

# WATERBURY PTO BY-LAWS

Revised October 2008

## **ARTICLE I - MEMBER RESPONSIBILITIES**

1. Annual dues shall be \$5.00 per year, per family.
2. An annual enrollment shall be conducted at the beginning of the school year after the initial membership drive is over. Additional members may join at any time during the school year. The membership year shall be from August 1<sup>st</sup> to July 31<sup>st</sup> of the following year.
3. Only members in good standing shall be eligible to hold office and vote at an election. A member in good standing is defined as a person who has paid their PTO membership dues and has attended 3 consecutive meetings.

## **ARTICLE II - ELECTION OF OFFICERS**

1. The officers of the PTO shall be: President and Co-President (as needed), Vice-President, Co-Vice-President (as needed), Secretary, and two (2) Treasurers: Accounts Payable and Accounts Receivable.
2. A written slate of officers will be presented at the March PTO meeting. Before the election in April, additional nominations from the floor shall be permitted.
3. Any contested election shall be conducted by a secret ballot, any uncontested elections shall be voted on at the beginning of the PTO meeting in April.
4. Terms and qualifications of officers:
  - a. A term of office runs from August 1 of the elected year through July 31 of the following year. Paperwork must be revised and handed to the new chair by the last PTO meeting of the current school year.
  - b. An officer shall not hold the same office for more than three (3) consecutive yrs.
  - c. To be eligible for election, a person must be a member in good standing and have held an active permanent or standing chairmanship. Special circumstances will be considered if no candidate meets these requirements. A special vote will be taken to nominate such candidate.
5. Impartial judges to count the ballots will be the Principal and/or Asst. Principal.
6. Procedure for replacing resigning officers during an existing term:
  - a. Nomination shall be taken from the floor at a regular or special board meeting. Only those who have agreed to accept the office may be nominated.
  - b. If a resignation occurs at any time, a special election will be held to fill the vacant position.
  - c. The election, if contested, shall be by a secret ballot.

## **ARTICLE III - EXECUTIVE BOARD**

1. The Executive Board shall consist of the President, Vice President, Secretary, and Treasurers (Co-President and Co-Vice President as needed).
  - a. Permanent committees are committees which function all year.  
The following committees are considered permanent committees:  
Birthday Books, By-Laws, Hospitality, Market Day, Membership, Newsletter, Programs, Scout Coordinators, Sunshine, Yearbook and Year-Round Fundraisers.
  - b. Standing Committees are committees which function once or twice a year:  
The following committees are considered standing committees:  
Book Fair, Directory, Explore More Day, Fall Fundraiser, Fun Fair, Picture Day, Santa Shoppe, School Supply Kits, Skating party, Spirit Wear, Scholarships, Taffy Apple, Talent Show, Teacher Appreciation, and Volunteer Coordinator.
2. A PTO meeting shall be held once a month and will consist of the Executive and General Board.
3. The Executive Board, the permanent chairpersons and the standing chairpersons together shall be known as the General Board. The duties of the General Board shall be to transact all business necessary to the efficient running of this organization, to pass on the work to Committee chairpersons, and to report at PTO meetings on all functions of the organization. Board members are expected to attend official meetings and functions of this organization.
4. The Executive Board shall be limited to decisions as specified in these by-laws.
5. The Executive Board shall recommend a plan to provide for sufficient funds in the budget to enable enrollment in the fall.
6. Shall define for the General Board what sufficient funds are needed for each committee.

**ARTICLE IV - GENERAL DUTIES OF ALL OFFICERS, AND PERMANENT AND STANDING CHAIRPERSONS**

1. Shall attend PTO meetings or submit a written report to the President or Vice President in advance.
2. Shall attend special meetings and PTO sponsored activities.
3. Shall keep legible records to be passed on to his/her successor.
4. The Executive Board must turn over to the new officer's sufficient operating funds for the upcoming school year. The fiscal year shall be:  
August 1 through July 31.
5. All outgoing correspondence must be approved by the President or Vice-President and then by the Principal
6. Shall be responsible for distributing all pertinent information to parents, students and staff.
7. Each person can hold a maximum of 3 chairs and/or Co-chair position yearly, unless, deemed otherwise necessary by the Executive Board.

