

McCornack Parent-Teacher Organization Bylaws

Article I – Name

The name of this organization shall be the McCornack Parent-Teacher Organization (hereafter to be known as PTO).

Article II – Purpose

The purpose of the McCornack PTO is to provide communication between the school and the parents of children attending McCornack. The meetings are to allow parents, teachers and staff to express their opinions on school policies and to provide an opportunity to participate in decision making whenever possible. In addition, the group may plan activities that enhance and enrich the McCornack school program.

Article III – Membership

Membership in the McCornack PTO is composed of the families and staff of the McCornack school community.

Article IV – Dues

No dues will be required for membership in this organization.

Article V – Officers and Their Election

Section I – General

- a. The officers of the McCornack PTO shall consist of a President, Vice President, Secretary, Treasurer, Ways and Means Coordinator, and Volunteer Coordinator.
- b. Officers shall be elected annually in the month of April or May, dependent upon the decision of the Executive Board.
- c. Officers shall assume their official duties at the close of the annual meeting in May with the exception of the treasurer who shall work with the current year treasurer to take over by August of the next year.
- d. President, Vice-President, Secretary, Ways and Means Coordinator, and Volunteer Coordinator shall serve a term of one (1) year. Treasurer shall serve a term of two (2) years.
- e. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. However, in the event of unforeseen circumstances, then a person may run for a third year in the same office subject to the approval of the PTO majority.
- f. Prior to the assumption of duties by new officers, a joint Board meeting will be held between outgoing and incoming officers so that the transition will be assured.

Section II – Nominating Committee

- a. The members of the nominating committee for officers of the McCornack PTO shall be elected by the PTO membership at the February meeting.
- b. The nominating committee shall consist of no more than five (5) people.
- c. The nominative committee shall select one nominee for each office to be filled and report their proposed slate of candidates to the PTO membership at least thirty (30) days prior to the election.
- d. During the election, an opportunity shall be given for nominations from the floor.

Section III – Vacancy of Office

In the event of a vacancy occurring in the office of President, the Vice President shall serve as President for the remaining term. In the case of a vacancy occurring in any other office, the vacancy shall be filled for the unexpired term by a person elected by the majority vote of the remaining members of the Executive Board.

Section IV – Duties of the President

The President shall:

- a. Preside at all meetings of the McCornack PTO and its Executive Board.
- b. Be a member ex-officio of all committees except the Nominating Committee and, unless authorized to sign checks, the Auditing Committee.
- c. Appoint members to special committees.
- d. Delegate the work of the organization to other officers or chairperson as appropriate.
- e. What is not delegated will become the responsibility of the president.

Section V – Duties of the Vice President

The Vice President shall:

- a. Act as aid to the President and perform the duties of the President in the absence or inability of that officer to serve.
- b. Every two years appoint a By-laws Review Committee and act as the chairperson of that committee.
- c. Perform other duties as delegated.

Section VI – Duties of the Secretary

The Secretary shall:

- a. Record the minutes of all meetings of all McCornack PTO meetings and its Executive Board.

- b. Have a current copy of the By-laws.
- c. Post minutes of the McCornack PTO meetings for the school website.
- d. Conduct the correspondence of McCornack PTO via designated school personnel.
- e. Perform other duties as may be delegated.

Section VII – Duties of the Treasurer

The Treasurer shall:

- a. Follow all procedures as set forth by the 4J School District and stated in the “Student Body Handbook”.
- b. Receive and pay all monies of McCornack PTO and keep an accurate record of receipts and expenditures in accordance with the budget adopted by the PTO.
- c. Place all monies in a financial institution approved by the Executive Board. If unable to immediately deposit, place in school safe to be deposited next work day.
- d. Checks are to be prepared by the Treasurer and signed by two duly elected and authorized officers. (One being either the school principal or secretary – whomever’s name appears on signature card.)
- e. Be prepared to present a written financial statement at every McCornack PTO meeting and at other times as requested by the Executive Board.
- f. Provide all financial records to the Auditing Committee and to the school district auditor when requested.
- g. Be responsible for completion and filing of appropriate forms as may be required by IRS regulations no later than the date established by those regulations.
- h. The Treasurer shall be a member ex-officio of the Ways and Means Committee and all other fundraising committees.

