



## Georgetown Community School Parent Teacher Organization Bylaws

### Article 1- Name

The name of the organization will be as stated above (GCS PTO)

### Article 2- Purpose

The organizations purpose is to support the education of children at GCS by fostering relationships among the school, parents, teachers, and community thru fundraising and encouraging volunteer participation.

### Article 3- Membership

Any parent, guardian or other adult standing in loco parentis for a student at the school may be a member and have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. Members have one vote per household.

### Article 4- Executive Committee Officers and Elections

Section1 – Officers. The officers for the Executive Committee shall be:

- Chairperson
- Vice chairperson
- Secretary
- Treasurer Liaison\*
- Communications Director
- Technology Coordinator
- Volunteer Coordinator

\*Treasurer Liaison for the GCS PTO will be the School Administrative Assistant

(See appendix for Position Descriptions)

Section 2- Eligibility. Any and all members, including incumbent board members, are eligible for office if statements of interest are given during the nomination period.

Section 3- Elections. Elections will be held in April each year in conjunction with GCS Board of Directors Elections. Elections will be on a staggered schedule to avoid turning over all board positions in the same year. Voting shall be by a raise of hands, unless interest exceeds an amount appropriate for a ballot (this will be decided by a vote of current Executive Committee). If no one has submitted their name for a position on the Committee, the members in attendance at the election meeting can choose

to allow the incumbent member to serve for an extra term. Nominations for positions during an election meeting may be made from the floor.

(See appendix for Election Schedule)

Section 4- Terms of Office. All positions have a 2 year term/4 consecutive years. At the end of the 4<sup>th</sup> year, if a person would like to continue to serve on the board, they may run for a different officer position.

Section 5- Attendance. It is implied when volunteering for a position on the Executive Committee that there is a time commitment to carry out the responsibilities of the position and the collaborative efforts of the PTO. Regular attendance and full participations is expected.

Section 6- Vacancies. If there is a vacancy in the office of Chairperson, the Vice chairperson will become president. At the next regularly scheduled meeting, a new vice chairperson will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election/appointment at the next regular meeting

Section 7- Removal from Office. Officers can be removed from office with or without cause by two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## **Article 5- Meetings**

Section 1- Regular meetings. The regular meeting of the organization shall be held at least once a month at the school with times TBD by the executive committee.

Section 2- Special Meetings. Special Meetings may be called by the Chairperson and any two of the Executive Committee. Previous notice of the special meeting must be given to all members 10 days prior to the meeting.

Section 3-Board Meetings. A representative from the PTO will be at all Georgetown Community School Board of Directors meetings.

Section 4- Quorum. A quorum will consist of 4 Executive Committee members.

## **Article 6- Committees.**

Committees may consist of general members and board members, with the appointed PTO member acting as an ex officio member of all committees. Committees may be formed for any purpose at the time that the services would be needed. (Example: Election Committee)

## **Article 7- Social Media.**

All members will sign a code of conduct with regard to social media and the use of the PTO website / Facebook page etc.

(Please see appendix for Social Media Code of Conduct)

**Article 8- Finances.**

The Treasurer Liaison shall keep accurate records of any disbursements, income, and bank account information.

(See Appendix for Treasurer Packet)

**Article 9- Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

**Article 10- Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

**Article 11- Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

**Article 10- Conflict of Interest Policy**

All members will sign a Code of Conduct with regard to this Policy

(See appendix for Conflict of Interest Code of Conduct)

## Appendix

A: Position descriptions

B: Election schedule

C: Code of Conduct Policies

D: Treasurer Packet

Election Schedule:

Even Year Election (2020, 2022, 2024 etc.)

Chairperson

Technology Coordinator

Volunteer Coordinator

Odd Year Election (2019, 2021, 2023 etc.)

Vice-Chairperson

Secretary

Communications Director