**BY-LAWS**

**Of the**

**WILLIAMSBURG CITY SCHOOL**

**PARENT TEACHER ORGANIZATION**

1. **NAME**

The name of the organization is the WILLIAMSBURG CITY SCHOOL Parent Teacher Organization, Inc. of Williamsburg, KY. (D/b/a WILLIAMSBURG CITY SCHOOL PTO)

1. **ARTICLES OF ORGANIZATION**

The organization exists as a non-profit, incorporated organization of its members. Its “articles of organization” comprise these by-laws, as from time to time amended or waived under extraordinary conditions, and its articles of organization, if any. In the absence of any conflict between these by-laws and the articles of organization, these by-laws shall govern.

1. **PURPOSE AND OBJECTIVES**

Williamsburg City School PTO is a community of parents, teachers, staff and administrators aligned to enrich the learning environment for the children of Williamsburg City School.

The Organization strives to:

1. Exemplify integrity, teamwork and community while fostering communication and productive partnerships between parents and school personnel.
2. Sponsor fundraising events to help financially support school activities.
3. Represent ourselves in a respectful and positive manner at all times in our efforts to assist in providing the students with the most enriching education possible.
4. **BASIC POLICIES**

The following are basic policies of this organization:

1. The organization shall be noncommercial, non-profit, nonsectarian, and nonpartisan.
2. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
3. The organization shall not directly or indirectly, participate or intervene on behalf of, or in opposition to, any political campaign or any candidate for public office.
4. The organization shall work with the school to provide quality education for all the children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal authority to make final decisions has been delegated by the people to the Boards of Education.
5. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
6. **MEMBERSHIP**

Membership is open to any parent or guardian of Williamsburg City School students, plus any staff member at Williamsburg Cit School that registers and pays a fee established by the Executive Board. Membership shall be for a period of one year, concurrent with the fiscal year.

1. **MEETINGS**

Regular meetings will be held monthly on the second Tuesday of each month while school is in session. The annual meeting shall be held in May for the purpose of electing the executive officers for the coming year.

1. **VOTING**

All PTO members in good standing have one vote in any issue presented at any meeting with the exception of items presented by the Vice President of Activities. Those items will be voted on by the Executive Board only. The President does not vote unless there is a tie. Ten percent of members shall constitute a quorum. Only members in attendance of the meeting shall vote. A simple majority is needed for votes to pass.

1. **DUTIES**

*President*

\*Shall direct and coordinate the activities of the Organization.

\*Shall preside at all meetings of the Membership and the Executive Board.

\*Shall serve as liaison between this organization, WILLIAMSBURG CITY SCHOOL, Williamsburg City School District, other parent organization and community.

\*Shall be responsible for programs presented to the Membership.

\*Shall review By-laws of the Organization at the summer Executive Board meeting.

\*Shall vote only in case of a tie.

*Vice President-Membership*

\*Shall attend meetings of the membership as dictated by the laws of this organization.

\*Shall oversee the Membership Roster.

\*Shall oversee the collection of Membership Fees in coordination with Treasurer.

\*Shall coordinate background checks for volunteers.

*Vice President-Activities*

\*Shall exercise all the power and authority to perform all the duties of the President in his/her absence or disability.

\*Shall attend meetings of the membership as dictated by the laws of this organization.

\*Shall oversee volunteers at School Organized events.

*Secretary-Communications*

\*Shall attend meetings of the membership as dictated by the laws of this organization.

\*Shall publish via email, PTO website, and social media sites all general membership meeting dates and times.

\*Shall be responsible for written correspondence.

*Secretary-Recording*

\*Shall attend and record the minutes of meetings of the membership and provide copies of said minutes to the Executive Board. Minutes of the meeting shall be posted online and kept on file and made available upon request to the Membership or the WILLIAMSBURG CITY SCHOOL Administration.

*Treasurer*

\*Shall attend meetings of the membership as dictated by the laws of this organization.

\*Shall be responsible for receiving and depositing monies due to the Organization in an authorized bank account, making disbursements from those funds for authorized expenses of the Organization as approved by the Board of Directors.

\*Shall file all Federal and State Reports as required.

\*Shall present written statements at all Executive Board meetings.

\*Shall furnish a written report to the Membership at the Annual May Meeting.

\*Shall submit the books for an external audit following the end of the fiscal year. The Executive Board will select a CPA or professional accountant to perform said audit of the Treasurer’s books in the month following the end of the fiscal year if desired by the Executive Board.

\*Shall, along with the Executive Board, prepare and present a preliminary budget for the upcoming year at the summer Executive Board Meeting.

\*Shall attend meetings of the membership as dictated by the laws of this organization.

1. **BOARD**

The Executive Board shall consist of the President, Vice President of Membership, Vice President of Activities, Communications Secretary, Recording Secretary, Treasurer, and building principal, or his/her representative. School board members are not eligible to be on the Executive Board coincident with their term on the Board of Education. The new members of the Board of Directors shall take office at the May meeting.

The Executive Board shall have an organization meeting(s) preferably before the school year begins. Members of the Executive Board or Committee Chairpersons shall serve no more than two (2) consecutive terms in the same office (position) or no more than three (3) consecutive years on the Executive Board without special approval of the general membership. The Executive Board shall have the authority to conduct business and carry out the objectives of the organization. Any vacancy occurring on the Executive Board shall be filled by appointment of the President, or in his/her absence, the Vice President-Activities, with the approval of the Executive Board. Should the position of President be vacated, the position will be filled by the Vice President-Activities. Any member of the Executive Board, who cannot attend regular meetings or fulfill his/her responsibilities, may be replaced at the discretion of the Executive Board.

The Executive Board shall consist of no more than 2 employees of Williamsburg City School not including the principal/principal designee. The position of President of the Executive Board shall be filled by a parent/guardian of a currently enrolled student at Williamsburg City School.

1. **NOMINATIONS AND ELECTIONS**

In January, the President shall appoint a Committee of at least 4-5 persons for the purpose of selecting candidates for the Executive Board. Said Nominating Committee shall be made up of members from the membership-at-large and in good standing. The slate of Executive Board nominees shall be presented to the membership at the April meeting and nominations taken from the floor. The slate will be published in the meeting minutes, which are distributed via email and posted to the PTO web site. The election of the Executive Board shall be held at the Annual Meeting in May.

1. **BANK ACCOUNT**

The Executive Board shall select a bank for the purpose of maintaining an Organization bank account. Funds deposited in said bank shall be withdrawn by checks signed by the Treasurer and President for approved expenditures. The Executive Board may disperse up to $100 for any non-budgeted expenditure. Any expenditure over $100 must be approved by a majority vote of the Board of Directors. No monetary awards are to be provided to individuals.

1. **AMENDMENTS**

These by-laws will be reviewed and amended a minimum of every three (3) years or as needed by a simple majority vote of the Executive Board followed by approval of the attending Membership at a regular meeting.

1. **FISCAL YEAR**

The fiscal year of the Organization will begin July 01 and end the following June 30.

1. **PARLIAMENTARY AUTHORITY**

The rules of parliamentary practice set forth in *Robert’s Rules of Order Revised* shall govern the proceedings of this Organization, subject to the special rules, which have been or may be adopted.