

WEST END CHRISTIAN SCHOOL PARENT-TEACHER ORGANIZATION BYLAWS

- I. The West End Christian School Parent-Teacher Organization (PTO) is a parent-operated organization that supports West End Christian School, Inc. Group membership is automatic, and consists of all parents, grandparents, guardians and staff at West End Christian School, Inc.
- II. The mission of this organization is two-fold:
 - a. To promote the community of West End Christian School, Inc. by supporting faculty, staff, students and parents by providing services and extra-curricular service and community activities.
 - b. To support West End Christian School, Inc. by raising money.
- III. The West End Christian School, Inc. PTO is run by a Board of Directors (BOD) that consists of four elected officers: President, Vice President, Secretary and Treasurer. Each elected position is a two-year term of service, however, terms can be renewed annually after the two-year term is served. The PTO BOD meets a minimum of four times per school year. In the year of formation, officers are elected by the individuals present at the meetings until all positions are filled.
- IV. The PTO BOD is charged with the responsibility to oversee and manage all PTO fundraising and service project activities. The PTO BOD is accountable to the WECS school board.
- V. The PTO BOD meets a minimum of four times per school year. Each meeting includes a financial update, progress or status report from each committee, and oversight regarding coordination of events. Minutes and a financial statement are produced for each meeting and are available for review by all members on the school PTO website or in the school office. Minutes are forwarded to all WECS school board members.
- VI. Committees function in cooperation with the PTO BOD. Committees should submit a written or verbal report for each BOD meeting, and may be asked to meet with the PTO BOD at appropriate times.
- VII. The full PTO will hold at least two meetings per year – one in the Fall and one in the spring. Other full PTO meetings are optional and may be called by the PTO BOD as needed. A written report, summarizing the year's activities is provided to all members prior to or at the annual spring meeting.
- VIII. Elections are held annually in the spring or as needed. Positions will be elected by lot.
- IX. Amendments to the Bylaws must be approved by the PTO BOD, the WECS school board and then be approved by a passing vote of the full West End Christian School, Inc. PTO.
- X. Disbursements of PTO funds are accomplished with the approval of at least 3 of the 4 PTO BOD.

PTO BOARD OF DIRECTORS JOB DESCRIPTIONS

PRESIDENT

- Schedule, set agenda for and preside at PTO BOD Meetings
- Schedule, set agenda for and preside at PTO meeting(s)
- Communicate with the school, WECS school board and Administrator(s)
- Arrange for Committee/Project Chairpersons
- Distribute materials to new Board of Director members
- Collaborate with Secretary to communicate listing of volunteers to each chairperson
- Coordinate fundraising and service project dates with school office
- Review all correspondence directed to organization
- Serve as a point person for all PTO communications and opinions
- Provide information to new families regarding PTO opportunities and projects
- Lead quest for Board of Director replacements
- Write year-end report, published prior to annual spring meeting
- Review appropriations for current year
- In collaboration with Administrator, plan appropriations for upcoming school year

VICE PRESIDENT

- Attend BOD and PTO meetings
- Work with President to coordinate fundraising and service project dates with school office
- In collaboration with President and Administrator, plan appropriations for upcoming school year

SECRETARY

- Attend BOD and PTO meetings
- Record, type and distribute Board of Director meeting minutes
- Prepare items as requested for Board or PTO meetings

TREASURER

- Attend BOD and PTO meetings
- Give financial report at each Board Meeting
- Handle all monies (deposits and disbursements) and the checkbook
- Ensure appropriate receipts are received before writing reimbursement checks
- Discuss annual disbursements with president, vice president and school administrator