

CONSTITUTION OF THE
GOSHEN ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION

ARTICLE I – NAME

The name of this organization shall be the PARENT TEACHER ORGANIZATION (PTO), of GOSHEN ELEMENTARY SCHOOL (GES).

ARTICLE II – PURPOSE

The purpose of the PTO shall be to provide needed support that will enhance the overall educational environment at GES.

ARTICLE III – MEMBERSHIP

Members must pay an annual fee of \$5.00 per family to qualify for active membership. Family includes immediate relatives only.

ARTICLE IV – OFFICERS

Qualifications of Officers:

- Officers must be active / current PTO members.
- Officers must be willing to volunteer time and services.
- Officers must be in good moral standing with the school and the community.

Duties of Officers:

<i>President:</i>	Preside over all PTO meetings Assist all other officers with duties Guide and assist all PTO committees Available for parents, teachers, and students Open communication between PTO and administration
<i>Vice President:</i>	Preside in the absence of the President Chairperson for committees Assist President with duties
<i>Secretary:</i>	Record and report minutes for all PTO and committee meetings Assist President and Vice-President with duties
<i>Treasurer:</i>	Maintains budget Records all financial transactions Reports financial status to PTO

ARTICLE V – COMMITTEES

Projects Committee: Plans and executes fundraisers
Coordinates with PTO for disbursements of funds
Collects ideas from parents, teachers, and students

Fall Festival Committee: Organizes Fall Festival activities
Coordinates donations, games, food, prizes, and auction

ARTICLE VI – MEETINGS

Meetings:

PTO meeting will be held the second Tuesday of every month beginning in September and running through May. All meeting dates and times must be coordinated with and approved by the Principal. Meetings dates and times may be changed under special circumstances.

ARTICLE VII - AMENDMENTS

This Constitution and any related by-laws could be amended by a three-fourths vote of the voting members of the PTO. All amendments must be made in writing and presented to the PTO President at least one week in advance of the next scheduled meeting.