

**PARENT-TEACHER ORGANIZATION (PTO) BYLAWS  
FIRST MISSIONARY BAPTIST CHURCH  
CHILD DEVELOPMENT CENTER & ACADEMY (CDCA)**

ARTICLE I	NAME	PAGE 2
ARTICLE II	PURPOSE	PAGE 2
ARTICLE III	AUTHORITY STRUCTURE	PAGE 2
ARTICLE IV	MEMBERSHIP	PAGE 2
ARTICLE V	OFFICERS	PAGE 3
ARTICLE VI	COMMITTEES	PAGE 6
ARTICLE VII	AMENDMENT OF BYLAWS	PAGE 9
ARTICLE VIII	PARLIAMENTARY AUTHORITY	PAGE 9

## PARENT-TEACHER ORGANIZATION (PTO) BYLAWS

### ARTICLE I - NAME

The name of this organization shall be the First Missionary Baptist CDCA Parent-Teacher Organization hereafter referred to as the Parent-Teacher Organization of “PTO”.

### ARTICLE II - PURPOSE

The purpose of the PTO is to:

- a. Promote unity in our school family through implementation of parent-teacher programs, open communication, fellowship and encouragement of one another, our administration, teachers and the CDCA Board.
- b. Work together in a Christ-like manner to identify areas and develop programs to enrich the educational and spiritual environment for our children.
- c. Coordinate fund-raising activities for the improvement of the CDCA.
- d. Support the growth and long term strategic planning for the CDCA.

### ARTICLE III - AUTHORITY STRUCTURE

The PTO shall function in alliance with the administration of the CDCA and shall be subject to the authority and approval of the CDCA Board.

### ARTICLE IV - MEMBERSHIP

**Section 1. Members:** Parents, teachers and legal guardians of the CDCA may be members of the PTO. All persons interested in becoming a member of the PTO shall submit an application and pay the required fee. The PTO shall conduct annual enrollment of members, but may admit persons to membership at any time.

**Section 2. Voting Rights:** Each member is entitled to one vote. Individuals shall not be allowed to cast a vote on behalf of their spouse or other individuals, regardless of the circumstances.

**Section 3. Quorum:** A simple majority of the members 50%(fifty-percent) plus one present shall constitute a quorum for the transaction of business at any meeting of the PTO. One more than one/fourth of the membership as of the month preceding the meeting shall constitute quorum. If a quorum is not present within fifteen minutes of the scheduled announced

meeting time as determined by the secretary, the members in attendance will be duly informed that an Executive Session will be called to conduct the business of the PTO. The Executive Session of Executive Committee Meeting is then fully authorized to conduct the necessary business of the PTO until the next scheduled or call meeting.

## **PARENT-TEACHER ORGANIZATION (PTO) BYLAWS**

**Section 4. Dues:** The annual dues for each member will be \$10.00 or any other designated amount agreed to by the quorum of the PTO membership. The annual dues will increase by one dollar per month after December 31<sup>st</sup> of each school year.

**Section 5. Meetings:** Regular meetings of the PTO shall be held on the third Thursday of each month.

### **ARTICLE V - OFFICERS**

**Section 1. Officers:** The elected officers of the PTO shall be President, Vice-President, Financial Secretary, Treasurer, Secretary and Reporter.

**Section 2. Qualification of Officers:** To qualify as a candidate for any PTO office, an individual must be a member of the PTO, have a child currently enrolled in the CDCA, have demonstrated concern for the work of the organization, have demonstrated qualities of spiritual maturity and is in agreement with the philosophy, doctrine, bylaws and administrative structure of the CDCA and have signified his/her consent to serve if elected.

**Section 3. Election and Term of Office:** The officers of the PTO shall be elected annually by written ballot in the month of April. Elected officers shall assume their official duties on June 1<sup>st</sup>. All officers shall deliver to their successors all official materials, including yearly summary of duties performed within thirty(30)days after the close of the April meeting to formalize operating procedures for the upcoming school year. Each officer shall serve a one(1) year term or until his/her successor has been duly elected. However, the secretary and treasurer may serve for four(4)successive terms.

**Section 4. Vacancies:** A vacancy in any office shall be filled with an individual elected by majority vote of the Executive Committee with notice of such election having been given and the elected individual will serve for the remaining term of the office. In case a vacancy occurs in the office of president, the vice-president shall assume the office of president.

**Section 5. Powers and Duties:** The duties and functions of officers are stated below.

#### **A. President shall:**

1. Preside at all PTO meetings.
2. Chair the Executive Committee and coordinate the work of all standing and special committees.

