**BYLAWS**

**of**

**OUR SAVIOR LUTHERAN SCHOOL PTO**

**ARTICLE I – NAME, DESCRIPTION & PURPOSE**

**Section 1: NAME** – The name of the organization shall be Our Savior Lutheran School PTO. The PTO is located at 8001 NW 5th Street, Plantation, FL 33324

**Section 2: PURPOSE** – The purpose of this group is to assist Our Savior Lutheran School in achieving its goals and objectives. Everything the group does is for the benefit of children. To achieve this purpose the group shall promote parent-teacher communication and cooperation, provide information and training to help parents and teachers perform their roles more effectively, develop programs and projects to serve the school community and encourage sociability among teachers, parents and families.

**ARTICLE II – MEMBERSHIP**

Section 1: Membership in Our Savior Lutheran School PTO shall be open to parents/guardians who have children enrolled in Our Savior Lutheran School, Faculty and Staff of Our Savior Lutheran School and Church. All Members shall be entitled to participate in all the activities of the PTO and shall have the right to vote, one vote per family.

**ARTICLE III – OFFICERS**

**Section 1: PTO BOARD**– The PTO Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary (optional), and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the PTO Board.

**Section 2: ELECTIONS AND TERM OF OFFICE** – The term of office for all officers is one year, beginning immediately upon election in May, and ending upon officer election the following school year. Each elected office may serve for 2 consecutive years, if re-elected.

Nominating Committee – PTO Board shall appoint a three member nominating committee, one member which is to be designated as chairman. The nominating committee shall prepare a slate of two candidates for each office to be filled, they shall contact each candidate as to his/her availability to serve, and shall conduct the election. PTO members may make additional nominations from the floor at the April meeting.

In the event of a vacancy in the office of the president, the vice-president shall succeed to the office for the remainder of the term. Any other open vacancies shall be appointed by the President.

**Section 3: QUALIFICTIONS** – Any PTO member in good standing may become an officer of the PTO.

**Section 4: DUTIES** –

PTO Board – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than $100.00.

President – Preside at PTO meetings and PTO Board meetings. He/She shall be an ex-officio member of all committees and shall have general supervision of all PTO activities.

Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President and keep the PTO calendar.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, hold historical records for the PTO.

Communications Secretary (Optional) – Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer – Serve as custodian of the PTO’s finances, collect revenue when appropriate, coordinate payment of all expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

**Section 5: BOARD MEETINGS** – The PTO Board shall meet monthly during the school year, or at the discretion of the President.

**Section 6: REMOVAL** – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the PTO Board.

**Section 7: VACANCY** – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer’s term.

**ARTICLE IV – MEETINGS**

**Section 1: GENERAL PTO MEETINGS** – Meetings shall be held monthly during the school year or at the discretion of the PTO Board. The meeting can inform parents of upcoming events, provide informational programs and speakers to enhance the educational and family environment at Our Savior Lutheran School and to provide fellowship opportunities for parents.

**Section 2: VOTING** – Each member in attendance at a PTO meeting is eligible to vote, one vote per family. Absentee or proxy votes are not allowed. Majority rules will be utilized to pass a vote.

**ARTICLE V – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

**Section 2: REPORTING** - All financial activity shall be recorded in a manual or computer-based spreadsheet. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly with the school office. The PTO shall arrange an independent review of its financial records each year.

**ARTICLE VI – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to recommend the amendment to the bylaws to the School Board.

**ARTICLE VII - DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be donated to Our Savior Lutheran School.

**ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

**These bylaws were adopted on \_\_\_February 2, 2015\_\_\_\_\_.**