

BYLAWS of The Skinner Road School Parent-Teacher Organization

Article I *Name*

1. The name of this organization shall be THE SKINNER ROAD SCHOOL PARENT-TEACHER ORGANIZATION. (Hereafter referred to as P.T.O.)

Article II *Objectives*

1. To foster and maintain understanding between parents and teachers; to encourage a closer relationship between school and home; to promote parent-teacher cooperation toward the overall welfare of the children in this school.
2. To sponsor fund-raising, educational, and social activities for the benefit of this school. Monies derived by or from P.T.O. activities will be used for educational or social purposes for the Skinner Road School at the discretion of the P.T.O. Board.
3. If the P.T.O. Board is dissolved for any reason, all remaining monies in the P.T.O. Treasury, after all liabilities are paid, will go into a Library Fund for the purpose of purchasing books and/or educational aids for the school.

Article III *Membership*

1. Any person interested in the objectives of this organization and willing to uphold its policies and subscribe to its Bylaws may become a member.

Article IV *Officers*

1. The officers of this organization shall be:
 - President or Co-Presidents (not to exceed 2)
 - Vice-President
 - Secretary or Co-secretaries (not to exceed 2)
 - Treasurer
2. Officers shall serve for a term of one year, from July 1st through June 30th and shall remain in office at least until their successors are elected. No officer shall be elected to the same office for more than two consecutive terms.
3. Any vacancy occurring in an office during a term shall be filled by “majority vote of the P.T.O. Board.”

Article V *Duties of the Officers*

1. The President shall preside at all meetings of the organization and of the P.T.O. Board, and shall be a member, ex-officio, of all committees, but may not be the Nominating Chairperson. He/She shall preserve parliamentary order and enforce due observance of the Bylaws. He/She shall appoint the chairperson of the Standing Committees and of the Auxiliary Committees and shall perform all other duties usually pertaining to the office.

2. The Vice-President shall act as aid to the President and shall perform the duties of the President in his/her absence. He/She shall be in charge of coordinating functions between the organization and the school. He/She shall be in charge of the arrangements and presentation for the outgoing President and incoming officers at the last P.T.O. Board meeting for the term (year).
3. The Secretary shall keep a correct record of all business meeting of the organization and the P.T.O. Board and shall take over for the Vice-President in his/her absence. The monthly reports, which are expected from all standing committees, should be submitted to the secretary for presentation at the P.T.O. Board meeting if a committee representative will not be at the meeting to present his/her material. The Secretary shall issue all calls to meeting of the organization and the P.T.O. Board and shall write such letters as may be designated by the organization or the P.T.O. Board.
4. The Treasurer shall receive all monies of the organization; shall keep an accurate record of all receipts and expenditures; and shall pay out, by check, all funds authorized by the P.T.O. Board, or by a duly authorized representative thereof. The Treasurer shall present a written statement of account at every P.T.O. Board meeting and prepare any financial reports deemed necessary by the P.T.O. or Executive Boards.

Article VI The Executive Board

1. The Executive Board shall consist of the four elected officers; President, Vice-President, Secretary, and Treasurer.
2. The Executive Board shall be responsible for preparing the budget for presentation to the P.T.O. Board for approval. The Executive Board shall be the decision-making group when logistical constraints prohibit convening the entire P.T.O. Board. Decisions made in this capacity must be presented at the next scheduled P.T.O. Board meeting.

Article VII The P.T.O. Board

1. The Board shall determine the policies, programs and direction of affairs of the P.T.O. and its committees. The Board shall carry out its goals and objectives and supervise the disbursement of its monies.
2. The Board shall consist of the duly elected officers of the organization, the Principal of the school, the Chairperson of each Standing Committee, the Chairperson of each Auxiliary Committee, representatives of the Teaching Staff, and two representatives of the Vernon P.T.O. Council. Each of these members has voting privileges. Each position has a single vote. In a situation with multiple chairperson on a committee, only one vote will be accepted from that team. A person holding more than one position on the board will only be allowed one vote. The retiring President shall be an ex-officio member without voting privileges.
3. The P.T.O. Board will meet once a month during the school year. Additional meetings may be called at the discretion of the President and/or Principal. All votes taken at said meetings excluding expenditures in excess of \$500.00 (see article VII section 5) will be approved by a majority of voting members present.
4. The proposed budget for the school year must be approved by a quorum vote of the P.T.O. Board. A quorum shall consist of two-thirds of the voting members of the P.T.O. Board.
5. Miscellaneous small expenditures, not to exceed \$50.00, may be approved by the President and/or Vice-President. Any expenditure (not already approved in the budget) in excess of \$50.00 but not to exceed \$500.00, shall be approved by the majority of voting members of the P.T.O. Board

present at a meeting. All expenditures in excess of \$500.00 (not already approved in the budget) must be approved by a quorum vote of the P.T.O. Board.