3. Represent the PTO at the CDCA Board meetings. If the President cannot attend a CDCA Board meeting, the vice-president, or other designee will attend.
4. Be a member ex officio of all committees except the nominating committee.
5. Be one of two authorized signers on any financial accounts maintained by the PTO.

**A. Vice-President shall:**

1. Serve as aide to the President.
2. Perform the duties of the President in his/her absence or inability of that officer to serve.
3. Chair the Volunteer Coordination committee.

## **PARENT-TEACHER ORGANIZATION (PTO) BYLAWS**

**B. Secretary shall:**

1. Record minutes of all PTO and Executive Committee meetings and update the PTO membership at the next meeting.
2. Maintain a current copy of the PTO Bylaws and membership records/lists, agenda and the minutes of the previous meeting.
3. Assume primary responsibility for notifying all PTO members for meetings.
4. Conduct correspondence of the PTO under the direction of the president, executive committee, or general membership.
5. Read letters and other correspondence received by the PTO at meetings.

**C. Treasurer shall:**

1. Chair the Budget/Finance committees and prepare the budget for adoption by the PTO.
2. Receive all monies from the financial secretary or from other volunteers counting monies received. Deposit immediately in the name of the PTO in a bank approved by the executive board.
3. Receive and retain a copy of the deposit slip for any deposit made.
4. Pay all bills as authorized by the executive board of the PTO and on receipt of payment authorization signed by the president/other authorized personnel.
5. Secure two(2) authorized signatures on all checks. Any two(2) elected officers, with the exception of the secretary and officers related by blood, (siblings, parents, grand-parents, cousins, etc.) marriage, or living in the same household may be authorized to sign checks.
6. Report expenditures to the membership as they relate to the budget adopted by the PTO.
7. Prepare and present a Treasurer's Report at every PTO and Executive Committee meeting. The Treasurer's Report also should be presented at other times, if requested by the PTO/Executive Committee.

8. Make an Annual Financial Report to the CDCA Board that includes gross receipts and disbursements for the end of the school year.
9. Maintain continuous and direct communication with the president regarding finances. Advise PTO board members of the status of the treasury and their individual budgets.
10. Obtain information on proposed programs from the program committee chairman.
11. Be aware of deadlines(including postmark dates)for all financial transactions.
12. Attend PTO workshops and trainings, when scheduled.

**D. Financial Secretary shall:** (New Officer)

1. Give a receipt for all monies received for the PTO and turn funds over to the treasurer for deposit in the PTO bank account.
2. Receive and reconcile monies from all fund-raising and other activities and turn over funds to the treasurer for deposit in the PTO bank account.

## **PARENT-TEACHER ORGANIZATION (PTO) BYLAWS**

3. Keep an accurate record of receipts and disbursements in a ledger, which is a permanent record of the PTO.
4. In the absence of the Treasurer, pay all bills as authorized by the executive board or the PTO and on receipt of payment authorization signed by the president/other authorized personnel.
5. At least monthly, reconcile the bank accounts of the PTO.
6. Attend PTO workshops and training when scheduled.
7. Assist the Treasurer in the preparation and presentation of the Budget and Treasurer's Report and other financial reports as required.
8. Sign and record all written orders from the President for disbursement of the funds of the PTO and format the same to the treasurer.
9. Perform such other duties as may be delegated to the financial secretary by the president or treasurer.

**E. Reporter shall:** (New Officer)

1. Submit to the editors of local newspapers and the local media news for publication.
2. Carry on publicity as PTO might direct provided that publicity shall be local in nature and in accordance with the CDCA.
3. Responsible for the development and edit of a PTO Newsletter.

## **ARTICLE VI - COMMITTEES**

**Section 1. PTO Executive Committee:**

- A. The PTO Executive Committee shall consist of the elected officers of the PTO, chairmen of the standing committees, and the CDCA Administrator.
- B. The duties of the Executive Committee shall be to:
  - 1. Transact necessary business in the intervals between PTO meetings and other such business as may be referred to it.
  - 2. Appoint Standing and Special Committees.
  - 3. Present a report at the regular meetings of the PTO.
  - 4. Respond to suggestions and questions directed to the committee by PTO members.
  - 5. Plan the monthly PTO meetings.
- C. The regular meetings of the Executive Committee shall be held prior to each PTO meeting at a time coordinated by the President. A majority of the Executive Committee shall constitute a quorum. Special call meetings of the Executive Committee may be held as deemed necessary by the president or a majority of the members of the Executive Committee, 24 hours notice being given.