**ARTICLE V - SPECIFIC DUTIES FOR OFFICERS AND PERMANENT**

## **COMMITTEE CHAIRPERSONS**

### **OFFICERS:**

#### **PRESIDENT:**

1. Shall preside at all PTO meetings, Executive Board meetings and any special meetings.
2. May vote at elections; in other cases, may cast a vote only to break a tie.
3. Shall be responsible for conducting all General Board meetings in accordance with Roberts Rules of Order.
4. Shall be responsible for directly overseeing all non-fund-raising chairs.
5. Shall be responsible for all officers, permanent, standing and special committee chairpersons, and all non-fundraising activities.
6. Shall be responsible for notifying committee chairpersons of their existing budget.
7. Shall review and suggest to the General Board any changes, which are considered necessary for operating the PTO efficiently.
8. At the January PTO meeting a Budget review will be conducted.
9. All Co-Presidents must abide by the same.

#### **VICE-PRESIDENT:**

1. Shall perform the duties of the President in his/her absence.
2. Shall be responsible for overseeing the internal audit and reporting the results of said audit to the General Board at or before the October PTO meeting (October of the following school year).
  - a. The Vice-President and at least one member of the Executive Board other than the Treasurer shall conduct the internal audit.
  - b. The Treasurer shall be present during the audit, but only to answer questions.
  - c. A month may be re-audited, if a problem is found, after all months have been audited.
  - d. The out-going Vice-President is responsible for the audit.
  - e. The months of June, July and August shall be audited as one.
3. Shall be in charge of overseeing any and all funds.
  - a. Shall be responsible for all fund-raising chairpersons.

#### **SECRETARY:**

1. Shall write all correspondence that bear the PTO signature and retain photocopies in a permanent binder.
2. Shall prepare ballots for all elections requiring a secret ballot.
3. Shall keep minutes of all PTO meetings. The original minutes should be retained in a permanent binder.
4. Shall keep accurate attendance records at all meetings.
5. Shall set up a telephone tree for special meetings, as needed.
6. Shall be responsible for conducting all telephone votes and reporting the results to the President.
7. Shall be responsible for posting monthly dates and dispersing PTO information.

#### **TREASURERS:**

1. Shall sign all checks, pay all bills, keep all receipts, maintain records of expenditures, costs

and outstanding debts.

2. Shall turn the books over to the incoming Treasurer by July 31<sup>st</sup>, however; the months of June, July and August will be considered a transition period and all Treasurers are to work together.
3. Shall turn over to the Vice-President all necessary documentation needed for the internal audit.
4. Shall be responsible along with the appropriate chairperson for the handling of monies at PTO functions.
5. Shall be responsible for securing all officers' signatures on signature cards as needed by the bank for PTO accounts.
6. Shall be responsible for establishing and/or revising the current budget along with the Executive Board.
7. Shall be responsible for preparing and or securing someone to prepare tax return which is due in November on the 15 day each year.

### **PERMANENT COMMITTEES**

#### **BIRTHDAY BOOKS:**

1. Shall be responsible for obtaining all necessary material needed for each qualified child's birthday, as well as dedicating each book.
  - a. Shall provide an order form to be distributed each year
  - b. Shall dedicate each book to the birthday child and prepare each book appropriately.
  - c. Shall turn all birthday books into the Learning Center for distribution.
  - d. Shall be responsible for turning over to the Treasurer all proceeds from birthday books within 24 hours.
2. Shall report to the Vice-President.

#### **BY-LAWS:**

1. Shall be reviewed by the Executive Board yearly and distributed at the PTO meetings.

#### **HOSPITALITY:**

1. Shall be responsible for all necessary equipment, space, refreshments, volunteers for the following special events:
  - a. Teacher Welcome Back
  - b. Newcomers meeting
  - c. Family Reading Night
  - d. D.A.RE. Graduation
2. Shall report to the President.

