

Manning Elementary PTO Constitution and By-Laws

Constitution

Amended May 2019

I. Name of the Organization

The name of this organization shall be Manning School Parent-Teacher Organization, hereinafter referred to as the PTO.

II. Mission

The PTO will promote the welfare of our children in the home, school and community, support communication and understanding between parents and the school, and develop efforts to secure the highest advantages in physical, cultural and social education for all children.

III. Objectives

1. Work with the school to support the provision of a high-quality, well-rounded education for all children.
2. Encourage parent participation in the development and support of school programs.
3. Promote parent volunteers at all levels of the school.
4. Raise funds through various lawful and proper activities, as approved by the majority of PTO members present at a regularly scheduled meeting.
5. Assist local school administration and staff in securing needed items and resources that cannot be obtained through the annual school budget.
6. Encourage the community at large to support activities of the school.
7. Continually research, evaluate, monitor and recommend activities and programs that support the mission and objectives of the PTO.

IV. Policies

The PTO shall:

1. Be non-commercial, non-sectarian and non-partisan.
2. Cooperate with other organizations and agencies concerned with child welfare; individuals representing the PTO in such matters shall make no commitments that bind the PTO without Board approval.

V. Membership

1. Membership is granted to all current Manning families and faculty without regard to race, color, creed, national origin or sexual orientation.
2. All PTO members are voting members, with the exception of the Principal and Teacher Representative(s).

VI. Executive Board and Terms of Office

The Executive Board of the PTO shall consist of its officers and advisors.

1. Officers

- The elected officers of the PTO shall be the President, President-Elect, Volunteer Coordinator, Fundraising Coordinator, Recording Secretary, Communications/Public Relations Secretary and Treasurer.
- The Past President will also be a part of the Executive Board but is not elected in to office.

2. Advisors

- Advisors to the PTO shall be the principal of Manning School and at least one teacher representative from the Manning School staff.

3. Terms of Office

- The terms of officers shall be for two (2) school years beginning July 1st for the positions of Volunteer Coordinator, Fundraising Coordinator, & Treasurer. The terms of office shall be (1) school year beginning July 1st for the positions of Recording Secretary & Communications/Public Relations Secretary.
- An officer shall serve from January 1st – June 30th in the President-Elect position before transitioning into the President position, the next year (for one year). The President will then, after one year at the position, transfer into the Past President position from July 1st – December 31st. All other officers shall serve no more than two consecutive terms in the same office. No officers shall be on the Executive Board for more than 4 years consecutively.
- If an Executive Board position remains unfilled after all candidate search efforts have been exhausted, the current Executive Board member may maintain their position for one (1) additional year and must approved by a majority vote of both the Executive Board and General PTO Membership.
- Appointments to unexpired terms of officers and positions for which no candidates are nominated shall be filled by a majority vote of the Executive Board.
- Officers may serve in both the Past President or the President Elect position and another Executive Board Position concurrently.

VII. Amendments

This Constitution may be amended by a two-thirds (2/3) vote of the members present and voting at a meeting, provided that the proposed amendment has been made known to the membership at the monthly meeting prior (30 days) to the vote. Revisions to the Constitution shall take effect upon passage.

VIII. Parliamentary Authority

Robert's Rules of Order shall govern the PTO in all matters of procedure unless otherwise specified by the By-Laws or Constitution.

Bylaws

I. Duties of Executive Board, Officers and Advisors

The Executive Board shall:

- Transact business between PTO meetings.
- Pass on the work of the committee chairpersons.
- Make the minutes of meetings of the Board open to the inspection of any PTO members upon request.

The President shall:

- Serve a one-year term, followed by the position of Past President.
- Preside over all meetings of the PTO and of the Executive Board.
- Plan the agenda for all PTO meetings.
- Coordinate the assignment of all committees to make sure all tasks begin on time and are completed.
- Be listed as a co-signer on all bank accounts and approves all checks written over \$500.
- Attend joint PTO meetings held within the district.
- Act as the official representative to the school administration, school board and public.
- Perform all other duties pertaining to the office.