6. At least 50% of the voting Board members must be present to determine policies, programs, and direction of the P.T.O. For example: determining fund-raising events.

Article VIII Nominating Chairperson

1. At the March meeting of the P.T.O. Board, the President shall request a volunteer to accept nominations for each of the executive offices to be filled for the succeeding school year.
2. The President shall inform the membership that elections will occur at the May P.T.O. Board meeting and that nominations for officers are being accepted. Members will be invited to the May P.T.O. Board meeting to hear nominations, if any, and to vote in the election. Nominations should be made in writing to the Nominating Chairperson at least 2 business days before the May meeting. Nominations will not be accepted from the floor during the May meeting.
3. Only those who have consented to serve shall be eligible for nomination.
4. Election for each office will require a majority of total votes cast at the May P.T.O. Board meeting. Every P.T.O. member present gets one vote per office.

Article IX Standing Committees

1. **Fund-Raising**: Raises funds by way of various projects. Funds are used to better our children's school environment (ex: equipment or programs for the children).
2. **Fine Arts**: Plans cultural and fun programs for the children's enjoyment. Also could include programs for the parent's pleasure and information.
3. **Volunteers**: Coordinates the membership drive in September. Keeps up-to-date file on volunteers for the school year.
4. **Home Room Coordinator**: Coordinates the volunteers needed for classroom help.
5. **Hospitality**: In charge of supplies (ex: refreshments, paper products) needed for P.T.O. functions. Works with the chairperson of P.T.O. events to coordinate refreshments at any function throughout the year.
6. **Scholarship**: The Skinner Road School Scholarship is called the Charles Francis Scholarship Fund. This committee is responsible for coordinating dates and fund information with the Town Chairperson at Rockville High School each year and make sure that applications are filled on time and deadlines are met. The annual winner is approved by the Scholarship Committee and presented to the P.T.O. Board for informational purposes. See Article XII.
7. **Calendar**: The Skinner Road School Calendar is published monthly.
8. **Newsletter**: Anyone may submit an article for the Newsletter which is published monthly if warranted and as deemed necessary by the committee. Input is encouraged from the teaching staff and P.T.O. Board members on upcoming events and news about the children.
9. **Reading At Home (R.A.H.)**: This program is designed to encourage and reward students from independent reading at home.

Other standing and auxiliary committees shall be appointed at the discretion of the President as are necessary to promote the well-being and the objectives of the organization.

Article X Meetings

1. Membership meetings of this organization shall be held at the discretion of the President of the P.T.O. and the Principal of the school.

Article XI Auditors

1. Auditor duties will be performed by an independent Auditor to be selected by the Executive Officers (excluding the Treasurer). Auditors will have thirty days from the close of the school year to report their findings. The Treasurer will be responsible for dealing with the Auditor on questions. The Auditor should file a copy of the completed report with the outgoing and incoming P.T.O. Presidents.

Article XII The Skinner Road School Scholarship Fund

1. The scholarship fund shall be named "The Charles Francis Scholarship Fund". (See Article IX section 6)
2. The amount awarded each year is determined by the P.T.O. Board through a vote at the last monthly meeting of the year. This enables the budget to be put in place for the fund over the summer.
3. Requirements for eligibility of the recipient are:
 - Has attended Skinner Road School at least three of the five grammar school years.
 - Is a graduating Rockville High School Senior that is furthering his/her education.

Article XIII Amendments

1. Amendments to these Bylaws may be made at any P.T.O. Board meeting provided notice of the proposed amendment was made to the membership. Two-thirds of the members present at the meeting must vote in favor of the amendment in order for the amendment to be approved.

Revised Bylaws Dated August 25, 1999.