

Houghton Portage Township District
Houghton Elementary School Parent Teacher Organization Bylaws
Revised spring 2015

The Houghton Portage Township Elementary School Parent Teacher Organization (PTO) is an equal opportunity 501(c)(3) non-profit organization.

Mission

To strengthen our children's education and development through the collaborative effort of parents, teachers, and administrators with parent involvement and financial support.

Objectives

1. To promote the welfare of the children by developing a united effort between educators and the general public to secure for all children the highest advantages in education.
2. To foster communication among parents, children, teachers, administrators, community and elected school officials.
3. To promote volunteer opportunities and resources for the school.
4. To promote educational and informative programs.
5. To raise funds as required to provide for all the above objectives.

Executive Board

1. The Executive Board shall consist of the PTO Officers, the Teacher Representative, the Principal, and the Chairs of each standing committee.
2. The Executive Board shall approve and schedule all PTO programs and activities.
3. The Executive Board shall review the Bylaws annually and ensure the adherence of the organization to the Bylaws.

Officers and Elections

1. The officers of the PTO shall be a President, Vice President, Secretary and Treasurer.
2. Officers shall be elected by the Executive Board and parents and teachers attending the business meeting in April.
3. No person shall serve more the two consecutive terms in the same office.

Duties of the Officers

1. The President shall schedule and preside at all business meetings of the PTO. The President will review the volunteer form annually and will ensure appointments of chairs for the PTO committees. The President will monitor the progress of the committees and

have reports available for the PTO business meetings. The President will adhere to the bylaws of the organization.

2. The Vice-President shall perform the duties of the President in the event of the President's absence. The Vice-President shall also perform such other duties as assigned by the President of Executive Board of the PTO.
3. The Secretary shall keep an accurate record of all meetings of the organization and of the Executive Board, conduct the correspondence delegated to the Secretary. The Secretary is custodian of all communications, documents and papers belonging to the organization. The Secretary ensures that all Executive Members receive the most recent copy of the bylaws. The Secretary will provide a list of the Executive Board with phone numbers/addresses to each member of the Executive Board and to the school office.
4. The Treasurer shall receive all moneys of the organization; shall keep an accurate record of receipts and expenditures; shall pay out organization funds only as authorized by the organization or the Executive Board; and shall present a statement of account at every meeting of the PTO.

Standing Committees

Standing Committees shall be created by the Executive Board as may be required to promote the objectives and plan the activities of the PTO. Chairs of the committees are appointed by the President of the PTO.

Meetings

1. All business meetings of the PTO shall be open to the public.
2. The public should be encouraged to attend and contribute ideas, make motions, and debate issues.
3. Voting shall be limited to the Executive Board and to those who have attended the previous meeting. Eligibility for the vote will be announced prior to voting on any amendment. Eligibility can be verified by review of attendance records.
4. A quorum shall consist of at least 5 (five) voting members, 3 (three) of which are Executive Board members. In the event that there is not a quorum and a vote must be taken the vote will be postponed.

Membership

All parents, guardians, teachers and administrative staff of the Houghton Elementary School are eligible for membership in the PTO.

Amendments to the Bylaws

A committee may be appointed by the Executive Board to submit revisions to these bylaws which must be passed by a majority vote of the Executive Board.