

**Douglas County School District
C.C. Meneley Elementary School
Parent Teacher Organization**

Guidelines and By-laws

The Board of Trustees and Superintendent believe that parent involvement at the school site level is important, necessary and will result in improved instructional and support services for students. One major strategy for eliciting parent support involves establishment and operation of a Parent Teacher Organization (P.T.O.). The following delineates the purpose, structure and operational guidelines for C.C. Meneley Elementary School's Parent Teacher Organization.

Article I. Name

The name of this organization shall be C.C. Meneley Elementary School Parents and Teachers Organization, know as P.T.O.

Article II. Purpose

The purpose of this organization is to improve our school. Types of P.T.O. activities may include:

- a. Organize volunteers to supplement and assist the school community;
- b. Serve as communications link between the school and the community;
- c. Provide supplementary educational assemblies; and
- d. Raise funds for financing established goals.

Article III. Meetings

- a. All meetings are open to the public;
- b. All meetings must meet a quorum of 5 board members;
- c. Meetings will be held on the first Tuesday of each month (excepting December), or as called by the PTO President. Special meetings must have a minimum of seven days notice to parents and staff prior to the scheduled date.
- d. In all matters not covered by these by-laws, the P.T.O. shall be governed by "Robert's Rules of Order."
- e. A budget meeting shall be held separately before the regularly scheduled October monthly meeting.

Article IV. Membership

- a. General Membership shall consist of all interested parents, guardians, or relatives of children registered at CCMES as well as staff members.
- b. Board Membership shall consist of the following elected positions:
 1. President
 2. Vice President

3. Treasurer
4. Secretary
5. Grade Level Representatives (7) (Pre K & K as one)
6. Staff Representatives (2)
7. Principal (not a voting member but is counted toward member quorum)

Article V. Duties of Board Members

1. President

- Conduct all meetings;
- Responsible for the agenda in concert with the Principal and the P.T.O. Secretary;
- Spokesperson for the P.T.O.;
- Appoint chairperson(s) to special committees as needed;
- Oversee fundraisers and special committees; and
- Responsible in conjunction with the Secretary for all P.T.O. communications.

2. Vice President

- Assume all of the President's duties in his/her absence;
- Assist with assigned duties as requested by the President; and
- Responsible for researching, recommending and organizing P.T.O. sponsored assemblies.

3. Treasurer

- Become familiar with and utilize the Douglas County School District's School Activities Fund Procedure Manual;
- Assist the CCMES Head Secretary with the following duties:
 - a. Reconcile P.T.O. receipts and expenditures on a monthly basis;
 - b. Present a written statement of monthly financial transactions to President, Secretary, and a copy for the Treasurer's file; and
 - c. Give a written summary of monies available at monthly P.T.O. meetings.

4. Secretary

- Responsible in conjunction with the President for all P.T.O. correspondence (ie: thank you notes, letters, newspaper contacts, home communication, etc.);
- Keep accurate and complete minutes of all P.T.O. meetings and provide copies for approval at the next P.T.O. meeting;
- Supply a copy of the approved minutes to the school office, each board member and the school website monitor;
- Maintain an ongoing attendance roster; and
- Have available at each meeting a copy of the By-laws and "Robert's Rules of Order."

5. Grade Level Representatives

- Voice opinions of parents, students and teachers from their respective grade levels;
- Relay information to their respective grade levels; and
- Assist in planning events.

6. Staff Representatives

- Communicate pertinent P.T.O. information to staff;
- Advise P.T.O. of staff requests; and
- Assist in planning events.

7. Principal

- Provide information regarding school and school district;
- Responsible for the agenda in concert with President and Secretary; and
- In the event both the President and Vice President are unable to attend a meeting, the Principal shall conduct the meeting.

Article VI. Election of Board Members

1. Nominations for Board Members will be accepted from General Membership at the May P.T.O. meeting.
2. Elections will be held at the June P.T.O. meeting by written ballot.
3. To be eligible for nomination as a board member, the nominee must have attended at least three regular monthly meetings prior to the June meeting with the exception of the Pk/K Grade Level Representative Board Member.
4. The Secretary will contact the nominees within one week of the May P.T.O. meeting to accept or deny the position.
5. To be eligible to vote for Board Members, the voter must have attended at least three meetings prior to the June meeting of the current school year.
6. Absentee ballots will be made available by the Principal. It is the absentee voter's responsibility to obtain a ballot and turn it in to the Principal prior to the June P.T.O. meeting.
7. Term of office will be one year.
8. Members may be re-elected for subsequent years.
9. Officers will take office immediately after the June P.T.O. meeting.
10. If an office is not filled or is vacated during the course of the year, the position will be filled by appointment by the remaining board.

Article VII. Voting

1. A motion may be made by any member of the P.T.O.
2. A motion shall be passed by a simple majority of Board Members present. At the discretion of the President, it will be determined whether the vote will be verbal, written or a show of hands.
3. In the event of a tie vote, each board member will be polled and their written vote will be given to the President.

Article VIII. Agenda

Information for future agenda items will be solicited from all General Members and Board Members up to one week prior to the meeting. Additional items may be added to the agenda at the discretion of the President.

The agenda at all P.T.O. meetings shall include:

1. Call to order and introductions;
2. Approval of Agenda;
3. Minutes of the prior month's meeting made available for inspection, comment and approval;
4. Reading and approval of the Treasurer's Report;
5. Old Business;
6. New Business – Open for discussion;
7. Request for agenda items;
8. Establish next meeting date and time; and
9. Adjournment.

Article IX. P.T.O. Funds

1. All P.T.O. funds are the responsibility of the Board Members.
2. All receipts are to be accounted for by at least two people, one of whom must be a board member.

Article X. Review of By-laws

1. The By-laws shall be reviewed at least annually by the Board;
2. The President may establish a committee to review the By-laws. This committee will make a recommendation to the Board, who will then vote at the next meeting.

Article XI. Dissolution

In the event the P.T.O. dissolves, its assets will be dispersed to the C.C. Meneley Elementary School discretionary account.

CCMES PTO Bylaws