

**The Granby Elementary School  
Parent Teacher Organization  
Granby, Connecticut  
Bi-Laws (revised May 2008)**

Article I – Name

The name of this organization shall be the Granby Elementary School Parent-Teacher Organization (PTO)

Article II – Statement of Purpose

The Granby PTO is organized for the charitable and educational purposes of supporting the education of children at school by fostering relationships between the school, parents, caregivers and teachers.

Article III – Objectives

The activities of this Organization shall be consistent with the following objectives:

The Organization shall actively foster communication between its leadership, membership and school staff.

The Organization shall facilitate parent awareness of, and provide opportunities for parent involvement in, the schools' programs and projects through coordination with the principals, teachers, and administration.

The Organization shall provide financial, volunteer, and other support services to enhance schools' programs and, as resources permit, support relevant community activities for children.

The Organization shall encourage discussion of issues relevant to children's mental, social and physical development and become advocates for action where warranted.

Article IV – Policies

*Section 1.* This Organization shall be non-profit, non-commercial, non-sectarian, and non-partisan.

*Section 2.* The officers of the Organization, acting in official capacity, may not lend their names or the name of the Organization to any commercial, partisan, or sectarian product, project or campaign.

Article V – Membership

*Section 1.* General Members shall be:

1. All parents, step parents or guardians of students
2. All Granby Elementary School teachers, administrators and support staff

*Section 2.* Voting members shall be any general member who may be present and vote on motions, serve on committees and otherwise fully participate in activities of the PTO.

Article VI – Officers and Their Election

*Section 1. Officers.*

The executive officers of this Organization shall be president, vice-president, secretary, assistant secretary, treasurer and assistant treasurer, and such other officers as the PTO Board shall designate. Among the officers elected there shall be equal representation from each school insofar as possible.

*Section 2. Nomination and Election.*

The executive officers of the PTO shall be elected by general members of the PTO at the annual meeting in April. All executive officers shall assume all official duties on July 1st (except for the purpose of official voting where the out-going office holder shall cast one vote).

*Section 3. Terms of Office.*

Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

*Section 4. Vacancies*

In case a vacancy occurs in the office of the president, the vice president becomes president. A vacancy occurring in any other office shall be filled for the unexpired term by a person elected by a majority vote of a quorum of the executive officers. Resignations are effective upon receipt by written notification to the secretary of the PTO.

*Section 5. Removal From Office*

An officer may be removed from office by a vote of 2/3 of the full executive officers whenever, in its judgment, the best interest of the Organization shall be served.

Article VII – Duties of the Executive Officers

*Section 1.*

The PRESIDENT shall call and preside at all meetings of the PTO and of the executive officers; shall be a member ex-officio of all committees, shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the PTO or the executive officers and shall coordinate the work of the officers and committees in order that the goal shall be promoted. The president shall be authorized to sign PTO checks in the absence of the treasurer or assistant treasurer and is designated to sign (all) official contracts and correspondence on behalf of the PTO.

*Section 2.*

The VICE - PRESIDENT shall assist the president in all duties prescribed in these by-laws or assigned by the PTO. The vice-president shall perform the duties of the president in the absence or in-ability of that officer to perform his/her duties. The vice-president will assume the role of president upon completion of his/her term.

*Section 3.*

The SECRETARY shall keep the official minutes of all PTO meetings and of all executive officer meetings and shall perform such other duties as shall be assigned to him/her by the president. The Secretary shall also submit minutes from the previous meeting at the current meeting for approval. The minutes shall be posted on the PTO website within 2 weeks of the meeting. The secretary shall provide by-laws to all in-coming executive officers and post the by-laws on the web-site for the general membership. The secretary will be responsible for maintaining a PTO member email distribution list and will supervise electronic messaging to PTO members.

*Section 4.*

The ASSISTANT SECRETARY shall assist the secretary in all duties prescribed in these by-laws or assigned by the PTO. The assistant secretary shall perform the duties of the secretary in the absence or in-ability of that officer to perform his/her duties. The assistant secretary will assume the role of secretary upon completion of his/her term.

*Section 5.*

The TREASURER shall receive all monies of the PTO, shall keep an accurate record of all receipts and expenditures, and shall pay out funds in accordance with the approved budget as authorized by the PTO.

- A. The treasurer shall present a financial statement at every meeting of the PTO and at other times when requested by the executive board and shall make a full report at the annual spring meeting.
- B. All deposits received by the treasurer will be made within 10 business days of receipt.

- C. All payments and/or reimbursements will be made within 10 business days of receipt of the request.
- D. The treasurer shall prepare a written annual report covering financial transaction for the full fiscal year which shall run July 1 through June 30.
- E. Any checks made payable to the treasurer must be signed by the president and not the treasurer. Any checks made payable to the president must be signed by the treasurer.
- F. The treasurer shall provide books to be audited annually by an auditing committee of three or by an Independent Certified Public Accountant. Neither the president nor the treasurer shall be on the auditing committee.
- G. The treasurer shall be responsible for the preparation and filing of all financial reports with tax authorities as may be required from time to time.

