

Oltman Middle School Parent Teacher Organization Constitution and Bylaws

Article I – Name

The name of this organization shall be Oltman Middle School Parent Teacher Organization.

Article II – Purpose

The purpose of this organization shall be to provide the parents, teachers and other members of the Oltman community the ability to communicate and participate in activities at Oltman.

Article III – Membership

Parents, guardians, teachers, administration and any interested community member may participate in Oltman Middle School PTO.

Article IV – Officers

Officers of this organization and their duties are as follows:

President: Presides over all organization meetings and is a member of all committees.

Vice-President: Presides over meetings in the president's absence. Advertises meetings and events in the local newspaper and communicates with principal on advertising meetings on web site and info to go family email list serves.

Secretary: Takes notes (minutes) of the monthly meetings, keeps record of attendance and posts them on the PTO website.

Treasurer: Keeps records of income and payments made into the treasury. Presents budget at the beginning of the year.

Teacher Representative: Communicates with other teachers and PTO members on a monthly basis.

All of the officers are a part of the executive board which includes the officers named above and the principal and/or assistant principal. These officers serve as a collective plan at the meetings and activities for the organization. Each office is a two year term.

Article V – Meetings

The PTO shall hold regular meetings on the second Monday of each month with the understanding that at times this may change.

Article VI – Amendment

The constitution may be amended at any regular meeting by a two-thirds majority of votes cast.

Bylaws

Section 1. Officers of the Oltman Middle School PTO shall be elected by ballot at the May meeting and shall hold office for two years, or until their successors have been elected and qualified.

Section 5. The following are positions for each office:

- a. President:
- b. Vice-President:
- c. Secretary:
- d. Treasurer:
- e. Teacher Representative:

Section 6. The following order of business will be followed at regular organizational meetings:

1. Meeting called to order.
2. Roll call
3. Minutes of last meeting
4. Treasurer's Report
5. Principal's Report
6. Committee Reports – CAC, Site Team, GT Advisory, School Communicators Advisory
7. Old business
8. New business
9. Announcements
10. Adjournment

An educational program or recreation may occur before or after the PTO meeting..

Section 7. PTO treasury funds are used for PTO business purposes only. PTO funds are not to be used for gas, hotel or food not covered in registration fees for individuals.

Or, PTO treasury funds are used in the following ways:

- Staff and/or student recognition.
- Anything related to increased student academic growth or involvement in school.
- Curriculum materials or technology supplies for classroom instructional purposes.
- Supplies for teacher instructional practices related to students.

Section 8. Dues

Section 9. Signees for the checkbook shall be Treasurer and President.