The President-Elect shall:

- Serve a half-year term, followed by the position of President.
- In their designated order, perform the duties of the President in his/her absence or inability to serve.
- Act as an aid to the President.
- Coordinate babysitting for PTO meetings.
- Be responsible for updating the PTO handbook for the school year.
- Assist the President in all areas and become acquainted with all PTO operations in order to maintain continuity of PTO leadership.

The Volunteers Coordinator shall:

- Serve a two-year term.
- Recruit and coordinate volunteers for all PTO committees /events.
- Maintain contact throughout the year with Committee Chair Heads to assure that all PTO events are adequately staffed.
- Be in charge of the committee binders and shall update information (i.e. PTO meeting dates, current Constitution copy, current budget report) to go into the binders on a yearly basis.
- Work closely with the Fundraising Coordinator and assist where necessary.

The Fundraising Coordinator shall:

- Serve a two-year term.
- Provide oversight to various fundraising committees.
- Runs yearly fundraising meeting each spring.
- Review current contracts.
- Work closely with the Volunteer Coordinator and assist as necessary.

The Recording Secretary shall:

- Serve a one-year term.
- Record the minutes of all official meetings of the PTO. Prepare and submit minutes to the Executive Board at least one week prior to the next PTO meeting.
- Maintain a record of all past meeting minutes and reports (including the end of the year Treasurer's Financial Statement).
- Conduct the correspondence of the PTO.
- Oversee the Student Directory process.
- Work closely with the Communications/Public Relations Secretary and assist where necessary.

The Communications/Public Relations Secretary shall:

- Serve a one-year term.
- Oversee development and maintenance of a Manning PTO website.
- Inform local media of important PTO events/news.
- Work closely with the Recording/Corresponding Secretary and assist where necessary.
- Maintain PTO eAlerts and social media channels.

The Treasurer shall:

- Serve a two-year term.
- Have all PTO correspondence (i.e.. tax information, invoices and bank statements) mail directly to the school and not their personal address.
- Receive all funds of the PTO and be responsible for their safekeeping and accounting.
- Pay out funds in accordance with the approved budget as authorized by the PTO (amounts exceeding \$500 will be co-signed by the President).
- Present a financial statement at every monthly PTO meeting and at other times at the request of the Executive Board.
- Present a mid-year report at the January PTO meeting.
- Present the PTO Accounts annually for examination by an independent auditor selected at the discretion of the Executive Board The auditor shall not be a member of the Executive Board and a receipt of the audit shall be made prior to the summer Executive Board meeting.
- Manage the Manning Alumni Scholarship Fund and oversee its procedural elements.

- Present a year-end report and tax filings to the Executive Board and the district office.
- Receive reimbursement for expenses related to the PTO. He/She will need to present a receipt and/or an expense form for such expenses, to the President. The President will sign the form and the check.
- Annually file all bank statements, year-end report, tax filings and audit receipts in the file cabinet in the PTO closet/room.
- In the month of July, meet with the in-coming Treasurer to review current status of all accounts and financial happenings. During this interim period the Past Treasurer will complete the year-end report for the pervious school year. The year-end report and audit should be completed and turned over to the President by July 30th.
- Serve on additional committees but may not chair a cash handling committee.

The Past President shall:

- Serve a half-year term.
- Assist in the transition of incoming Executive Board members.
- Act as an advisor to the President/President-Elect in all matters of PTO business for one half year.

The Teacher Liaison shall:

- Keep the lines of communication open between parents and faculty.
- Represent the faculty point of view on PTO issues.

The Principal shall:

- Act as a liaison between the PTO and the District Administrative Team.
- Provide any relevant information regarding programs and facilities that may assist the PTO in fulfilling its mission and objectives.

