



**Wequiock Elementary School**  
Children's Center for Environmental Science

**Wequiock Elementary School  
Parent Teacher Organization (PTO)  
By -Laws**

**Purpose:**

The purpose of the Wequiock PTO is to provide support and supplementary resources for the education of our children and families at Wequiock School. It will also work to create and sustain relationships between parents, teachers, and administrators with the intent of securing for each student their maximum potential in all aspects of school life.

**Policies:**

This organization will not seek to direct the administrative activities of the school or control its policies. This organization may make suggestions to the administration concerning activities of the school, if such suggestion is for the betterment of all parties; student, teacher, parents and administration.

**Membership:**

All families, teachers, and staff of Wequiock are members of PTO. The principal will be considered an advisor or consultant of the group.

**PTO Board:**

The following as officers may serve as the board by volunteer or elected basis.

**President**

**Vice President**

**Secretary**

**Treasurer**

Each above position will be a two year term. Positions may be held as Co- officers, if agreeable to both parties. Attendance at all PTO meetings is mandatory, unless approved by President. Co-officers are an exception, one must be present. Duties will be assumed at the close of the current school year, after elections take place in May.

**Class Representative**

The board will also include at a minimum one **Class Representative for each classroom**. This position will be a one year term. The Class Representatives are strongly encouraged to attend all PTO meetings. Duties will be assumed at the beginning of the school year. It would be extremely beneficial for the Class Representatives to consider moving into a board member position after their term.

**Board Member's Responsibilities:**

\*Upon agreement, the Board has the power to approve expenditures up to \$500 between meetings.

\*The PTO President has the power to approve expenditures up to \$250, between meetings.

\*The Board has the power to carry funds into the next year.

\*The Board has the authority to make final decisions. In the event of a tie, the PTO members present will be consulted and will vote, if needed.

**Board Duties:****Board as a whole:**

- Determine and review budget on a consistent basis
- Outline activities/timelines for each event or activity

**President:**

- Organize, plan and communicate the PTO events.
- Set meeting dates and agendas
- Facilitate PTO meetings
- Review and approve meeting minutes, distribute as necessary
- Assist staff in assemblies and buses for field trips
- Authorize bills for payment, and forward to Treasurer
- Complete calendar of events and distribute
- Manage PTO handbook/binder, and ensure all materials/information are included
- Be the primary contact for the Principal and/or Administration.
- \*President may delegate any duties as needed

**Vice President:**

- Is the primary contact for chairpersons/volunteers for the events
- Assist the President in completion of duties

**Secretary:**

- Record the minutes from the PTO meetings
- Submit the minutes to the President within one week of the meeting.
- Distribute minutes to Board and others, if appropriate.

**Treasurer:**

- Pay bills submitted by President and others
- Balance all PTO accounts
- Present financial status at every PTO meeting, time permitting
- Prepare reimbursement checks/funds when requested
- Keep Board aware of any discrepancies or over budget items/events

**Class Representatives:**

- Attend PTO meetings
- Serve as a consultant for PTO
- Liaison between teachers and PTO
- Arrange for class volunteers, when needed
- Welcome new families to school – welcome packet
- Bring forward requests from class/teacher

All board members will deliver any PTO materials to the President or their successor at the close of their service with the Board.

**Events:**

- \* All large events will have a chairperson and a co-chairperson (ex. Book Fair, WildKAT, Snacks with Santa, Costume Commotion).
- \* Chairpersons for any events are on a voluntary basis.
- \* WildKAT event will have a committee for planning and execution.
- \* All letters or memos for the event must be approved by the Board and /or President before they are distributed.
- \* Chairperson will provide feedback after the event, for future planning.
- \* The PTO Board should be contacted with any questions/concerns, not school staff.
- \* Any changes to an event need to be approved by the Board.
- \* Events may vary each year and are set by the PTO Board.

**Requests:**

- \* All Requests must be presented to the PTO board prior to purchase.
- \* If needed, PTO will vote at the next meeting.

**Meetings:**

- \* Board meetings are held once a month, unless a school conflict arises. Meetings begin in September and run until May.
- \* Three Board members must be present at the meeting to constitute a quorum, needed to make any transaction of business for the Board.
- \* Agenda items need to be submitted one week prior to the meeting. Items brought forward at the meeting which are not on the agenda may be tabled to the following meeting.

**Amendments:**

These by-laws have been accepted by a majority vote of the Board members. The by-laws must be considered fluid, and may change with the needs of the school. These by-laws should be reviewed every 3 years, or as needed.

Revised  
5-1-17