

**GALLUP HILL ELEMENTARY SCHOOL  
PARENT TEACHER ORGANIZATION BY-LAWS**

**Article I. Name**

The name of this organization shall be the Gallup Hill School Parent Teacher Organization.

**Article II. Objectives**

The objectives of this organization are:

1. To play an active role in the school.
2. To raise money for those things not covered by the school budget.
3. To organize and carry out enriching activities for the students.
4. To strive for open communication between parents, teachers, and administrators.
5. To plan fun extra-curricular activities that bond us as a community.

**Article III. Membership**

Membership in this organization is open to any parent or guardian, who has children enrolled at Gallup Hill School, and also any teacher at Gallup Hill School, who will uphold the policies of the PTO and agree to these By-Laws.

**Article IV. Membership Meeting**

- A. Meetings of the membership shall be held a minimum of five (5) per school year. The exact date of such meetings shall be specified by the Executive Board. Written notice of all meetings shall be issued to the staff and to all students to be delivered to their parent .
- B. Special meetings of the membership may be called by any officer, if necessary.
- C. Members present shall constitute a quorum for the transaction of business in any meeting of the organization.
- D. Votes shall be made by a show of hands or confidential ballots.

**Article V. Officers and their Election**

Section 1

- A. The officers of this organization shall be elected annually from the membership and shall consist of a President, Vice-President, Secretary, and Treasurer. The Principal shall also serve as an officer. These positions can be shared by two persons. These officers shall be the Executive Board (hereinafter cited as the Board).

- B. Officers shall be installed annually during the last general meeting of the year. Members must have served not less than one (1) year on the Board before becoming eligible to run for the position of president.
- C. Officers shall assume their official duties at the close of the school term and shall serve for a term of one year and/or until their successors are installed.
- D. An officer shall not be eligible to serve more than three (3) consecutive terms in the same office unless there are no other eligible candidates or voted on by the PTO.

## Section 2

- A. There shall be a Nominating Committee composed of three (3) members, one (1) of whom shall be selected by the Executive Board from its body, in the January board meeting, and two (2) of whom shall be from the general membership selected by the organization in February. The chairman shall be appointed by the President.
- B. The Nominating Committee shall select two (2) nominees, where possible, for each office to be filled. The Nominating Committee shall present its recommended slate of officers by written notice in March at which time additional nominations may be made.
- C. Only those persons who have consented to serve shall be eligible for nomination.
- D. Officers shall be voted on by ballot.

## Section 3

- A. Any officer may be removed by a majority vote of the Board whenever it is the judgment of the Board that the best interest of the PTO would be served by such action.
- B. A vacancy in any office for whatever reason shall be filled by the majority vote of the Board for the unexpired portion of the term.

## **Article VI. Duties of Officers**

- A. The President shall preside at all meetings of the PTO and the Board, shall perform such other duties as may be prescribed in these By-Laws, and shall coordinate the work of the officers and committees in order to promote the objectives of the PTO.
- B. The Vice-President shall act as an aid to the President and shall perform the duties of the President in the absence or disability of the officer to serve, and shall also perform other duties assigned by the Board.
- C. The Secretary shall record the minutes of all meetings of the PTO and of the Board and shall perform other duties as may be delegated by the Board.
- D. The Treasurer shall be responsible for keeping the records of all financial affairs of the PTO and shall present a financial statement at each meeting of the PTO and other times when requested by the Board.
- E. The Principal shall serve as a liaison between the school district and the Board. She/he shall approve all fund raising projects of the PTO.

## **Article VII. Executive Board and Duties**

- A. The Executive Board shall consist of the officers, teacher representatives, and the principal of the school. The affairs of the PTO shall be managed by its Board.
- B. The duties of the Board shall be to:
  - 1. Transact necessary business in the intervals between PTO meetings.
  - 2. Create standing committees and/or special committees, and approve their plans of work.
  - 3. Present a treasury and organizational report at the regular meeting of the PTO.
  - 4. Appoint a Financial Review Committee each school year to audit the Treasurer's accounts.
  - 5. Prepare and submit a budget that is presented and voted on for approval by the general membership at the September meeting.
- C. Meetings of the Board shall be held during the school year as needed. Members present shall constitute a quorum. Special meetings of the Board may be called by the President or by a majority of the members of the Board.
- D. Votes shall be made by a show of hands or by confidential ballots.

## **Article VIII. Standing and Special Committees**

- A. Standing committees shall be created by the Board as deemed necessary. Their term shall be for one year. Chairpersons of the standing committees can be shared by more than one person.
- B. The chairperson of each standing committee shall present a plan of work to be approved by the Executive Board.
- C. The power to form special committees and appoint their members rests with the Board. Since a special committee is created and appointed for a specific purpose, it is automatically out of existence when its work is done and its final report is received.
- D. The President and the Principal shall each be a member with voting privileges of all committees, except the Nominating Committee.

## **Article IX. Finances**

- A. All PTO funds of any kind will go through the treasurer's books. The treasurer shall deposit all funds and make all payments.
- B. A budget shall be determined prior to the beginning of each school year. The budget must be approved at a general membership meeting. All expenditures within the realm of the approved budget are authorized expenditures.
- C. All expenditures of more than \$400 must be approved by the general membership. Necessary purchases up to \$400 require the approval of at least one other executive committee member and must be announced at the next Organization meeting.
- D. A majority of the general membership must approve the vendor being used for expenditures of greater than \$2500.

- E. The Treasurer and one officer as determined and approved by the Executive Board will be designated signatories.
- F. The Treasurer or the co-signor cannot sign checks made out to him/herself, his/her business, or those requested by him/herself.
- G. The Treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than two (2) members who, satisfied that the Treasurer's annual report is correct, shall sign a statement to that fact at the end of the report. The Treasurer's accounts shall be audited by May of each school year. The Treasurer's accounts shall be audited immediately when there is a vacancy in this office.

**Article X. Conflicts of Interest**

An officer or member who has a personal financial interest or may receive pecuniary gain from any PTO project shall refrain from deliberating or voting on any decision with respect to the matter and shall not be permitted to chair or co-chair a committee in which there may be personal financial gain. This is to avoid any conflicts of interest which may arise.

**Article XI. Parliamentary Authority**

A. The rules contained in Robert's Rules of Order, Revised, shall govern the PTO in all cases in which they are applicable except there they are in conflict with these By-Laws

**Article XII. Amendment of By-Laws**

These By-Laws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present and voting; and further provided that notice of the proposed amendment has been given at the previous regular meeting or by written notice communicated to the membership prior to the meeting at which the vote is taken.

A committee may be appointed to submit a revised set of By-Laws as a substitute for the existing By-Laws only by a majority vote at a meeting of the PTO, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of By-Laws shall be the same as in the case of an amendment.

**Adopted: October 2007**

**Revised: November 2014**