

# **McCornack Parent-Teacher Organization Bylaws**

## **Article I – Name**

The name of this organization shall be the McCornack Parent-Teacher Organization (hereafter to be known as PTO).

## **Article II – Purpose**

The purpose of the McCornack PTO is to provide communication between the school and the parents of children attending McCornack. The meetings are to allow parents, teachers and staff to express their opinions on school policies and to provide an opportunity to participate in decision making whenever possible. In addition, the group may plan activities that enhance and enrich the McCornack school program.

## **Article III – Membership**

Membership in the McCornack PTO is composed of the families and staff of the McCornack school community.

## **Article IV – Dues**

No dues will be required for membership in this organization.

## **Article V – Officers and Their Election**

### Section I – General

- a. The officers of the McCornack PTO shall consist of a President, Vice President, Secretary, and Treasurer.
- b. Officers shall be elected annually in the month of April or May, dependent upon the decision of the Executive Board.
- c. Officers shall assume their official duties at the close of the annual meeting in May.
- d. President, Vice President, and Secretary shall serve a term of one (1) year. Treasurer shall serve a term of two (2) years.
- e. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.
- f. Prior to the assumption of duties by new officers, a joint Board meeting will be held between outgoing and incoming officers so that a smooth transition will be assured.

### Section II – Nominating Committee

- a. The members of the nominating committee for officers of the McCornack PTO shall be elected by the PTO membership at the February meeting.
- b. The nominating committee shall consist of no more than five (5) people.
- c. The nominating committee shall select one nominee for each office to be filled and report their proposed slate of candidates to the PTO membership at least thirty days prior to the election.
- d. During the election, an opportunity shall be given for nominations from the floor.

### Section III – Vacancy of Office

*In the event* of a vacancy occurring in the office of President, the Vice President shall serve as President for the remaining term. In the case of a vacancy occurring in any other office, the vacancy shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

### Section IV – Duties of the President

The President shall:

- a. Preside at all meetings of the McCornack PTO and its Executive Board.
- b. Be a member ex-officio of all committees except the Nominating Committee and, if authorized to sign checks, the Auditing Committee.
- c. Appoint members to special committees.
- d. Delegate the work of the organization to other officers or chairperson as appropriate.

### Section V – Duties of the Vice President

The Vice President shall:

- a. Act as aid to the President and perform the duties of the President in the absence or inability of that officer to serve.
- b. Every two years appoint a By-laws Review Committee and act as the chairperson of that committee.
- c. Perform such other duties as may be delegated.

### Section VI – Duties of the Secretary

The Secretary shall:

- a. Record the minutes of all meetings of all McCornack PTO meetings and its Executive Board.
- b. Have a current copy of the by-laws.
- c. Post minutes of McCornack PTO meetings in the next newsletter.
- d. Conduct the correspondence of McCornack PTO.
- e. Perform such other duties as may be delegated.

### Section VII – Duties of the Treasurer

The Treasurer shall:

- a. Receive and pay all monies of McCornack PTO and keep an accurate record of receipts and expenditures in accordance with the budget adopted by the PTO.
- b. Place all monies in a financial institution approved by the Executive Board.
- c. Checks are to be signed by the Treasurer and one other duly elected and authorized officer.
- d. Be prepared to present a written financial statement at every McCornack PTO meeting and at other times as requested by the Executive Board, making a full report at the May meeting.
- e. Provide all financial records to the Auditing Committee and to the school district auditor when requested.

- f. Be responsible for completion and filing of appropriate forms as may be required by IRS regulations no later than the date established by those regulations.
- g. The treasurer shall be a member ex-officio of the Ways and Means Committee and all other fundraising committees.

## **Article VI – Executive Board**

### Section I – Membership

The Executive Board shall consist of the President, Vice President, and Secretary, Treasurer, and chairperson of the Ways & Means Committee and the Principal of McCornack Elementary School.

### Section II – Duties

- a. The Executive Board shall meet on a consistent basis to discuss the agenda and dispense with any business not requiring the attention of the entire PTO.
- b. The Executive Board shall appoint an Auditing Committee to perform an audit at the end of a 2-year term or if the current treasurer resigns.

## **Article VII – Meetings**

Regular monthly meetings shall be held from October through June at the same time and on the same day and week of each month if possible, with an attempt to coordinate these dates with other area schools (i.e. Kennedy and Churchill) to avoid scheduling conflicts.

## **Article VIII – Standing Committees**

There shall be standing committees for the Ways & Means, Carnival, Nominating, Fundraising and Auction. The chairpersons for these committees are voluntary and will be voted on and assume their duties at the May meeting. It is suggested that notebooks be kept by each chair and passed along to his/her successor to ensure continuity.

- a. Ways & Means Committee – This committee shall be formed of a minimum of (2) two members and is responsible for ascertaining the bi-annual budgetary needs of the PTO and the McCornack staff by surveying staff and parents and compiling the results. This committee will then hold a bi-annual budget meeting where all expenditures are discussed and voted on. Any McCornack PTO member attending this meeting will be considered part of the Ways & Means Committee. The proposed budget plan is then submitted to the general membership at a PTO meeting for final approval.
- b. Carnival Committee – This committee shall be formed of a minimum of (2) members and is responsible for holding the annual McCornack Carnival, usually scheduled toward the end of May. It is the Chairperson’s responsibility to recruit sub-committee chairs to handle all the various aspects of the Carnival.
- c. Nominating Committee – This committee is responsible for creating a slate of PTO officer candidates who are then presented to the PTO general membership one (1) month prior to officer elections. The committee shall consist of up to five (5) volunteers and shall be formed during the February PTO meeting.

- d. Fundraising Committee – This committee shall be formed of a minimum of (2) two members and is responsible for the administration of the annual fundraising drive held in the fall of each school year. This committee is urged to conduct annual vendor reviews to make sure that every effort is made to provide McCornack with the best fundraising alternatives possible. This committee should strive to keep an accurate record of every aspect of the sale and its promotion in order to provide a blueprint for future chairpersons.
- e. Auction Committee – This committee shall be formed of a minimum of (2) members and is responsible for holding the annual McCornack Auction, usually scheduled for the month of February. It is the chairperson’s responsibility to recruit sub-committee chairs to handle all aspects of the auction.

**Article IX – PTO Funding**

- a. Expenses of under \$200.00 are defined as incidental.
- b. Request for incidental expenses of \$200.00 or less should be made to the PTO Treasurer. If the Treasurer and one additional Board member deem the purchase appropriate, a check will be issued.
- c. Request for expenses of \$200.00 or more shall be made at a PTO meeting and voted upon by the PTO membership.
- d. Receipts for funds allocated to teachers and staff must be turned in by June 1<sup>st</sup> of the school year. If receipts are not submitted by June 1<sup>st</sup>, funds will be returned to the general account.

**Article X – Parliamentary Procedure**

Robert’s Rules of Order shall be the parliamentary authority of all matters of procedure not specifically covered by the by-laws or by specific rules of procedures adopted by the PTO.

**Article XI – Amendments**

Bylaws may be amended by a majority vote of the PTO members. The amendment must be submitted in writing to the board with at least 2 or 3 signatures to show that more than one person is interested in making the change. Notification of the proposed change shall be made to the general membership 2 weeks prior to the meeting.

Bylaws presented to the Membership: October 23, 2006

Bylaws Approved by the membership: January 8, 2007

PTO President: Holly Powell

PTO Secretary: Angela Elstone