Galtier Community School
Parent Teacher Organization
Bylaws

Last amended: October 24, 2016

PURPOSE
The purpose of the Galtier PTO is to provide parents/guardians, teachers, and administrators with a collaborative environment and structure to further the interests, goals, and needs of our students.

The PTO will:

- Work to encourage broad participation, collaboration, and cooperation of parents/guardians, teachers, administrators, and interested community residents in promoting the welfare of children and youth in home, school, and community. Particular efforts will be made to recruit parents/guardians who are representative of the student population, particularly students of color, to the PTO Steering Committee.
- Provide a forum for addressing concerns and problems affecting our students, teachers, and school.
- Provide an opportunity to raise ideas that can support our students, teachers, and school.
- Develop resources to address school needs within the context of Galtier’s vision, school improvement plans, site-based operational parameters, and other overarching school policies.

MEMBERSHIP
PTO members may include Galtier parents/guardians, teachers, administrators, and any community residents who have demonstrated interest in and support of Galtier.

The PTO Steering Committee will include officers, teachers and the principal.

VOTING
The right to vote at PTO meetings is universal to all adult members attending. No one shall be denied membership or the right to vote or any other participation or consideration due to race, gender, religion, national origin, or any other impermissible basis of discrimination. The right to vote at Steering Committee meetings is universal to all present members of the Steering Committee.

Voting will normally occur as a voice vote or show of hands. A simple majority vote will carry. Voting may be held as a secret written ballot if approved by a majority of those in attendance. Voting methods are the same for general PTO and Steering Committee meetings.

Proxy or absentee voting will not be permitted at any meeting. However, at the direction of the Steering Committee, the Secretary may conduct a formal emailed balloting of the membership. Such balloting must include clearly stated resolutions for which members are asked to vote.
STEERING COMMITTEE
The Steering Committee includes the PTO officers, teachers, and principal. All appointed members and vacant positions will be posted on the Galtier website.

ELECTIONS
Beginning in 2017, the election of PTO officers and steering committee members will be held each year at the final general PTO meeting of the school year.

Members will vote for a President, Vice President, Treasurer, and Secretary. Members will also vote for coordinators, as the need is identified by the Steering Committee. All coordinators are encouraged to set up their working groups with meeting times and a record of activity. Currently, this includes fundraising and events committees, plus an outreach coordinator.

- **Outreach Coordinator**: The coordinator will try and connect with more parents of all backgrounds, help the PTO ensure the needs of all parents are being served and encourage engagement with the PTO in any capacity parents are willing and able to assist. The coordinator may also lead events that further the PTO’s agenda of diversity and inclusion across our entire Galtier community.

The PTO will seek to include two teachers in our meetings. The principal will make this opportunity available to teachers, and encourage participation.

In the event that any of the positions become vacant, the Steering Committee will not be obligated to fill the positions. If desired, any vacant positions may be filled with a majority vote during any general PTO meeting.

Eligibility for office shall be limited to membership of the PTO. Individuals meeting eligibility criteria to hold office may stand for election as often as they wish. Terms of office will begin June 1, and last one year. The only exception is that the President will automatically become the Past President the following year.

Officers and coordinators may be appointed without their attendance at the election meeting as long as they provide confirmation that they are willing to accept the appointment.

Any PTO officer may resign by sending a resignation to the Secretary.

STEERING COMMITTEE
The Steering Committee includes the PTO officers, teachers, and principal. The Steering Committee is responsible for guiding the PTO, its committees, and its membership by creating an annual plan or action agenda, delegating specific issues or duties, and reporting on its activities at regular organization meetings. Any member of the Steering Committee may sign checks or make payments from the PTO budget.

- **President**: Will set the agenda for and lead all general PTO and Steering Committee meetings. Format and structure of meetings are left up to the purview of the president. If unavailable, the President may ask the Vice President or another Steering Committee member to lead a given meeting. The President will also speak on behalf the PTO of and/or represent the PTO publically when needed.
- **Vice President**: Will set the agenda for and lead any general PTO or Steering Committee meeting at which the President is unavailable.
- **Treasurer**: Will manage the PTO budget. This includes keeping track of deposits and withdrawals/payments, and responsibility for the PTO checkbook and account. The Treasurer will provide a budget update at each general PTO meeting and Steering Committee meeting.
- **Secretary**: Will record and distribute notes from each general PTO and Steering Committee meeting.
The Steering Committee may alter or add roles as it sees fit.

**MEETINGS**
All meetings are open to the public. The general PTO will meet monthly during the school year. Meeting dates will be published on the Galtier website and included in the Galtier monthly parent/guardian newsletters. Additional meetings will be called as necessary. The Steering Committee may call extra meetings of the PTO as required.

At least 2/3 of the Steering Committee must be present at each Steering Committee meeting.

Each attendee will be asked to sign an attendance roster, which will be maintained by the secretary.

All PTO meetings will be held at Galtier.

**AMENDMENTS TO THE BYLAWS**
These bylaws may be amended by a 2/3 majority vote of a general PTO meeting.