#### **MARKET DAY:**

1. Shall be responsible for securing all necessary arrangements for each Market Day.
  - a. Shall be responsible for securing dates and rooms needed.
  - b. Shall distribute order forms to staff and parents.
  - c. Shall collect order forms and prepare them for delivery to Market Day.
  - d. Shall be responsible for completing and retaining the customer file.
  - e. Shall be responsible for getting order forms to Market Day on due date.
  - f. Shall be responsible for securing all necessary volunteers including set-up, clean up and inventory for each Market Day.
  - g. Shall do the item count check-in with the sales representative from Market Day and volunteers.
  - h. Shall work at all Market Day sales.
  - i. Shall be responsible for collecting all deducts taken the day of the sale.
  - j. Shall be responsible for turning over to the Treasurer all proceeds from Market Day within 24 hours after receiving checks.
2. Shall report to the Vice-President.

**MEMBERSHIP:**

1. Shall collect all membership dues and keep an accurate list of all current members.
2. Shall be responsible for the classroom winner pizza party.
3. Shall be responsible for collecting and turning in all funds to the Treasurer within 24 hours.
4. Shall report to the Vice-President.

**NEWSLETTER:**

1. Shall obtain all necessary information from each chairperson pertaining to their committee's activities.
2. Shall be responsible for overseeing the publication and distribution of the newsletter once per month. The time distribution is to be determined by the Executive Board and the school administration.
3. The PTO President and the school Principal must first approve the publication before distribution.
4. Shall report to the President.

**PROGRAMS:**

1. Shall work in conjunction with the teacher advisory committee to establish enrichment programs for the current school year.
2. Shall be responsible for booking events and for securing PTO approval for necessary funds in excess of the Programs budget.
  - a. Shall be responsible for securing program dates, all necessary equipment, supplies, volunteers and payments as needed.
  - b. Shall be responsible for any necessary clean up.
3. Shall report to the President.

**SCOUT COORDINATORS:**

1. Shall be responsible for securing dates for Scout meetings that are to be held at the school in the gym.

2. Shall submit a faculty use form to the Principal. The Principal will forward onto he district office. A copy will be sent to the coordinator with approval.
3. Shall report to the President.

### **SUNSHINE:**

1. Shall be responsible for sending cards and/or gifts to staff and students when appropriate.
  - a. Hospitalization, weddings and new babies of staff and teachers: a gift will be presented; not to exceed \$25.
  - b. Hospitalization of a student: a get-well package will be presented to the student, not to exceed \$25.
  - c. In the event of a death of a staff member, teacher or their immediate family, a book will be donated in their name to the Library. The book cost shall not exceed \$25. Immediate family is defined as: children, spouses of staff, teachers and parents of students. In the event that a teacher is unmarried and living with a parent this person is considered immediate family.
  - d. Death of a student: a \$100 cash donation will be made to the family and a book will be donated to the Library in the student's name, not to exceed \$25.
  - e. Cards will be sent liberally for all other instances.
2. The books will be purchased through the Library and are not to exceed \$25 each. A label will be placed in each book which will read:  
 "This book was donated by \_\_\_\_\_" OR "This book was donated in memory of \_\_\_\_\_"  
 A card will be sent for all of the above instances, including a certificate stating that a book in The title of \_\_\_\_\_ was donated in their name.
3. In any other pertinent situations, the Executive Board and the Sunshine chairperson shall have the authority to take the necessary action for an additional expenditure, not to exceed \$25.
4. PTO is unable to disperse any funds for economic hardships, however, these requests can be discussed during a PTO meeting for private donations.
5. Shall be responsible for purchasing a birthday gift for the: Principal, Assistant Principal, office staff and custodial staff.
  - a. Principal, Assistant Principal and office staff receive gifts not to exceed \$25 for birthday.
  - b. Custodial staff (main day time custodian) shall receive gifts not to exceed \$50 for Birthday. All other custodial staff shall receive \$25 for year end.
  - c. Library staff shall receive \$15-\$20 for year end.
6. Shall be responsible for turning in receipts of purchases to the Treasurer.
7. Shall report to the President.

### **YEARBOOK:**

1. Shall be responsible for securing a publisher for the annual yearbook.
2. Shall be responsible for obtaining all pictures and necessary information for the

- structure of the yearbook
3. Shall be responsible for establishing the purchase price per book and notification of said price to students, staff, faculty and parents.
  4. Shall be responsible for collecting order forms and payments of yearbooks and turning funds over to the Treasurer within 24 hours. Shall also be responsible for the distribution of the complete yearbook.
  5. Shall report to the Vice-President.