#### **Section 6.**

The ASSISTANT TREASURER shall assist the treasurer in all duties prescribed in these by-laws or assigned by the PTO. The assistant treasurer shall perform the duties of the treasurer in the absence or in-ability of that officer to perform his/her duties. The assistant treasurer will assume the role of treasurer upon completion of his/her term.

#### **Section 7.**

All officers shall deliver to their successors all official material by the end of the fiscal year.

#### **Article VIII – General Membership Meetings**

Meetings of the PTO shall be held monthly from October to June and called by the president. The time and place of the meeting shall be posted on the PTO website, in the PTO newsletter and on the PTO school calendar. Any member is welcome to attend and provide input.

#### **Article IX – Executive Board**

##### **Section 1.**

- A. The Executive Board shall consist of all the executive officers.
- B. General Membership shall consist of committees, the principal and a teacher representative of each elementary school and parents, step-parents or guardians from each of the elementary schools.
- C. Parent representatives for each school shall be chosen jointly by the school principal and PTO Officers from persons volunteering for the position.
- D. The members of the executive committee shall serve no more than two consecutive terms in one position.

##### **Section 2.**

The duties of the Board shall be:

- A. To transact the necessary business in the intervals between PTO meetings.
- B. To create standing and special committees.
- C. To approve plans and work of committees.
- D. To approve the PTO's budget for the upcoming fiscal year and to appoint an auditor at least two weeks prior to the end of the fiscal year to audit the treasurer's accounts.

##### **Section 3.**

Additional meetings of the PTO may be called either by vote of the executive officers or by petition of the members. Special meetings may be called by the president or two or more members of the executive officers. The time and place of all special meetings shall be announced at least 7 days prior to the meeting, except in the case of any emergency.

*Section 4.*

A joint meeting of outgoing and incoming executive officers shall be held prior to the last day of school.

Article X – Standing and Special Committees

*Section 1.*

The PTO executive committee is responsible to promote the goal and carry on the work of the PTO. The in-coming officers of the PTO shall accept volunteers and recruit the chairpersons of the standing committees. The term of the committee chairpersons will be two years. If at the end of the chairperson's term, no new person has stepped forward to chair the committee, the chairperson may continue as chair for another term. It is recommended that a person is chairperson of only one committee in any given year.

*Section 2.*

The power to form special committees and appoint their members rests with the executive officers. A special committee is created and appointed for a specific purpose and need. When its work is done and its final report received it automatically goes out of existence.

*Section 3.*

The chairpersons of such standing and special committees shall present a plan of work to the executive officers for approval. No committee work shall be undertaken without the consent of the executive officers.

*Section 4.*

The chairperson of each standing and special committee shall deliver in duplicate to the president a full and complete report of the year's work to be used by the president and incoming chairperson.

Article XI – Fiscal Responsibility

The PTO shall operate on the fiscal year July 1 through June 30.

*Section 1.*

The annual budget of the PTO shall be developed by the out-going officers, newly elected officers and general membership and presented to the Board for approval at the final meeting of the school year. The annual budget may be revised at any time during the year by approval of two-thirds of the general membership in attendance.

*Section 2.*

- A. A budget, with a specific purpose, shall be established for each standing committee as part of the annual budget.
- B. The chairperson is responsible to operate within the budget and shall secure approval of the Board before expending funds in excess of the budget amount.
- C. Any unexpended budget funds shall revert to the general account at the end of the fiscal year. The Board may, where warranted, permit a carryover of a designated amount to the following fiscal year.

*Section 3.*

In the event of the dissolution of the PTO, and after all prior financial obligations have been satisfied, the assets of the PTO should be evenly distributed among the elementary schools and spent in a manner consistent with the PTO's purpose. The PTO's presiding officer and an independent auditor or auditing committee should supervise such an action.

*Section 4.*

The PTO shall maintain insurance adequate to protect its volunteers in handling the PTO's monies and in planning and supervising its sponsored activities.

Article XII – Parliamentary Authority

Robert's Rule of Order, Revised shall govern this PTO in all cases in which they are applicable and in which they are not in conflict with these by-laws.

Article XIII – Amendments

*Section 1.*

These by-laws may be amended at any meeting of the PTO by two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting or by written notice two weeks in advance.

*Section 2.*

A committee may be appointed to submit a set of revised by-laws as substitution for these by-laws only by a majority vote at a meeting of the PTO or by a two-thirds vote of the Board. The procedure for action on amendments in Section 1 shall then be followed.

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Revision of by-laws dated April 29, 2009 and approved at a meeting of the PTO membership on May 12, 2009.

President: \_\_\_\_\_

Secretary: \_\_\_\_\_