



Dr. Lewis S. Libby School
Parent Teacher Organization
By-laws
Accepted June 3, 2008

Article I: Purpose Statement

The relationships within the Milford Community, which includes students, teachers, staff, parents, and community members, are a vital influence on the success of our children's futures. Our mission is to promote positive school/community relationships that enhance our children's educational environment

Article II: Policies

Policies shall be developed through meetings and a majority vote of PTO members and shall not direct or control the administrative activities of the school.

Article III: Meetings

General PTO meetings will be held once a month and will be from 6:30-7:30pm. A tentative general meeting schedule for the upcoming school year will be decided upon in June and distributed to all families and staff through written notice (ie. e-mails, paper copies, and if possible, the school newsletter).

Article IV: PTO Members

The PTO members shall be parents or guardians of Dr. Lewis S. Libby School students, community members, teachers and school staff who take an interest in the Dr. Lewis S. Libby School. All active members of the PTO are eligible to vote during general meetings. Members will vote on fundraisers, purchases, goods, and services to be provided to the Dr. Lewis S. Libby School.

Article V: Election

All chairs are re-elected annually in June. The current officers may remain in position if there are no other nominations and they agree to continue.

Article VI: Officers

A. Senior Chair

The Senior Chair will preside at all meetings of the PTO. She/He will coordinate all fundraisers and family activities with the members. She/He will act as a liaison between school administration and PTO members. She/He will perform other duties as assigned by the PTO members.

B. Junior Chair

The Junior Chair is to act as an aide to the Senior Chair (In their designated order), perform the duties of the Senior Chair in their absence or if the Senior Chair is unable to serve. She/He is to attend all regular and subcommittee meetings.

C. Secretary

The Secretary shall attend all Parent Teacher Organization monthly meetings and record the minutes and attendance of those meetings. She/He is to have a current copy of the PTO By-Laws on-hand and is to perform other delegated duties as assigned.

D. Treasurer

The treasurer will serve as an authorized signatory on the PTO account. She/He will maintain the account and present a financial statement at each PTO meeting. The majority of the PTO members must approve any expenditure over \$50.00. If it is not possible to meet with the PTO members before the money is needed, the treasurer must get approval from two other (2) PTO officers.

Article VII – Use of Funds

A. Teacher Requests

Teachers may request funds using the “Teacher PTO Request” form and submitting it for consideration by the full PTO committee at the following monthly meeting. Teachers who are requesting funds should be present at the PTO meeting to discuss their request. If a majority vote is received, the Treasurer will authorize the request, disperse the funds, and collect a copy of the receipt(s) after the purchase is made. If it is not possible to meet with the PTO before the money is needed, an officer must get approval from two (2) other PTO officers as stated in Article VI (D).

B. PTO Member Purchases and Reimbursement

Members needing to make purchases associated with a PTO project will first need to complete a “PTO Project Cost Estimate” form to submit to the full PTO committee at which time the committee will set an amount not to be exceeded for the duration of the project. Actual expenses will be reconciled and evaluated at each monthly meeting with the Treasurer and the budget can be adjusted, by group consensus, as needed.

Article VIII: Amendments

By-laws may be amended at any PTO meeting by a majority vote.