## **PARENT-TEACHER ORGANIZATION (PTO) BYLAWS**

**Section 2. Nominating Committee:**

- A. There shall be a Nominating Committee formed by the Executive Committee consisting of: two(2)Staff Member, one(1)member of the Board of Directors of the CDCA, and four(4)members of the PTO, who shall be elected at the third PTO meeting of the school year and may or may not include current officers of the PTO Executive Committee. The committee shall elect its own chairman.
- B. The Nominating Committee shall be organized by the fourth meeting of the school year.
- C. The Nominating Committee shall nominate at least one eligible person for each office and report its nominees at the regular meeting in March. The nominee list will be posted publicly at the school. Any PTO member may make suggestions for nominees to the committee.
- D. If a member of the nominating committee is nominated from the floor to run for office during the election, and accepts to that nomination, then that committee member shall be replaced immediately by another PTO member.
- E. The eligibility requirements for nominations shall be PTO members who:
  - 1. Have a child currently enrolled in the CDCA
  - 2. Have demonstrated concern for the work of the organization.
  - 3. Demonstrate qualities of spiritual maturity and in agreement with the philosophy, doctrine, bylaws, and administrative structure of the CDCA.

4. Have signified their consent to serve if elected.
  5. All nominees for elected office shall be paid PTO members prior to being nominated. (New)
- F. Family members of candidates, for the current election, shall not serve on the nominating committee or assist in the administration of the election process in any way.

### **Section 3. Standing Committees:**

#### **A. The Finance Committee shall:**

1. Consist of the PTO Treasurer, Financial Secretary and four(4)participating members of the PTO.
2. Develop an annual budget at the direction of the Executive Committee. The budget will establish finding goals and prioritize the activities to be sponsored by the PTO.
3. The proposed annual budget for the school year shall be made available at the school's open houses in August and early September, and shall be discussed and adopted at the September PTO meeting. The Executive Committee and the PTO general membership must approve any changes to the adopted budget.
4. Allocate funds according to a priority system. Priority shall be granted to those projects that benefit the most students and provide equitable distribution of funds.
5. Review and present to the Executive Committee special requests for the expenditures of PTO funds not covered by the approved budget.

## **PARENT-TEACHER ORGANIZATION (PTO) BYLAWS**

#### **A. The Fundraising Committee shall:**

1. Plan, organize, implement and oversee the fundraising activities of the PTO.
2. Coordinate fundraising activities of the PTO with the fundraising activities of the school.

#### **B. The Volunteer Coordination Committee shall:**

1. Coordinate the volunteer activities of the PTO.
2. Establish and maintain a database of volunteers, resources and talents available to CDCA through the membership of the PTO.
3. Organize and coordinate the room parent for the PTO.

#### **C. The Membership Committee shall:**

1. Be responsible for soliciting individuals for PTO membership and to collect membership dues.
2. Conduct at least two(2)membership drives during the school year.(New)

**D. The Constitution/Bylaws Committee shall:**

1. Alter, Amend, Repeal or Establish new bylaws as deem necessary prior to submission to PTO for approval.

**Section 4. Special Committee:**

Each year, the President shall appoint an Audit Committee and other such special committee as deemed necessary. (New)

**Section 5. Special Officer:**

Each year, the President shall appoint a Parliamentarian and other such special officer as deemed necessary, the Parliamentarian should also serve as the chair of the Bylaws Committee of the PTO. (New)

**ARTICLE VII - FISCAL YEAR**

The PTO shall operate on a fiscal year of nine(9)months beginning with August 1<sup>st</sup> and ending May 31<sup>st</sup> of each year. All dues and fundraising activities shall be for the year ending May 31<sup>st</sup> of each year. (New)

**PARENT-TEACHER ORGANIZATION (PTO) BYLAWS**

**ARTICLE VIII - AMENDMENT OF BYLAWS**

**Section 1.** These bylaws may be altered, amended or repealed and new bylaws adopted at any annual or regular meeting of the PTO by a two thirds vote of the members present and voting.

**Section 2.** Any member wishing to amend the bylaws shall forward the proposed changes in writing to the Constitution and Bylaws Committee for consideration.

**Section 3.** The proposed changes to the bylaws shall be circulated to the membership at least 30 days prior to the vote on the change.



**Section 4.** The Bylaws shall become effective at the time of ratification.

**ARTICLE IX - PARLIAMENTARY AUTHORITY**

The meeting shall be governed in accordance with Robert's Rules of Order, newly revise except when it conflicts with these bylaws and the covenants of the First Missionary Baptist Church.