### **STANDING COMMITTEES**

#### **BOOK FAIR:**

1. Shall be responsible for securing dates, rooms and equipment needed.
2. Shall be responsible for securing all volunteers.
3. Shall be responsible for turning in proceeds to the Treasurer within 24 hours.
4. Shall coordinate with teachers when planning schedules for viewing and purchasing of books.
5. Shall report to the Vice President.

#### **DIRECTORY:**

1. Shall be responsible for sending an order form to all families.
2. Shall be responsible for keeping track of orders and payments.
3. Shall be responsible for turning in all checks to the Treasurer within 24 hours.
4. Shall be responsible for getting the information to the printer.
5. Shall be responsible for distributing final directories to families who ordered.
6. Shall report to the Vice President.

#### **EXPLORE MORE DAY:**

1. Shall be responsible for securing appropriate chairpersons for the individual committees as needed.
  - a. Individual committees under Explore More Day shall be; Hospitality, Luncheon, Kindergarten Representative, 1<sup>st</sup> grade Representative, 2<sup>nd</sup> through 5<sup>th</sup> grade Representative, Class Registrar, Donations coordinator, Class input typist & Supply coordinator.
  - b. Each individual committee shall work together in the planning and execution.
    2. Shall be responsible for sending out notification of dates, securing volunteers and sending notification to the staff, students and parents.
3. Shall report to the President.

#### **FALL FUNDRAISER:**

1. Shall be responsible for securing the company necessary for operating the fall fundraiser.
2. Shall be responsible for securing dates, rooms, equipment and volunteers needed

- for set up, clean up and running of the fall fundraiser.
3. Shall be responsible for distributing the necessary information to staff, parents and students.
  4. Shall be responsible for collecting and turning over to the Treasurer all proceeds from the Fall fundraiser within 24 hours.
  5. Shall be responsible for the distribution of the fundraiser products.
  6. Shall report to the Vice-President.

### **FUN FAIR:**

1. Shall be responsible for securing appropriate chairpersons for the individual committees as needed.
  - a. Shall be responsible for securing all help needed to operate the Fun Fair, including set-up, clean up, inventory and refreshments.
2. Shall be responsible for all advance bookings needed and securing General Board approval for necessary funds beyond the Fun Fair budget.
  - a. Shall be responsible for collecting and turning over to the Treasurer all funds collected at the Fun Fair and at pre-sales within 24 hours.
3. Shall be responsible for notifying parents, students and staff with the fair date.
4. Shall be responsible for securing all games, services, and merchandise to be offered at the Fun Fair.
  - a. Individual committees under Fun Fair shall be; Raffle, Kitchen, Bake Sale, Games and volunteer organizer.
  - b. Each individual committee shall work together in the planning and execution of the Fun Fair and adhere by the above rules.
5. Shall report to the Vice-President.

### **PICTURE DAY:**

1. Shall secure the services of a photographer for students' school pictures. Shall establish the dates for such with the approval of the school Principal.
2. Shall secure all volunteers to help with the photo sessions.
3. Shall establish a re-take date for those students who were absent.
4. Shall be responsible for handling all record keeping the day of the picture session.
5. Shall be responsible for distributing any necessary information to staff, students, and parents regarding picture day.
6. Shall report to the Vice President.

### **SANTA SHOPPE:**

1. Shall be responsible for making the necessary arrangements for the operation of Santa Shoppe.
  - a. Shall be responsible for setting a date for Santa Shoppe with the school

Principal and securing Board approval for all funds necessary for the operation of this event.

- b. Shall be responsible for securing the company necessary for the Santa Shoppe and for securing all merchandise to be offered at Santa Shoppe.
  - c. Shall be responsible for securing the room and volunteers needed for set-up, clean-up, inventory and refreshments. Shall be responsible for volunteers for the sale of Santa Shoppe items.
  - d. Shall be responsible for collecting and turning over to the Treasurer all funds collected at Santa Shoppe within 24 hours.
2. Shall be responsible for distributing the necessary information to staff, parents and students regarding Santa Shoppe
  3. Shall report to the Vice President.

