**Edinburg Common School Parent- Teacher Organization**

**Revised By- Laws**

Effective September 2017

**P.T.O. OBJECTIVES**

To help build partnerships among parents and teachers to promote an environment that nurtures and supports exceptional learning.

**MEMBERS WITH VOTING ELIGIBILITY**

1. Anyone having children or grandchildren in the Edinburg Common School System
2. A teacher, staff member, or board member belonging to the Edinburg Common School System

**QUALIFICATIONS OF MEMBERS (IN GOOD STANDING)**

1. Must meet voting eligibility
2. Dues ($2.00 annually) must be paid prior to voting privileges

**OFFICERS AND DUTIES**

**The President shall:**

1. Preside at meetings
2. Select and formulate committees and appoint a chairperson of such committees.
3. Send announcements to local newspapers and send home flyers of upcoming events and monthly meetings concerning P.T.O.
4. Sign all contracts/agreements, after such has been brought before the P.T.O.
	1. The President has the option of delegating said responsibilities.

**The Vice- President shall:**

1. In the absence of the president, assume the presidents duties.
2. Provide a copy of the by- laws to all members at the September Meeting.

**The Secretary shall:**

1. Keep the minutes of each meeting and read those minutes at the next meeting.
	1. Minutes will be emailed to participating members
2. Submit a copy of the minutes to the president prior to the next meeting.
3. Keep a monthly attendance record and provide a roster of current members to each officer.

**The Treasurer shall:**

1. Keep an accurate account of all monies received and expended in the name of P.T.O.
2. Present a financial statement at every meeting.
3. Collect dues, account for membership

**ELECTION OF OFFICERS**

1. In May, nominations will be accepted and elections will be the following month.
2. New officers will take office July 1st.
3. The officers shall serve until June 30th the following year at which time their successors will take over.
4. The officers shall be elected by ballot vote, a majority vote shall elect. However, if there is one nominee for any office, the secretary shall cast one vote to second the nomination for the elected office.
5. All books are to be turned over to the newly elected officer by June 30th.

**COMMITTEES**

The committee chairperson shall report to the body of P.T.O. at the monthly meetings. At that time, suggestions may be presented and a vote shall be taken.

**MEETINGS**

P.T.O. meetings for the school year will be held on the first Wednesday of the month. Special meetings may be called at any time at the request of the president. Executive meetings may be held and non- monetary decisions may be made. Monetary decisions require a majority vote of all paid P.T.O. members.

**COMMUNITY**

If at any time a member of the community or an organization asks the P.T.O to volunteer at a fundraising event, it will be discussed and voted on at the next P.T.O meeting.

**P.T.O. FUNCTIONS**

The Edinburg Common School Parent Teacher Organization requires that the serving or consumption of alcoholic beverages be prohibited at P.T.O. sponsored functions or related P.T.O. activities

**SCHOLARSHIP FUND**

The Edinburg P.T.O. will maintain a balance of at least One Hundred and Fifty Dollars ($150.00). The scholarship committee shall choose two winners in the 6th grade who have participated and the winners will be presented with their scholarship award at the 6th grade graduation.

**YEARBOOK**

PTO will give one free yearbook to graduating 6th grade students.

**RECEIPTS**

All receipts for PTO purchases must be turned into PTO treasurer for reimbursement within 30 days of purchase to receive a refund. Receipts turned into PTO after 30 days will be void and non-eligible for a refund. PTO does not refund sales tax.

**BOOKS OF ORGANIZATION**

At the end of the school year the books are to be audited. When the auditor is satisfied that the treasurers’ reports are correct and accurate it shall be reported to the P.T.O.

**DISSOLUTION**

In the event of the dissolution of the Edinburg P.T.O. all monies and equipment are to be turned over to the Edinburg Common School.

**AMENDMENTS**

A request to amend the by- laws of the Edinburg P.T.O. may be made at any monthly meeting. The vote to amend the by- laws will take place at the next monthly meeting and require a majority vote of the members present.