

Lincoln School PTO Bylaws

ARTICLE I

NAME

The name of this organization is the Lincoln School Parent Teacher Organization (PTO).

ARTICLE II

OBJECTIVES

The objectives of the Lincoln School Parent-Teacher Organization are to promote the cooperation of the parents, teachers, school officials, and the community; to secure for every child the best in academic, physical, and social education; and to promote the welfare of children in school, home, and community.

The name of this organization shall be the Lincoln School Parent Teachers Organization, hereinafter referred to as the P.T.O.

ARTICLE III

POLICIES

Section 1. The purpose of this organization shall be to provide assistance and monies to aid in the educational goals of the school and shall be developed through conferences, committees and projects.

Section 2. This organization shall be non-commercial, nonsectarian, and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it.

Section 3. This organization may cooperate with other organizations and agencies active in child welfare, such as conferences or coordinating councils, provided they make no commitments to which binds this group.

Section 4. This organization may preview any outside presentation before it is given to the children.

ARTICLE IV

MEMBERSHIP AND DUES

Section 1. Any adult interested in the objectives of this organization is eligible for membership.

Section 2. Membership shall be maintained by payment of annual dues to be determined at the first Executive Board meeting of each school year. Dues shall be assessed per family.

ARTICLE V

EXECUTIVE BOARD & THEIR ELECTION

Section 1. *Officers* – The officers of this organization shall be; President, Vice President, Secretary, and Treasurer.

Section 2. *Standing Committees* – The Standing Committees of this organization shall be: Ways and Means, Enrichment, Publicity, Hospitality, Membership, Lincoln Community Group, Room Parent Coordinators, Library Coordinator, Traffic and Safety/Playground, Computer Lab Coordinator, Drama, School Store, Web Site Coordinator and Grounds and Adopt-A-Site.

Section 3. *Executive Board* – These Officers and Standing Committees Chairperson(s) shall constitute and Executive Board, with the School Principal and at least one member of the teaching staff. Any office may be co-chaired. No member of the Executive Board shall be entitled to more than one (1) vote regardless of the number of offices which he or she holds and regardless of the number of committees on which he or she serves.

Section 4. *Term Of Offices* – Each Officer and Standing Committee Chairperson shall serve for a period of one (1) year. No Officer or Committee Chairperson shall serve for more than two (2) consecutive years in the same position, without a formal vote.

Section 5. *Election of Officers* – All members of the Executive Board shall be elected by ballot at the last regular meeting of the organization in May or June, the date to be decided by the Executive Board, or, if there is only one candidate for any office, the election may be a voice vote.

Section 6. *Nominations* – Nominations for Officers and Committee Chairpersons shall be made by a Nominating Committee (at least one of whom must be a member of the Executive Board), appointed by the Executive Board at least one month prior to the election of officers. The Nominating Committee shall report at the election meeting the name of at least one candidate for each office to be filled. The consent of each candidate must be obtained before his/her name is placed in nomination.

Section 7. *Vacancy* – A vacancy occurring in an office shall be filled by a vote of the members of the organization at the next regular meeting, due notice of such election having been given. The consent of the candidate must be obtained before his/her name is placed in nomination. The President shall have authority to appoint someone to serve in the interim, should it be deemed necessary by the Board, and with the consent of the candidate.

Section 8. In the event that any member wishes to have a vote of the Executive Board changed between meetings, that person must request that the President (or his/her designees) poll all Board members present during the meeting at which the vote was taken. Two-thirds of the voting Board members must approve the change.

ARTICLE VI

DUTIES OF OFFICERS AND STANDING COMMITTEE CHAIRPERSONS

Section 1. *The President(s)* shall preside at all meetings of the organization and the Executive Board, and shall coordinate an agenda to be published to the members of the organization prior to each meeting; he/she shall appoint other committees as needed; shall be authorized to sign checks in the absence of the Treasurer; shall appoint a representative to represent Lincoln School at all City-wide PTO meetings and that person shall report back to the Executive Board after each City-wide PTO meeting; and shall perform all other duties pertaining to the office.

Section 2. *The Vice President* shall preside at all meetings of the President. He/She shall also keep an accurate list of all Officers and Committee Chairpersons and their phone numbers and shall make sure all new Board members receive a copy of this list and of these By-Laws. He/She shall coordinate the telephone notifications.

