

**GROVER ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION
BY-LAWS**

Article I - Name

The name of this organization shall be the Grover Elementary Parent Teacher Organization (PTO).

Article II - Purpose

The purpose of this organization shall be:

- a. To provide an effective framework of communication between parents, teachers and students.
- b. To ensure that all students will receive a quality education through their association with Grover School.
- c. To oversee the disbursement of funds collected through a variety of means to ensure quality education at Grover School.

Article III - Membership

Section I. Membership is open to any parent or guardian of a child or children attending Grover Elementary School.

Section II. An optional membership fee of \$1.00 is payable upon the first meeting of the year (Fall Meeting).

Article IV - Government

Section I. The government of this organization shall be vested in a board of directors consisting of the co-presidents or president and vice president, secretary and treasurer. The said officers are voted into their positions and their membership term shall be no longer than two (2) consecutive years.

Section II. The board of directors shall have control and management of the property and management of the organization, subject to the will of the membership.

Section III. Urgent matters requiring the outlay of \$100.00 or less may be decided by the board of directors. Such expenditures will be reported and documented in the minutes of the next PTO meeting.

Section IV. The board of directors will appoint an executive board consisting of parents and teachers to oversee the operations of the PTO.

Article V - Meetings

- Section I.** There shall be no less than three (3) meetings of the executive board per year.
- Section II.** The co-presidents or president shall provide an agenda for each executive meeting. Committee members shall notify the co-presidents or president at least one week prior to the meeting with items that need to be placed on the agenda.
- Section III.** The treasurer will provide a financial report at each executive meeting.
- Section IV.** In meetings where disbursement of funds will be decided, the agenda will list all items intended for discussion, allowing for discussion before votes are taken.
- Section V.** Voting, whether pertaining to election or disbursement of funds, shall take place during the business meeting. The executive board will act as a nominating committee and secure a slate of officers. The slate of officers will be presented during the spring executive meeting and the vote shall take place during the final meeting of the year. Only members present can vote.
- Section VI.** Roberts Rules of order will be used during all business meetings.

Article VI - Duties of Officers

- Section I.** The co-presidents or president and vice president of the PTO shall supervise the organizations' affairs. The co-presidents or president and vice-president will conduct the PTO and the executive board meetings. The co-presidents or president and vice-president may request written minutes or financial data from said officers as needed. It will also be necessary for the secretary of the school to submit a monthly financial statement of the tax account to the co-presidents or president or vice-president.
- Section II.** The secretary shall keep a permanent record of the minutes of all meetings. Minutes will be distributed and approved at the beginning of the next PTO meeting.
- Section III.** The treasurer shall be responsible for collection of membership fees, keeping the books of the organization and disbursement of funds as required.

Article VII - Committees

The executive board shall determine the committees deemed proper and necessary to fulfill the object and purpose of the organization.

Article VIII - Authority to Bind

No member of this organization shall contract for or incur any debt or enter into any agreement or otherwise obligate this organization except by the authorization of the board of directors or the membership.

Article IX - Non-profit Status

Section I. This PTO is a non-profit organization and no profit shall inure to the benefit of any individual connected with the organization except in consideration of services rendered.

Section II. In the event of dissolution of the organization, any assets will be conveyed to one or more of the following organizational institutions: a county or an incorporated city or town or to an organization exempt from federal income tax.

Article X - Amendments

The By-Laws and Policies may be amended by a two-thirds vote of the members present at any general or special meeting provided written notice of the proposed action has been given to each member at his last known address at least ten (10) days prior thereto.

Approved: May 22, 1995
Amended: March 12, 1996
August 25, 1997