

Granby PTO Bylaws

Serving Kelly Lane Primary School and Wells Road Intermediate School

Article I – Name

The name of this organization shall be the **Granby Parent Teacher Organization (Granby PTO)**.

Article II – Purpose

The Granby PTO is a nonprofit, volunteer organization established to:

1. Foster communication between families, teachers, and administration.
 2. Support school programs and activities that enrich the student experience.
 3. Encourage family involvement in education and school life.
 4. Raise funds for materials, programs, and events that benefit students and staff.
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Article III – Membership

Section 1. Member Eligibility

All parents or legal guardians of students enrolled at Kelly Lane or Wells Road Schools, and all teachers and staff at those schools, are automatically members of the PTO.

Section 2. Dues

No dues are required for membership. Voluntary contributions may be solicited at the discretion of the Executive Board.

Article IV – Officers and Elections

Section 1. Officers

The **Executive Board** shall consist of the following elected officers. Each officer is expected to attend meetings, support PTO events, and act in the best interests of the organization and school community.

- **President** – Presides over all PTO and Executive Board meetings; sets meeting agendas; serves as the primary liaison between the PTO, school administration, and staff; and ensures the bylaws are followed.

- **Vice President** – Assists the President and assumes the President’s duties in their absence; coordinates with committee chairs; and helps oversee PTO events and programs.
- **Secretary** – Records accurate minutes of all Executive Board and general PTO meetings; shares minutes with the Board for approval; and, once approved, posts minutes on the PTO website for public access. Maintains PTO records and official correspondence.
- **Treasurer** – Manages all financial accounts; keeps accurate records of income and expenses; presents financial reports at Board and general meetings; prepares the annual budget; and ensures compliance with financial oversight procedures.
- **Merchandise Chair** – Coordinates design, ordering, and sales of school merchandise; manages inventory; and oversees merchandise fundraising efforts.
- **Communications Chair** – Manages PTO communications, including newsletters, email, social media, and flyers; ensures timely communication of events and announcements.
- **Fundraising Chair** – Plans and oversees fundraising activities and events; works with volunteers and committees to meet fundraising goals; and ensures fundraising aligns with PTO mission.

Non-Executive Board Members:

- **School Liaisons** (2, one from each school) – Serve as points of contact between the PTO and school staff/administration; communicate school-specific needs, events, and feedback to the Board.
- **Webmaster** - Maintains and updates the PTO website; ensures accurate posting of meeting minutes, forms, and event information; and supports digital communication tools

Section 2. Term

Serving on the Executive Board is a voluntary commitment made in the spirit of supporting our school community. There is no set term limit for Executive Board positions. Members may continue to serve as long as they are willing and able to contribute to the work of the Board, or while they have a child enrolled in the elementary school system.

All Executive Board members are required to actively volunteer for PTO events or assist in recruiting volunteers to support those events.

The Executive Board, by a two-thirds vote of those present at any duly constituted meeting, may remove any Board member whose conduct is deemed detrimental to the best interests of the PTO or the school community. The member in question shall be notified of such meeting, informed of the general nature of the concerns, and given an opportunity to address the Board before a final decision is made.

Section 3. Elections

1. Elections will be held as needed for vacated positions.
2. The PTO will announce open positions prior to the election via school newsletters and other communication channels.

3. Any member of the PTO may nominate themselves or another member for an Executive Board position.
4. Voting will be conducted by Executive Board vote; only members of the Executive Board may vote.

Section 4. Vacancies

1. In the event of a vacancy during the school year, the Executive Board may appoint a replacement.
 2. Open positions will be publicly announced via school newsletters and/or other communication platforms to encourage participation.
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Article V – Meetings

Section 1. General PTO Meetings

At least four (4) general PTO meetings will be held during the school year (one per quarter). Dates and times will be published at the start of the school year.

Section 2. Executive Board Meetings

The Executive Board shall meet monthly or as needed.

Section 3. Quorum

For Executive Board meetings, a quorum is a majority of board members.

Article VI – Voting Procedures

Section 1. Decision-Making

Decisions of the PTO shall be made by vote. Voting may occur in person or virtually at meetings.

Section 2. Eligible Voters

Only members of the Executive Board are eligible to vote.

Section 3. Majority Rule

A simple majority of those present is sufficient for a motion to pass.

Article VII – Committees

Committees may be established by the Executive Board to carry out PTO programs and events. Each committee shall have a chairperson, who may be appointed or volunteer.

Article VIII – Financial Oversight

Section 1. Budget

The Treasurer shall prepare an annual budget to be approved by the Executive Board and presented to the general membership.

Section 2. Expenditures

- All expenditures must align with the approved budget.
- Non-budgeted expenses over \$100 must be approved by the Executive Board.

Section 3. Banking and Signatures

All PTO funds shall be kept in a checking account in the organization's name at a federally insured financial institution. The Treasurer and President shall be authorized signers on the account. Checks or withdrawals shall require dual authorization.

Section 4. Disbursements

- **Pre-Approval Requirement:** All purchases or expenses eligible for reimbursement must be pre-approved by the Executive Board.
- **Documentation:** A completed PTO Reimbursement Form, along with original receipts or proof of purchase, must be submitted for all reimbursement requests.
- **Submission Deadline:** Reimbursement requests should be submitted within thirty (30) days of the purchase date. Requests submitted after this period may be subject to review and approval at the discretion of the Executive Board.
- **Method of Payment:** Reimbursements will be issued via check or another Board-approved payment method.

Reimbursement form link: [PTO Expenses Form](#)

Section 5. Fundraising Oversight

All fundraising activities must be approved by the Executive Board. Funds raised must be used to support the PTO's mission and benefit students or school staff.

Section 6. Financial Reporting

The Treasurer shall present a financial report at each Executive Board meeting and general PTO meeting. A fundraising report will be posted annually.

Section 7. Annual Audit or Review

An informal audit or financial review shall be conducted annually with the Executive Board.

Article IX – Amendments

These bylaws may be amended by majority Executive Board vote at any meeting, provided that notice of the proposed amendment has been given at least one week in advance.

Article X – Dissolution

In the event of dissolution, all PTO assets shall be distributed to the Kelly Lane and Wells Road School offices to be used at the discretion of the school principals for student enrichment.