Section VIII- Duties of the Ways and Means Coordinator

The Ways and Means Coordinator shall:

- a. Hold and conduct one or more meetings per school year. One in the fall and another possible meeting in the spring.
- b. Gather proposals and compile requests to be presented at meetings, then submit to principal.
- c. Submit results of meeting in the form of the secretary’s notes to the public.
- d. Maintain a notebook of requests and results for the future.

Section IX – Duties of the Volunteer Coordinator

The Volunteer Coordinator shall:

- a. At the beginning of each school year a questionnaire and information packet shall be sent home to families to solicit interest in volunteer opportunities.

- b. Coordinate with principal for a volunteer training in the fall.
- c. Compile information for criminal background checks of volunteers for the school office.
- d. Organize volunteers for; classroom room parent, certified/classified luncheons, and other PTO activities where volunteers are needed.
- e. Perform other duties as may be delegated or needed.

Article VI – Executive Board

Section I – Membership

The Executive Board shall consist of the President, Vice President, and Secretary, Treasurer, Ways and Means Coordinator, Volunteer Coordinator, Principal of McCornack Elementary School, and one more staff person (such as a teacher).

Section II – Duties

- a. The Executive Board shall meet on a consistent basis to discuss the agenda and dispense with any business not requiring the attention of the entire PTO.
- b. The Executive Board shall appoint an Auditing committee to perform an audit at the end of a 2-year term or if the current treasurer resigns.

Article VII – Meetings

Regular monthly meetings shall be held from October through June at the same time and on the same day and week of each month if possible, with an attempt to coordinate these dates with other area schools (i.e. Kennedy and Churchill) to avoid scheduling conflicts.

Article VIII – Standing Committees

There shall be standing committees for the Ways & Means, Carnival, Nominating, and Fundraising. The chairpersons for these committees are voluntary and will be voted on and assume their duties at the May meeting. It is suggested that notebooks be kept by each chair and passed along to his/her successor to ensure continuity.

- a. Ways & Means Committee – This committee shall be formed of a minimum of (2) two members and is responsible for ascertaining the biannual budgetary needs of the PTO and the McCornack staff by surveying staff and parents and compiling the results. This committee will then hold an annual budget meeting (in the fall) where all the expenditures are discussed and voted on. Any McCornack PTO member attending this meeting will be considered part of the Ways & Means committee. The proposed budget plan is then submitted to the general membership at a PTO meeting for final approval.
- b. Carnival Committee- This committee shall be formed of a minimum of (2) members and is responsible for holding the annual McCornack Carnival, usually scheduled toward the

end of May, It is the Chairperson's responsibility to recruit sub-committee chairs to handle all the various aspects of the Carnival.

- c. Nominating Committee- This committee is responsible for creating a slate of PTO officer candidates who are then presented to the PTO general membership one (1) month prior to officer elections. The committee shall consist of up to five (5) volunteers and shall be formed during the February PTO meeting.
- d. Fundraising Committee- This committee shall be formed of a minimum of (2) two members and is responsible for the administration of the annual fundraising drive held in the fall of each school year. This committee is urged to conduct annual vendor reviews to make sure that every effort is made to provide McCornack with the best fundraising alternatives possible. This committee should strive to keep an accurate record of every aspect of the sale and its promotion in order to provide a blueprint for future chairpersons.

Article IX – PTO Funding

- a. Expenses under \$100.00 are defined as incidental.
- b. Request for incidental expenses of \$100.00 or less should be made to the PTO Treasurer. If the Treasurer and one additional Board member deem the purchase appropriate, a check will be issued.
- c. Request for expenses of \$100.00 or more shall be made at a PTO meeting and voted upon by the PTO membership.
- d. Receipts for funds allocated to teachers and staff must be turned in by the second Friday of May of the school year. If receipts are not submitted by the second Friday of May, funds will be returned to the general account.

Article X – Parliamentary Procedure

Robert's Rules of Order shall be the parliamentary authority of all matters of procedure not specifically covered by the bylaws or by specific rules of procedures adopted by the PTO.

Article XI – Amendments

Bylaws may be amended by a majority vote of the PTO members. The amendment must be submitted in writing to the Board with at least 2 or 3 signatures to show that more than one person is interested in making the change. Notification of the proposed change shall be made to the general membership 2 weeks prior to the meeting.

Bylaws presented to the Membership: _____ Spring 2011 _____

Bylaws approved by the Membership: __Danielle Benson, president, Jen Tucker, VP__