

South School PTO Bylaw Amendments
Approved: March 2nd, 2018

Article VI: BOARD OF DIRECTORS

Section 1: Composition of the Board

The Executive Board of Directors shall consist of the elected officers of the organization, a President, Vice President, Secretary and Treasurer. The positions of President, Vice President and Secretary may be filled by two persons acting as co-chairs. No person may hold more than one elected position at a time. The full Board of Directors shall consist of the members of the Executive Board in addition to the Chairpersons of the Community Outreach, Cultural Enrichment, Fundraising, Hospitality, Publicity, School Spirit, and Special Events Committees. These positions may be filled by two persons acting as co-chairs. Non-voting members shall consist of the All-Town PTO representatives, School Council Representatives, SEPAC [Special Education Parent Advisory Council] Representative and the Past President. All positions shall have a minimum term of one year, with a maximum of two consecutive terms in the same position, unless voted upon by the PTO. The term of all positions shall coincide with the PTO school year.

Section 2: Duties of the Board

The Board of Directors shall transact necessary business that occurs between PTO meetings and such other business as may be referred to by the PTO; present a report at the regular PTO meetings and prepare the Annual Budget.

Article VII: Elections

1) Section 2: Annual Election Committee

Section 1: The Annual Election shall be supervised by an Nominating Committee. The Election Committee shall meet every year to perform its designated functions as described in Section 4 of this Article.

Section 2: Nominating Committee: Nominations shall be made by a Nominating Committee consisting of at least five members: three PTO members at large, not serving on the Board of Directors; and two members of the Board of Directors. The Nominating Committee shall present the ballot at the April General PTO Meeting.

2) Section 4:

The annual election shall proceed according to the following timetable:

i) March: Last week of

(1) The Vice President sends notice to the PTO membership to solicit volunteers from the membership for

(a) The three [3] at-large positions on the Election Committee.

(b) Candidates for the four [4] elective offices.

- (i) Members of the PTO may nominate themselves or other members for these offices.
 - (c) Next year's standing committees.
 - (d) Candidates for the School Council Parent Representative vacancies.
 - (2) Nominations will be open for two weeks.
 - (3) The notice will include approximate dates for the election.
- ii) April: The Election Committee meets to
 - (1) Elect a chairperson.
 - (2) Confirm nominations
 - (3) Solicit volunteers for offices for which no one has volunteered.
 - (4) Draft the ballot. The ballot shall
 - (a) List all candidates for each office in alphabetical order.
 - (b) List all candidates for School Council Parent Representatives
 - (c) Include lines for write-ins for each office.
 - (d) Include date ballot is due in the school office.
- iii) May: Election of Officers
 - (1) On or before May 4th the Election Committee shall inform the general PTO membership of the upcoming election, via all PTO communication channels, including, but not limited to the PTO e-newsletter, Buzz Blasts, and the PTO facebook page. Flyers may be sent home in backpacks at the discretion of the Election Committee. Professional staff's ballots are to be left in their school mailboxes.
 - (2) Ballots will be available in the South School office.
 - (3) All ballots are due in the school office by the close of the school day on Election Day, at which time the Election Committee shall count the ballots and notify the membership of the results within two [2] school days.

3) Article VIII Duties of Officers

- i) The President
 - (1) The President shall preside at all meetings of the PTO and the Board of Directors at which the president may be president; shall be a member ex-officio of all committees; shall perform such other duties as may be prescribed in these Bylaws or assigned to the President by the organization or by the Board of Directors; shall distribute and review a copy of these bylaws at the first Board of Directors meeting and at the first PTO meeting; and shall coordinate the work of the officers and committees in order that the Goals and Philosophy may be promoted. Should the duties of the President be shared by co-chairs, the co-chairs shall define

the division of labor and announce same at the first Board of Directors meeting and at the first PTO meeting.

ii) The Vice President

(1) The Vice President shall act as aide to the President and shall perform the duties of the President in the President's absence, or when called upon to do so. Should the duties of the President be shared by co-chairs, the co-chairs shall define the division of labor and announce same at the first Board of Directors meeting and at the first PTO meeting.

iii) The Secretary

(1) The Secretary shall keep an accurate and timely record of all meetings of the PTO; shall draft agendas for all PTO Board of Director meetings and regular PTO meetings; and shall perform such other duties as may be delegated to him/her. Agenda items may be submitted by any PTO member.

iv) The Treasurer

(1) The Treasurer shall have custody of all of the funds of the organization; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the organization, the Board of Directors, or a committee. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the Board of Directors and shall make a full report at the Annual Meeting. The Treasurer shall be responsible for the maintenance of such books of account and records as confirm to the requirements of these Bylaws.

(2) The Treasurer's annual report, available at the close of the Fiscal Year, shall be examined by a qualified third party appointed by the Board of Directors at least two weeks before the Annual Meeting. The qualified third party, satisfied that the Treasurer's annual report is correct, shall sign a statement to that fact and present it to the Board of Directors no later than August 15th.

(3) Only the Treasurer and one other member of the Executive Board shall be signatories on any PTO accounts. Two non-signatory members of the Executive Board shall perform a review of all PTO accounts in January, and report their findings at the next PTO meeting.

Article XII: Amendments

These bylaws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present and voting, provided notice of the proposed amendment has been given at

the previous regular meeting or by means of a notice mailed to members or otherwise distributed to members through South School at least two weeks prior to the meeting.