

Bylaws for South Colby PTSO

ARTICLE I

Duties of PTSO Board

Section 1

All members of the PTSO Board shall be familiar with the Constitution and By-Laws. The board shall review the duties of the officers annually. Any Office on the Board may be held by two or more persons working together to carry out the duties of the office; such an arrangement requires no special action or vote by the Board or the membership.

Section 2 – President (Executive Board Member)

The President shall preside at all meetings of the Board. This person appoints special committees. The President shall also serve as ex-officio member of all committees. S/He shall be responsible for the development and implementation of programs and agendas at PTSO meetings. The President will assist as appropriate with other school events, programs and fund-raising activities. The President, with the assistance of the Treasurer, are responsible for filling the various State and Federal reporting tax forms. The President also will have check signing capabilities along with the Treasurer and President Elect. Term: This role may serve a maximum of three (3) 2-year terms.

Section 3 – President Elect (Executive Board Member)

The President Elect shall serve as presiding officer at any PTSO meetings the President is unable to attend. This person shall work closely with the President to carry out the duties of that office. The President Elect chairs the nominating committee for next year's Board. The President Elect will assist as appropriate with other school events, programs and fund-raising activities. The President Elect, with the assistance of the Treasurer and President, are responsible for filling the various State and Federal reporting tax forms. The President Elect also will have check signing capabilities along with the Treasurer and President. The President Elect will also be the Executive Chair for all special interest programs and Program Chair, Volunteer Coordinator Chair, Publicity Chair, and Fundraising Chair.

Section 4 – Treasurer (Executive Board Member)

The Treasurer shall oversee all funds, keep a financial record including a simple journal of all transactions, report the record at any meeting when requested, and pay all bills authorized by the Board. This person will make cash boxes available as appropriate at PTSO events where money will be collected. The Treasurer will work with the President and President Elect in filling various State and Federal reporting and tax forms. The Treasurer also will have check signing capabilities along with the President and President Elect. S/He will provide a year-end report. In consultation with the Executive Board and Bobcat Board of Chairs the Treasurer will prepare a Budget which will be presented at the September PTSO meeting.

Section 5 – Secretary (Executive Board Member)

The Secretary shall keep records of all official meetings and shall be the custodian of all past records of the PTSO. S/He shall be responsible for all correspondence of the Board and of the PTSO in general, such as Thank-you's, get wells, retirements, etc. The Secretary shall circulate the minutes of each PTSO meeting prior to or during the next meeting.

Section 6 – Ex Officio (Executive Board Member)

The Principal of South Colby Elementary shall serve as an Ex Officio to the PTSO.

Section 7 – Staff Representative

The Staff Representative shall act as representative of the views of the teachers/staff at South Colby. S/He is not considered as part of the Executive Board but has full voting rights as a full PTSO member. They can choose to attend an Executive meeting if they want to but it is not mandatory. Term: Selected by South Colby Staff

Section 8 - Student Representative

The student body, i.e. through the Student Council will select one or two students to represent the concerns of the student body. They are not considered part of the Executive Board but do have full voting rights as a PTSO member. They can choose to attend any PTSO meeting to express the student interests, but do not have to attend if they choose not to do so. They have a teacher advisor (the Student Council teacher advisory) who also is eligible to represent their views. Term: 1 year

Section 9 – Volunteer Coordinator Chair

The Volunteer Coordinator Chair will solicit volunteers through e-mail and telephone calls for all PTSO functions and events. S/He will seek the advisement of the President Elect if direction is needed. S/He will maintain the volunteer list and save it to be handed to their successor.

Section 10 – Program Chair

The Program Chair will seek out and coordinate fun family friendly events for the school. S/He will require pre-approval from the Executive Board before completion of projects. All ideas for Executive Board approval need to be presented to the President Elect which will in turn present the ideas to the Executive Board. Dates and ideas will need to be discussed prior to monthly board meetings as well with the President Elect.

Section 11 – Publicity Chair

The Publicity Chair will sufficiently publicize all PTSO events. They shall maintain all contact information for all media to be handed to their successor. S/He will seek advisement from the President Elect if direction is needed.

Section 12 – Fundraising Chair

The Chairperson will oversee fundraising activities contributing to the General Fund. All ideas must be presented to the Board for approval through the President Elect or his/her designee. Fundraiser Chair will appoint a committee coordinator each fundraising effort as specified by the Executive Board.

ARTICLE II

Section 1 - Room Parent Organization

The Room Parents are the parent representatives in each classroom who assist the classroom teacher when called upon. Room parents are asked to represent the parents in their rooms and to be responsible for bringing any feedback to the attention of the PTSO Board.

ARTICLE III

PTSO Committees

Section 1

The PTSO Board will designate specific committees as needed. Volunteers will serve as committee chair people and coordinators.

Section 2

PTSO committees will be responsible for preparing an operating budget and requesting specific funds at PTSO meetings, will report their committee activities to the PTSO in a timely matter, and will recruit and organize volunteers.

Section 3

The list of current committees, committee descriptions, and chair people will be updated annually and shall be made available upon request in the school office or from the PTSO president.

Section 4

A permanent committee will be the Nominating Committee which will consist of the President Elect and in a year ending in an even number the Secretary and in a year ending in an odd number the Treasurer along with the Staff Representative.

Article IV

Elections

Section 1

Elections will be held during the month of May at the General Board meeting.

Section 2

New officers will preside with current officers during the month of June and will be the new board as of the last day of school in June.

These Bylaws were approved and adopted on March 10, 2020 by a 2/3 majority vote.