



Milliken Elementary School 100 Broad St. Milliken, CO 80543 (970)-587-6200  
PTO By-laws-Inducted Aug 2005

**Article I Name**

The Name of this organization shall be Milliken Elementary School Parent Teacher Organization.

**Article II Objectives-Mission Statement**

- A. To promote the welfare of children, and youth in home, school and community
- B. To bring closer the relationship of home and school, so that parents and teachers may cooperate in the education of the child.
- C. To support the Milliken Elementary school **mission**: “MES is still working on this.”

**Article III Policies**

- A. This organization shall neither seek to direct the administrative activities of the school, nor to control its policies.
- B. This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned (i.e., students, teachers, administrators and parents.)

**Article IV Membership**

- A. Any parent, guardian, or family member of a current Milliken Elementary Student or any member of the Milliken Elementary School faculty and staff who is willing to uphold the policies of this organization may become a member.
- B. An annual *initial* enrollment of members shall be conducted; additional members shall be accepted at any time.
- C. *Throughout the year at PTO sponsored events, team members should strive to recruit new team members and spread the word about PTO through representation of PTO by having an information/sign up table with a volunteer available to talk to people and answer questions..*
- D. *Remember to show appreciation to PTO board, leadership & team members at minimum 2 times per year. This may include prizes, incentives or a special event solely for volunteers.*

## Article V      **Officers and Elections**

A. The Officers shall consist of the following:

President      Vice President      Secretary      and      Treasurer

B. Officers shall be elected in the Fall during the month of September for the current school year. Officers shall be elected by the current PTO Board. The PTO board consists of the 4 officers, 3 staff member/teachers, the school Principal and a neutral community representative (total of 9).

C. Nominations will be submitted for Officer positions in September. Officers shall assume their official duties at the time of election. Officers shall serve for a term of one year.

D. Nominations for office shall consist of all those individuals who have expressed a willingness to serve in a particular office, then decisions will be voted upon by the PTO board.

E. A Nomination form will be completed by Nominees stating the particular office they are interested in serving on.

F. A written and anonymous ballot will be taken and counted by the Executive board.

G. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

## Article VI      **Duties of officers**

A. The **President** shall:

1. Preside over all meetings and functions of the PTO including the Executive Board meetings using the Robert's Rule of Order format.
2. Respond to and act upon any communication for the general membership.
3. Take any necessary administrative action while reserving matters of policy for action by the Executive Committee or general membership.
4. Represent the PTO team in the community and school environments.
5. Create flyers, brochures, newsletters for communication with the PTO team, students, parents, and staff, with approval from the school Principal *and in conjunction with the Vice President*. At minimum, one monthly newsletter should be distributed.
6. Maintain an inclusive environment, making membership and visitors welcome and included.
7. Prepare and pass on related information about the office to the successor at the September meeting/elections.

B. The **Vice-President** shall:

1. Assist the president
2. In the temporary absence or disability of the President, act.
3. Become President if the office becomes vacant during that term.
4. Represent the PTO team in the community and school environments.
5. Assist the President with the distribution of flyers, newsletters, etc...make sure that contact information is included with every form of communication. *Communications need to remain consistent in representing the PTO-including contact information and any other relevant information needed by people reading such material.*
6. Maintain an inclusive environment, making membership and visitors welcome and included.
7. Prepare and pass on related information about the office to the successor at the September meeting.

C. The **Secretary** shall:

1. Keep minutes of Executive Board meetings (*includes board/principal meetings or leadership meetings, or monthly PTO meetings*), type and distribute to board members and post one copy on the PTO cork board *or other PTO area*. *Minutes should be typed-posted and distributed to board members and any others requesting a copy, within 10 days of a meeting. Type agendas for each meeting.*
2. Retain possession of By-Laws and all meeting minutes.
3. Keep a current contact information list of PTO team members, including all volunteers throughout the year.
4. Maintain an inclusive environment, making membership and visitors welcome and included.
5. Prepare and pass on related information about the office to the successor at the September meeting/elections.

D. The **Treasurer** shall:

1. Receive all monies, keep an accurate record of receipts, expenditures and work with the school secretary to present a statement of account at every meeting.
2. Research and bring new fundraising ideas to the board. *Give a monthly handout of current expenses status-including bank account statement & detailed listing of money spent & money received to the other board members and a brief summary to the PTO team in general.*
3. Help other board members with the determination of the best/most profitable fundraisers to be help throughout the current year. (This should include consulting w/other PTOs.)
4. Help in determining what projects within the school the funds should be disbursed to. I.E.-Ask teachers, staff and parents what they would like to see at our school.
5. Head up fundraising events, and locate volunteers to help.
6. Maintain an inclusive environment, making membership and visitors welcome and included.
7. Prepare and pass on related information about the office position to the successor at the September meeting/elections.

## Article VII Meetings

- A. The Executive Board shall decide upon the regular meetings of the organization. At minimum, one regular meeting shall be held each month.
- B. The Executive Board may call special meetings.
- C. The four officers present at any meeting shall constitute a quorum necessary for the transaction of business of the organization.
- D. All Milliken staff, parents/guardians and teachers are invited and included in meetings-*however do not have final decision making capabilities.*

## Article VIII Executive Board

- A. The Executive Board is representative group of the organization and shall consist of the 4 elected officers, the Principal of Milliken Elementary School and 3 Grade Level Teacher Representatives. A neutral community member will be added/included in any votes, etc...that need a tie breaker.
- B. The duties of the executive Board shall be:
  1. To assist, the organization
  2. To communicate between parents, staff and community.
  3. To report of plans, projects and activities at the regular meetings.

## Article IX Standing and Special Leadership Teams

- A. Standing and special teams shall be determined as necessary by the Executive Board, and preferably a different person will head each team.
- B. Each team *leader* shall run the program in an effective and timely manner to benefit the PTO team, students and staff/teachers.
 

*These programs include (but able to change, add to or delete accounts only as approved by the 4 Board members.)*

  1. Campbell's Labels and more
  2. Tyson A+ program
  3. Hays market receipts
  4. Target –TCOE (Take Charge of Education)
  5. Volunteer Event Coordinator-(work w/the Secretary)
  6. Fundraising event chair-(one event)-work w/the Treasurer)
- 7. T-shirt, static cling stickers, water bottles, or golf shirts-sales representative-advertise, etc...work w/the Treasurer
- C. Additional special teams may be added, or others deleted at the request/necessity of the executive board.
- D. *Each team leader must keep accurate records of any additions or subtractions pertaining to the account and in turn give those records to the successor when not willing/able to continue in the position.*
- E. *Decisions regarding spending or distributing funds or merchandise may only be made as a team, not as individuals-this includes prior approval from the 4 Board members.*

**Article X Parliamentary Procedure**

A. Robert's Rules of Order shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws. A copy of RRO will be available to PTO team members to review, gain familiarity with.

**Article XII Amendments**

- A. These By-Laws may be amended or revised at any regular business meeting or the organization by a Majority vote of the Executive board. (3 out of 4 members)
- B. Officers will meet quarterly with the school principal throughout the year for review, suggestions, updates, redirection, etc...