
- B. **Co-chairperson** – Prefer one year experience as a PTO member; will attend and chair all meetings in the absence of the Chairperson; will serve a two-year minimum term which will be staggered with that of the Chairperson.
- C. **Treasurer** – Shall receive all monies of the PTO; shall keep an accurate record of receipts and expenditures, and shall pay out of funds only as authorized by the PTO. The Treasurer will present a statement of account at every general meeting of the PTO and at other times when requested by the Chairperson and/or Co-chairperson of the PTO. The Treasurer will work with a qualified individual not associated with the PTO to audit all financial records annually.
- D. **Secretary** – The Secretary shall keep an accurate record of all meetings of the PTO; shall keep an archive of each meeting's minutes and all activities of the PTO. This record shall be kept in the school office and made available for public access.

V. MEETINGS

- A. General meetings will be held on the second week of each month, September through May, unless changes are announced at least one month in advance.
- B. General meetings are open to the public.

- C. Voting will be a simple majority of all present.
- D. Decisions to disburse monies will be voted on at general meetings with the exception of expenditures of less than \$50.00 as approved by the Chairperson and Co-chairperson.
- E. PTO approved projects/functions can be reimbursed upon completion of required paperwork and submission of receipts to the Treasurer.
- F. All sub-committees should report to the Chairperson by the Tuesday before the PTO meeting or send a representative to the meeting.

VI. EMERGENCIES

- A. When emergencies arise, the Chairperson and Co-chairperson shall conference with the administrator to make necessary decisions.
- B. If monies are requested for immediate use, the Chairperson and Co-chairperson will conduct of phone vote of the officers and the majority of all active members.

VII. AMENDMENTS

The by-laws may be amended by submitting the proposed change in writing at any general meeting. A vote on the proposed change shall be held at the next general meeting.