

HIGHLAND PARK ELEMENTARY

PTO BY-LAWS

Article I: Name

- The name of this organization shall be Highland Park Elementary School Teacher Organization herein referred to as PTO.

Article II: Purpose

- The purpose of the PTO is to support and enhance HPES by:
 - Promoting open communication between faculty, staff, and parents.
 - Encouraging student, parent, and teacher participation at school functions.
 - Organizing and/or contributing funds to teacher accounts and other areas of the school as deemed necessary.

Article III: Basic Policies

- A. The PTO shall not be affiliated with a national parent teacher organization or association.
- B. The PTO shall not engage in any activities that counter the HPES or MCPS District policies or procedures.
- C. The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with an outside commercial concern or any political interest or for any purposes not appropriately related to the purposes of the PTO.
- D. The PTO shall not discriminate based on age, sex, creed, sexual orientation, race or national origin.
- E. The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.
- F. The PTO Board reserves the right to require a Criminal Offender Record Information check for persons serving in the PTO position or hired by the PTO to work directly with children.

Article IV: Fundraisers

- A. All fund-raising proposals shall be submitted to the principal for approval and then forwarded on to the Maury County School Board for approval.

Article V: Membership

- A. All parents/guardians with a child enrolled at and attending HPES, as well as all faculty and staff at HPES, can be a member of the PTO. Voting members have the right to vote on all issues, nominate officers, and hold office in the PTO.

Article VI: Officers

- A. The Executive Board Officers of the PTO shall be the President, Past President, Vice-President, Treasurer, Secretary, Historian, Volunteer Chairperson, at least one HPES Teacher Representatives and other committee members as deemed necessary by the PTO board.
- B. Officers shall be nominated and elected by simple majority vote of the members present at the last regular meeting of the school year.
- C. The outgoing officers will be asked to make themselves available to the incoming officers to transition their responsibilities and to provide assistance (as necessary) throughout the upcoming school year.

Article VII: Officer Duties

The primary duties of the officers of the PTO are listed below.

President

- Sets the agenda for meeting of the PTO.
- Brings copies of agenda and minutes to all PTO board meetings.
- Presides over PTO meetings.
- Holds copies of the bylaws as well as makes them available at PTO meetings.

Vice President

- Acts as an assistant to the president and perform the duties of the president in his or her absence.
- Attends PTO meetings.

Treasurer

- Maintains up-to-date, accurate financial records of the PTO.
- Makes sure all outgoing checks are signed by 2 members of the PTO board, which shall include the president and treasurer.
- Audits all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies.
- Pays all bills and disburses funds as authorized by Executive Board.
- Turns in monthly financial reports of all expenditures and a copy of all receipts to the principal. A copy of the monthly financial report shall also be turned in to the school bookkeeper, with the final financial report turned into him/her by June 30th of each year.
- Gives the principal a copy of the ledger of all sub accounts where deposits were recorded and invoices paid by June 30th.

Secretary

- Records the minutes at PTO meetings.

Historian

- Keeps a record and takes pictures at PTO meetings and activities.

Volunteer Chair

- Coordinates volunteers for all PTO activities, fundraisers, etc.

Teacher Representative(s)

- Acts as a liaison for teaching staff at HPES.

Executive Board as a whole:

- Will work as a team to plan all PTO activities and fund-raisers.

Article VII: Meetings

- Meetings of the Executive Board as well as PTO meetings shall be held every other month throughout the school year or as deemed necessary.
- Quorum. At least 12 members of the PTO shall constitute a quorum at a general meeting. A quorum must be met for any vote to take place at a general meeting.

Article IX: Funds Use

- PTO funds shall be used for programs, events, and items that benefit HPES.

- All funds raised by the PTO must be documented and submitted to the PTO Treasurer within 3 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 3 days of receipt.
- Expenses require prior approval. Reimbursement requests should be submitted to the PTO prior to purchase. Receipts should be given to the treasurer within 3 days of the incurred expense.

Article X. Bylaws

- These bylaws may be altered or amended, and new bylaws may be adopted, by a majority vote.

Date approved:

Highland Park Elementary PTO

1606 Highland Ave

Columbia TN, 38401