II. Meetings

1. Regular meetings of the PTO shall be held monthly on the first Monday unless otherwise posted and shall be open to all members.
2. The President or a majority of the Executive Board may call special meetings provided 5-day prior notification is given to the membership.
3. The Executive Board shall conduct annually each spring a budget planning meeting.
4. Participation in Meetings.
 - Introducing and seconding motions shall be limited to the members of the Executive Board.
 - Discussing and debating motions and voting on all matters shall be limited to members of the PTO.
 - Motions shall pass with a majority vote.

- Any member wishing to place an item on the meeting agenda shall give the president one week prior notice.

III. Disciplinary Action

The Executive Board may replace any officer who is grossly negligent of his/her duties as defined in the Bylaws and Job Descriptions or who is incapacitated to fill the unexpired term with a motion from a member and a majority vote, provided that the agenda for the meeting states that a vote will be taken by the membership and is provided to the membership at least one week prior to the vote.

IV. Communications

1. To ensure the continuity of responsibilities and programs, a folder will be updated and maintained by each Executive Board member and committee chair outlining their duties and summarizing all projects.
2. All communication distributed by the PTO to the membership will be approved by the Principal before release.

V. Committees

1. Committees, as may be necessary, shall be appointed each year by the Executive Board and will be discharged upon completion of their duties and receipt of their final report.
2. No committee spending, beyond any amount previously authorized or budgeted by the Executive Board, shall be undertaken without consent of the Executive Board.

VI. Appointed Committees

1. Nominating Committee for Executive Board Positions
 - The Nominating Committee shall consist of five (5) members: two (2) members of the Executive Board, two (2) members of the general membership, and the teacher representative or principal.
 - The committee shall canvas the membership in writing for candidates for all vacant positions. Candidates must be members of the PTO and be willing to serve.
 - Nominations shall be submitted in writing to the Nominating Committee no later than the April meeting of the PTO.
 - The election of officers shall be conducted by paper ballot at the May meeting of the PTO.
2. Manning Alumni Scholarship Fund Committee
 - The committee shall consist of five (5) members: the principal, a teacher representative, one (1) member of the Executive Board, and two (2) members of the PTO membership who are not Executive Board members.
 - The Executive Board shall appoint committee members by Feb. 1st each year.
 - One may not serve on the committee if a member of his/her family is a senior graduating from Westmont High School.

- The committee shall not have access to the names of the applicants at the time of reviewing the written compositions.
- The decision of the committee is final.
- The Principal or President shall notify the winner.
- The committee shall report to the Executive Board, at the April meeting, that an applicant has been selected.
- The scholarship shall be announced at the annual Spring Concert and awarded at the High School Awards Assembly.

VII. Scholarships

1. Manning Alumni Scholarship Fund

- The Manning Alumni Scholarship Fund is herein referred to as the Scholarship Fund.
 - The Treasurer will be responsible for placing the Scholarship Fund in an account paying
 - the highest possible interest, upon Executive Board approval.
 - Annually, the PTO Executive Board shall consider allocating additional monies to the
 - Scholarship Fund.
 - The Scholarship Fund account may only be used for the scholarship award. The
 - Scholarship Fund shall survive the PTO and/or Manning School.
 - The amount of the scholarship awarded will not be less than \$500.
 - Scholarship Qualifications:
 - i. The recipient of this award must be a graduate of Manning School and have attended Manning School for at least three (3) years.
 - ii. The recipient must be a graduate of Westmont High School.
 - iii. The recipient of this award will be decided on the basis of the following:
 1. Grades
 2. Service in school and community
 3. Written composition – topic will be decided upon each year by the
 4. Manning School Principal.
 5. Life Goals
 6. Why chosen
 7. How these goals will benefit recipient's community in the future.
2. Applications for the Manning Alumni Scholarship will be reviewed by a single committee.
 3. Recipient of the Manning Alumni Scholarship will be announced at the Manning Spring Concert.