Section 3. *The Secretary* shall keep an accurate record of all regular meetings of the organization and of all meetings of the Executive Board, a copy of which shall be distributed to each member of the Executive Board at the next meeting. He/She will also be responsible for notifying members of all regular and Executive Board meetings, and for publishing a brief agenda. He/She shall coordinate all PTO correspondence.

Section 4. *The Treasurer* shall receive all monies of the organization, shall keep an accurate record of receipts and expenditures; shall pay out funds only as authorized by the organization. The Treasurer shall present a written statement of account at every meeting of the organization and at each Executive Board meeting.

The account of the organization may be subject to an audit at any time, at the direction of the President and a majority of the members of the Board. The auditor, satisfied that the account is correct, shall sign a statement of the fact at the end of the report.

- A.) The bank will require two (2) signatures on checks on/over \$500.00.
- B.) The bank statement will be mailed to a member of the Executive Board other than the treasurer for review.
- C.) A committee will be set up to audit the books of two random months, twice a year.
- D.) All monies collected at fundraisers will be counted in the presence of two parties who will then sign the deposit slip.

Section 5. *The Publicity Chairperson* shall be responsible for all PTO publicity.

Section 6. *The Adopt-A-Site Chairperson* shall maintain the PTO adopt-a-site along Pleasant Street.

Section 7. *The Enrichment Chairperson* shall propose and bring in any program that may enhance the learning experiences of the children. A budget for this

purpose may be established and voted on by the first Executive Committee meeting. He/She will represent the Lincoln School on City-wide Enrichment.

Section 8. *The Ways and Means Chairperson* shall establish any committees necessary to raise money to help the PTO function. He/She shall be the liaison between these committees and the Executive Board.

Section 9. *The Hospitality Chairperson* shall be responsible for providing refreshments at all appropriate meetings and coffees. He/She shall appoint a committee for assistance.

Section 10. *The Room Parent Coordinator* shall be responsible for obtaining Room Parents for each classroom at the beginning of the school year. Room Parents will assist at Open Houses, in the classrooms, and may be asked to perform other duties as needed.

Section 11. *The Library Coordinator* shall be responsible for obtaining Library Volunteers for each classroom at the beginning of the school year, and for running the Book Fair.

Section 12. *The Lincoln Community Group Coordinator* shall be responsible for providing activities to link and enhance the relationship of parent, teacher, child and community.

Section 13. *The Membership Chairperson* shall be responsible for promoting membership in the Lincoln School Parent-Teacher Organization. He/She shall also keep a record of all paid members.

Section 14. *The Traffic and Safety/Playground Chairperson* shall be responsible for addressing safety issues, and overseeing improvements around the Lincoln School and playground areas.

Section 15. *The Computer Lab Coordinator* shall be responsible for obtaining Computer Lab Volunteers for each class and after school program at the beginning of the school year.

Section 16. *The Drama Coordinator* shall be responsible for the producing and directing of the school play.

Section 17. *The School Store Coordinator* shall be responsible for running the school store.

Section 18. *The Web Site Coordinator* shall be responsible for maintaining and updating the Lincoln School web site.

ARTICLE VII

DUTIES OF THE EXECUTIVE BOARD

Section 1. The Executive Board shall have general supervision over the affairs of the organization between business meetings and shall prepare the calendar of meetings, events, and functions and make recommendations to the organization.

Section 2. The Executive Board shall prepare and submit to the organization for approval, a budget.

Section 3. The Executive Board shall have the authority to approve routine bills within the limits of the budget.

ARTICLE VIII

MEETINGS

Section 1. The Executive Board meetings will be held on school property once a month at a day and time to be designated by the Executive Board.

Section 2. There shall be at least two regular meetings of the organization held per school year, one in the Fall to introduce incoming officers, and one in the Spring to elect new officers and to conduct any other business associated by the organization.

Section 3. Special meetings may be called at the discretion of the Executive Board.

Section 4. There shall be a meeting of the outgoing Executive Board with the incoming Executive Board prior to the termination of the school year.

Section 5. Six (6) members of the Executive Board shall constitute a quorum.

Section 6. A two-thirds majority rules on all voting issues.

ARTICLE IX

AMENDMENTS

These By-Laws may be amended at any Executive Committee meeting by a two-thirds vote of members present and voting, notice of said amendment having been read at the previous Executive Committee meeting, and written notice having been sent to the membership two weeks prior to the meeting.