

**North Cape School
Parent Teacher Organization
By-Laws**

Name

The Organization shall be called North Cape Parent Teacher Organization. Hereinafter referred to as the PTO.

Objectives

The Primary objective to the PTO is to provide support for North Cape School and promote the general welfare of all students. Specifically, the PTO shall the following:

- A. Work to enhance the quality of education by raising funds for the school equipment and materials or programs which fall outside of the school budget.
- B. Encourage parent volunteers to support the students including volunteer services to supplement school activities.
- C. Develop programs and projects that will support or enrich the curriculum.
- D. Provided child enrichment programs for the student to complement their curriculum.
- E. Enhance parental awareness through parent enrichment programs.

Members

The members of the PTO shall be made up of all parents, teachers and other community members interested in the education programs and activities at North Cape School.

Officers

The officers of the PTO shall be:

President

Vice President

Treasurer

Secretary

Membership Coordinator

*One of these officers should be a teacher

Nominations

Nominations will be accepted from the floor at the April general meeting with the consent of the nominee. All members of the organization are eligible for an elective office. Only members who have attended at least a minimum of three (3) PTO meetings will be eligible to nominate and/or run for an office.

Elections and Term of Office

Elections will take place on the day of the May meeting and results will be read at the May general meeting. When there is more than one nominee for an office, elections shall be by secret ballot. Officers shall serve a term of one (1) year. Officers shall assume their duties at the June meeting.

Vacancies

A vacancy occurring in any office shall be filled for the remaining term by the person elected by the majority vote.

Duties of Officers:

President: Shall preside at meetings, serve as the chief executive of the organization, appoint committee chairpersons as necessary and work cooperatively with the school administration, staff, school board members and members of the PTO organization. The President shall ensure that organization's objectives are achieved to the best of his/her ability.

Vice President: Shall act as an aide to the President; and shall perform the duties of the President in his/her absence.

Treasurer: Shall keep an accurate record of the receipts and expenditures. Pay out of the funds as necessary. He/she will present a written budget report at each meeting and present a year end total account itemization.

Secretary: Shall keep an accurate record of all of the meeting of the organization and shall maintain attendance for all meetings. He/she shall review the prior meeting minutes at the beginning of each meeting and ensure that the meeting dates, times and minutes are provided to the school to be put on the calendar and school website.

Membership Coordinator: Shall be in charge of membership communication and retention. He/she shall oversee the Buddy system at the beginning of the school year.

Expanded Duties of Officers

To transact necessary business in the intervals between general meetings and such other business; to approve the work plans of the standing committees; to approve an unexpected activity that may come up. Officers, however, must check with and include appropriate committee chairperson before making decisions. With concurrence from 3 out of the 4 PTO members, the President may authorize purchases up to \$500.00 per instance, not to exceed twice a term/year. Any purchase over \$500.00 must be brought up at the next scheduled meeting so that it can be voted on.

Public Meetings

The President, with input from fellow officers, and committee chairperson, shall determine the dates, time and agendas of meetings that are to be held monthly. Times and dates should be determined to accommodate as many people as possible. Dates and times of the event sponsored by the PTO shall be discussed and decided upon by the all PTO members present at the current meeting, and presented to the school administration for approval where appropriate.

Mission Statement :

The North Cape PTO believes there should be an atmosphere of cooperation and respect among students, parents and staff to establish a strong home-school partnership. As partners in education, teachers help students learn, students actively participate and parents reinforce both teachers and students efforts. It is our goal that students will be on their way to becoming independent, lifelong learners, respectful of people and the environment, and responsible and productive citizens.