**LEXINGTON ELEMENTARY PTO BY-LAWS**

**July 27, 2018**

ARTICLE I – NAME

The name of the organization shall be Lexington Elementary Parent-Teacher Organization, hereto  
referred to as the Lexington Elementary PTO.

ARTICLE II –MISSION STATEMENT

Lexington Elementary PTO purpose: Bringing parents and teachers together to provide a brighter future  
for our children.

ARTICLE III – BASIC POLICIES

This body of work shall constitute the regulating policies, organization, working bylaws, and rules of the  
Lexington Elementary PTO. A copy of said bylaws shall be made available upon request and be  
published on the website.

ARTICLE IV – MEMBERSHIP

A. Any parent/guardian interested in the Lexington Elementary PTO, who is willing to uphold its  
guidelines and has one or more children presently attending Lexington Elementary, may become  
an active voting member.

B. Any staff presently employed by Lexington Elementary who is willing to uphold the PTO guidelines  
may become an active, voting member.

C. A Principal or Superintendent shall be asked to serve in an advisory capacity to the organization.  
These shall be non-voting positions. If a Principal or Superintendent has a child in Lexington  
Elementary, their status as a parent supersedes their status as a Principal or Superintendent.

ARTICLE V – PTO COMMITTEES/COORDINATORS

A. The Lexington Elementary PTO shall be comprised of any number of committees or coordinators as needed.

B. Committee chairpersons and coordinators shall provide reports either in person or by email to lexingtonpto@outlook.com for the monthly general PTO meetings.

C. The Board shall provide expectations of the committee/coordinator responsibilities as needed.

D. Communications from committees and coordinators must be reviewed by the Board prior to publication/distribution.

ARTICLE VI – ACTIVITIES

A. Committees shall submit their requests and recommendations for activities to the PTO Board.

B. All activity requests need to be submitted to the PTO Board at least 10 days prior to the monthly  
PTO Board meeting.

C. All activity requests must be in written form and may be submitted by email to  
lexingtonpto@outlook.com or by using the PTO mailbox in the elementary office.

D. Activity requests will be discussed with the school administration. Once an activity receives  
approval from the school administration, it shall then be voted on at the monthly PTO general  
membership meeting by all voting members present.

ARTICLE VII – BOARD

A. The Board shall be responsible for facilitating communication with all School Administration.

B. The Board shall facilitate communication between committees.

C. The Board shall keep accurate records of all PTO members on file.

D. The Board shall keep a copy of the Lexington Elementary PTO Bylaws on the website and provide  
it to any interested party upon request.

E. The Board shall be the liaison through which all committees get School Administration approval for  
any fundraisers, etc., or any activity that would require such approval.

F. The Board shall produce a PTO informational sheet to be made available at the Open House every  
fall, on the website or upon request.

G. A Board member(s) shall oversee all activities of the PTO at all times.

H. A Board Secretary shall take minutes at any formal meeting and those shall be kept on file. A copy  
of those minutes shall also be available on the website.

I. The Board shall meet before monthly PTO general membership meeting to review all requests and  
set meeting agenda.

J. Board resignations need to be made known by the March PTO general membership meeting.

K. Nominations for Board members shall be taken and announced in April at the general PTO  
meeting. Elections will be held at the May PTO general membership meeting.

L. The Board shall consist of 5 members. President, Vice-President, Secretary, and Treasurer shall  
be voted on at the summer Board Meeting. Board members will not serve more than two  
consecutive years in any one office, unless approved by Board and confirmed by general membership.

M. If less than 5 members are available to serve, the Board may vote to operate with less than 5 members and confirmed by general membership.

N. The Board members shall serve a 2 year term/commitment, and members shall not serve more  
than 3 consecutive terms (6 years).

O. Reinstatement after a Board Resignation shall be approved by a general membership vote.

P. In the event there are limited candidates for vacant board positions, the Board may appoint new board members by majority vote.

ARTICLE VIII– FINANCE AND BUDGET

A. A tentative budget shall be drafted in the fall for each school year and approved by the PTO general  
membership with a majority vote of the voting members present.

B. Committees or members shall submit their requests and recommendations for disbursements to the PTO Board.

C. Any expenses outside of budgeted items should be brought to the general PTO meeting prior to purchasing the items.

D. All disbursement requests need to be submitted to the PTO Board at least 10 days prior to the monthly PTO Board meeting.

E. All disbursement requests must be in written form utilizing the approved PTO form and may be submitted by email to lexingtonpto@outlook.com or by using the PTO mailbox in the elementary office. The request shall be received within 30 days of the cost being incurred.

F. Non-budgetary disbursements under $200 will be approved as necessary by the Board.

G. Larger disbursements will be recommended by the Board to the PTO general membership and  
must pass by a majority vote of the members present.

H. The Treasurer shall keep accurate records of all disbursements and bank account information. Since the Lexington Elementary PTO bank account is adjoined with the school bank account, the treasurer will work with the grade school secretary with disbursements. All disbursements will require the signature of the treasurer and grade school secretary. The PTO’s account is a part of the school’s account and will be controlled by PTO.

ARTICLE IX – AMENDMENTS  
This constitution may be amended at any regular or specially called meeting of the organization by a two-thirds vote of the members present and voting. Notice of the proposed amendment and meeting shall have been given to the general membership prior to the called meeting