**Fort Braden School**

**Parent-Teacher Organization**

**By-Laws**

**Edited March 2021**

**ARTICLE I**

Name:

Section 1: The name of this organization shall be the Fort Braden School Parent-Teacher Organization, hereinafter referred to as the Fort Braden PTO.

**ARTICLE II**

Purpose:

Section 1: The purpose of this organization shall be to encourage, support, and assist the administration and faculty, and to benefit the students of Fort Braden School in every way possible.

**ARTICLE III**

Policies:

Section 1: This organization shall not seek to direct; however, will maintain involvement in the administrative activities of the school.

Section 2: This organization may cooperate with other local organizations interested in the objectives of said organization.

**ARTICLE IV**

Membership:

Section 1: The membership shall consist of all parents and/or guardians of the children who are enrolled at Fort Braden School, and all faculty, staff, and administrators who are employed there.

Section 2: Honorary membership may be conferred by the Executive Board to individuals and/or organizations who have made contributions to the school.

**ARTICLE V**

Dues and Expenditures:

Section 1: Dues shall not be required for membership, although contributions may be solicited at a rate to be recommended annually by the Budget Committee and approved by the Executive Board.

Section 2: Expenditures shall be authorized by majority vote of the Executive Board at a regularly scheduled PTO meeting, within the limitations imposed by the annual budget. The annual budget shall be approved by majority vote of the general membership present at the September PTO meeting.

Section 3: The signature of both the President and Treasurer are required on all checks.

Section 4: The Treasurer will provide a financial report for approval at each Executive Board meeting.

**ARTICLE VI**

Meetings:

Section 1: Executive Board Meetings.

1. Executive Board meetings will be held as needed and will be open to the general membership.
2. Agenda at these meetings will include, but not be limited to, current financial status, minutes of previous meeting, old business, standing committee reports, proposed projects, faculty representative report, and other concerns and considerations.
3. All members attending the Executive Board meeting will have the right to vote on all issues before the Board. Members will be required to sign in and indicate their child’s name and grade.
4. The President will vote only in the case of a tie.

Section 2: General Membership Meetings.

1. At a minimum, four (4) General Membership meetings should be held per school year. Additional General Membership meetings may be called at the discretion of the Executive Board.
2. Meetings will be the third Thursday of the month at 6:00 p.m., with the Executive Board having the option to change the day or time at their discretion.
3. Agenda at these meetings will include, but not be limited to, current financial status, minutes of previous meeting, old business, standing committee reports, proposed projects, faculty representative report, and other concerns and considerations.

**ARTICLE VII**

Elected Officers and Duties:

Section 1: The elected officers shall be the President, Vice-President, Secretary, and Treasurer. Each officer must be a member of the Fort Braden PTO.

Section 2: The duties of the elected officers shall be:

President: Shall prepare an agenda and preside over all meetings; shall appoint, with the approval of the Executive Board, the necessary committee chairpersons; shall co-sign all checks; and shall be an ex-officio member of all committees, except from Nominating Committee.

Vice-President: Shall assist the President and assume all duties of the President in his/her absence. In the event the President is vacated, the Vice-President shall assume the office.

Secretary: Shall record minutes of all meetings, shall assist the President with all correspondence, and shall notify Executive Board members of important information or appointments, at the direction of the President.

Treasurer: Shall receive and disburse all moneys, shall cosign all checks, keep and accurate and current record of all transactions, present a financial report at each Executive Board meeting, and prepare a Treasurer’s report to be presented at each General Membership meeting.

**ARTICLE VIII**

Executive Board:

Section 1: The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Past-President, Principal, Teacher Representatives, Standing Committee Chairpersons (to include one homeroom parent), and Volunteer Coordinator.

**ARTICLE IX**

Committees and Their Duties:

Section 1: All committee Chairpersons shall be responsible for reporting to the Executive Board on the activities of the committee, and when appropriate, seek approval of actions and expenditures.

Section 2: The standing committees of this organization shall be as follows:

1. Nominating Committee- This committee shall be selected at least one month prior to the election of the PTO Officers. They shall present a slate of officers at the last meeting of the year.
2. Volunteer Coordinator Committee- This committee shall be comprised of one or more parents. Their duties will be to encourage involvement of parents in school activities. Responsibilities shall include: 1) recruitment of parent volunteers, 2) recording volunteer hours, and 3) other duties as assigned by the President or Principal.
3. Carnival Committee- This committee shall be responsible for the annual carnival to be held in October or November. Their responsibilities shall include: 1) organize and facilitate all carnival functions which include: fish fry, class booths, food booths, prizes, bingo, clean-up, set-up and all related functions.
4. Other Committees- These committees shall be appointed as deemed necessary by the Executive Board.

**ARTICLE X**

Nominations and Elections:

Section 1: Election of Officers shall take place at the last General Membership meeting of the school year. A majority of all votes cast shall constitute an election.

Section 2: Newly elected Officers shall be installed at the final PTO meeting of the school year and take office after the final meeting of the current year.

**ARTICLE XI**

Voting:

Section 1: The voting body shall consist of members by show of hand or by ballot. In the case of a vote being conducted via a virtual Zoom meeting, a verbal or written vote will be accepted. Simple majority vote carries.

**ARTICLE XII**

Amendments:

Section 1: These by-laws may be amended at any Executive Board or General Membership meeting of this organization, provided notice of the proposed amendment(s) had been given to the general membership two weeks prior to the meeting. A majority of those members present shall be required to approve any proposed amendment(s).