### **SCHOOL SUPPLY KITS:**

1. Shall be responsible for updating school supply lists with the teachers.
2. Shall be responsible for sending out order forms and collecting payment.
3. Shall be responsible for turning in all funds to the Treasurer within 24 hours.
4. Shall be responsible for organizing orders, compile final numbers to order with school supply kit company.
5. Shall be responsible for checking in all supply kits.
6. Shall be responsible for coordinating volunteers to distribute supply kits to the classrooms.
7. Shall report to the Vice President.

### **SKATING PARTY:**

1. Shall be responsible for presenting possible skating party dates at a PTO meeting.
2. Shall be responsible for working with the Skating establishment.
3. Vice President along with the chairperson will need to have a contract signed with the Skating establishment.
4. Shall be responsible for informing the families and students with a date and distributing flyers.
5. Shall be responsible for attending the Skating party. Check in families and to make sure parents understand this is not a “drop and go” event.
6. Shall report to the Vice President.

### **SPIRIT WEAR:**

1. Shall be responsible for choosing the clothing and a design for Spirit Wear.
  - a. Design must get the approval by the Principal
2. Shall be responsible for sending out order forms and collecting all monies.

3. Shall be responsible for organizing order forms and compile final numbers for order.
4. Shall be responsible for receiving in shipment and arrange for pick up.
5. Shall report to the Vice President.

### **SCHOLARSHIPS:**

1. Shall be responsible for preparing forms and distribution.
2. Shall be responsible for the privacy of the applicants.
3. Shall be responsible for copying all applications for the voting committee.
4. Shall be responsible for contacting the winner.

### **TAFFY APPLE:**

1. Shall be responsible for sale date.
2. Shall be responsible for distributing order forms and collecting monies.
3. Shall be responsible for distributing Taffy apples on delivery day.
4. Shall report to the Vice President.

### **TALENT SHOW:**

1. Shall make all arrangements for try-outs, publicity etc.
2. Shall be responsible for securing the facilities, necessary equipment and supplies for all practices and for the day of the Talent Show.
3. Shall be responsible for set up, decorations, and clean up for this event.
4. Shall be responsible for distributing the necessary information to staff, parents and students.
5. Shall be responsible for holding auditions and rehearsals and for coordinating all performances.
6. Shall report to the President.

### **TEACHER APPRECIATION:**

1. Shall be responsible for setting the date to meet with Executive board. To go over what their budget is and what has been done in the past.
2. Shall be responsible for getting information out to the families and teachers.
3. All handouts must be approved by President and then the Principal.
4. Shall report to the President.

### **VOLUNTEER COORDINATOR:**

1. Shall be responsible for sending out a comprehensive volunteer form to all parents.  
The form shall be in two parts, one sent out in September with current year events and the other sent in January with the remainder of the school year events. This form is seeking assistance for volunteers for various PTO functions.
2. Shall provide a volunteer list to the appropriate committees as well as the President.
3. Shall report to the President.

## **ARTICLE VI - METHOD FOR A PTO VOTE OTHER THAN AT PTO MEETINGS**

1. The following procedures are for those times when a decision must be made and cannot be postponed until the next regularly scheduled PTO meeting.
  - a. For motions that do not involve expenditures, passage requires a majority of the General Board's vote.
  - b. For monetary decisions: All decisions regarding money should be made only at PTO meetings. In case of emergency expenditures, there should be an emergency PTO meeting called. If money is needed in an emergency situation it will be dealt with on a case by case basis. Must have a majority vote by the General Board to approve the expenditure.

## **ARTICLE VII - PROCEDURE FOR TEACHERS/STAFF REQUEST**

1. All requests from teachers/staff must first go through the school Principal.
  - a. Requests must be presented prior to PTO meetings.
  - b. Once approved by the Principal, requests will be presented and discussed with one and or all Executive Board members before being presented at the next PTO meeting for vote and approval.
2. Once the PTO has given any item to the school, it is the responsibility of the school to maintain and supply the necessary equipment for said item (s) operation and maintenance, within reason.
3. All items that were purchased or given to teachers with PTO funds must remain at the school if and when a teacher leaves the school.