

**Liberty Center  
Elementary PTO**

**Constitution**

**Ratified**

**11-11-2014**



1. **NAME** -- The name of the organization shall be Liberty Center Elementary PTO.
2. **OBJECT** – The objective of the Liberty Center Elementary PTO shall be to promote interest in the care and upbringing of children. PTO shall assist one another in solving individual or specific problems concerning our children in order to insure their physical and mental health and well-being.
3. **FUNDS** – At least 80% of all fundraiser monies will be put back into the Liberty Center Elementary School.
4. **QUALIFICATIONS OF MEMBERSHIP** – Membership in Liberty Center Elementary PTO shall be open to any parent, guardian, teacher, and interested person.
5. **OFFICERS AND EXECUTIVE BOARD** – (Amended 11/11/2014)
  - OFFICERS** – The elected officers shall be: President, Vice-President, Secretary, Treasurer and Vice-Treasurer, Event Coordinator, Public Relations Person, and Fundraiser Coordinator.
  - PARENT REPRESENTATIVES** – Each grade level shall be entitled to a grade level representative. Each June the President shall appoint grade level representatives from the list of volunteers.
  - STAFF REPRESENTATIVES** – The building principal and three teachers shall be staff representatives.
  - EXECUTIVE BOARD** – The above named officers and representatives shall constitute the Executive Board.
  - CHAIRPERSONS** – The President shall appoint a chairperson for each committee deemed necessary by the executive board.
  - VACANCIES** – A vacancy in the office of President shall be filled by the Vice-President. Vacancies occurring in other offices shall be filled by the Executive board. Appointed by the Executive Board shall stand until the next regular election.

**6. ELECTION OF OFFICERS -- (Amended 11/11/2014)**

- A campaign search for potential nominations will be held in the spring.
- The candidate for President must show interest in the office.
- Present officers who have served one full year be contacted by the nominations committee; if they choose, their names shall be placed on the ballot for re-election.
- Nominations shall be made from the floor, with previous consent of nominee.
- The nominating committee shall meet before March to select candidates. They shall present the slate at the March meeting. The election will be held at the April meeting. A secret ballot will be used if more than one candidate is slated per office.
- These officers shall be elected at the April meeting and assume their office in June. Books and records of previous officers shall be submitted by June 1<sup>st</sup>. These officers shall serve from June 1<sup>st</sup> to May 31<sup>st</sup>.

**7. AMENDING THE CONSTITUTION --**

- Amendments may be proposed by a constitutional committee, which shall be appointed by the Executive Board. Proposed changes will be read or distributed to the committee of the whole at the next regular monthly meeting and submitted at the next (following) meeting for ratification.
- Ratification of the constitution or amendments to the constitution shall require a two-thirds affirmative vote of members present at the regular or special meetings.

**8. MEMBERSHIP, MEETINGS AND DUES --**

- In June the Executive Board shall set the meetings schedule for the upcoming year.
- A special event may be scheduled at any time other than a regular meeting night.

The Executive Board will meet as they deem necessary.

There shall be no dues as condition of membership.

9. **STANDING AND SPECIAL COMMITTEES** – (Amended 11/11/2014)

Committee chairpersons shall be appointed by the President. Each chairperson is then to select his or her own co-chair and committee members to help facilitate in the organizational process.

Standing committees shall include (1) Fund Raising, (2) Santa Shop, (3) School Spirit Gear, (4) Nominations, (5) Teacher Appreciation, (6) Open House, and (7) Family Event.

10. **DUTIES OF OFFICERS** –

**President – Duties:**

1. Preside at all club Executive Board meetings.
2. Appoint chairmen for all standing committees and special committees and is a member of said committees except the nominations committee.
3. Appoint grade level representatives to the Executive Board.
4. Represent the club in all official capacities and have the usual powers pertaining to his/her office, including agenda and conducting the meeting.

**Vice President – Duties:**

1. Attend all board and committee meetings.
2. Assume the presidential duties in the absence, death or resignation of the President.
3. Facilitate the acquisition of entertainment and speakers that are chosen by the Executive Board

**Secretary – Duties:**

1. Keep written minutes of all club and Executive Board meetings and publish these following each meeting.

2. Keep a file of all records and committee reports, project committees, etc.
3. File all correspondence and answer and write letters at the direction of the President. Write thank you notes to each speaker immediately following his/her participation.

**☐ Treasurer – Duties:**

1. Shall collect and receive all money due the club.
2. Prepare an annual written budget document for presentation and approval.
3. Disburse the funds as per the adopted budget at the direction of the President and /or the Executive Board, or a vote by the majority of members present at meetings.
4. Provide written budget reports at each regular meeting. Maintain the PTO check ledger, balance the books, and maintain all financial records needed for an annual audit of income and expenditures.

**☐ Vice-Treasurer – (Amended 11/11/2014) --Duties:**

1. Process requests for funds already approved within the adopted budget so the treasurer can issue the check.
2. Process teacher reimbursement requests, maintain receipts for same, and provide the treasurer with a written list of teacher reimbursements to be made at each meeting through May.
3. Be authorized as a second signature on checks issued on the treasury.
4. Assume the duties of treasurer in the case of a resignation or unexpected vacancy in that office.

**☐ Events Coordinator – (Amended 11/11/2014) – Duties:**

1. Coordinate with appointed chairs of events: shall be responsible for chairs following pertinent guidelines.

2. Communicating liaison between chairs and Executive Board.

**Public Relations – PR Person – (Amended 11/11/2014) – Duties:**

1. Shall promote the PTO and all it stands for.
2. Shall promote the need for volunteers.
3. Liaison between teachers and Executive Board, promoting the need to work together for the needs of the school and student body.

**Fundraiser Coordinator – (Amended 11/11/2014) – Duties:**

1. Shall manage fundraising efforts.
2. Shall oversee fundraising event through completion.
3. Shall be the contact person for fundraising company and communicate to Executive Board.

11. **ANNUAL FINANCIAL AUDIT –(Amended 10/17/2013)**

- An audit of the financial records of the PTO shall be conducted annually.
- The treasurer will submit ledgers, books, bank statements, and all records of income and expenditures to the President by June 1<sup>st</sup> each year for the official audit.
- The President shall have the books audited during June so that an audit report is available prior to the August PTO meeting.