

SHARON CENTER SCHOOL PARENT/TEACHER ORGANIZATION BYLAWS

Mission Statement

To promote partnership, understanding, and communication among the Sharon Center School regional communities, by enhancing the educational experiences of Sharon's youth, and advancing the goals of Sharon Center School.

Bylaws:

Article I: Structure & Membership

This organization is open to all parents and guardians of children enrolled at Sharon Center School, as well as Sharon Center School educators & administrators. Members of the community are invited to participate as non-voting members.

An Executive Committee, consisting of President, Vice-President, Secretary, and Treasurer, shall oversee the organization's activities. The Executive Committee shall be nominated and voted into office during the April, May and June meetings, for a 2-year term. An advisor from the former PTO Executive Committee will be available to assist the incoming elected Executive Committee as needed.

The organization has the flexibility to modify the structure of the Executive Committee when necessary, with approval from the organization at a scheduled meeting.

The Executive Committee may vote on matters requiring immediate action, with three members constituting a quorum. The Executive Committee may vote to allocate PTO funds, up to two hundred and fifty dollars, as needed. Such decisions will be reported to the PTO, and be recorded in the minutes, at the next regular meeting.

The Sharon Board of Education recognizes that the Sharon PTO will function within the board policy which states that the PTA/PTO shall seek neither to direct the administrative activities of the school nor to control its policies.

This organization shall keep correct and complete books and records of accounts, subject to an external annual review or audit at the conclusion of a term. This organization shall also keep minutes of the proceedings of its meetings. Any PTO member may inspect all books and records of the organization, at any time, by written request addressed to the President.

In the event that the organization is dissolved, by a majority vote and after a 30-day notice, the assets of the organization shall be frozen (other than for outstanding bills), and placed under the custody of the School Principal, until a reorganization occurs.

Article II: Meetings

Meetings will be held at least five times during the school year, or more frequently if necessary.

Meetings will include the following information:

- Welcome of Members
- Call to Order
- Reading / Distribution of minutes of the previous meeting
- Treasurer's report
- Principal's report
- Board of Education report
- Committee Reports
- Old Business
- New Business
- Announcements
- Adjourn

Rules contained in Robert's Rules of Order Newly Revised shall govern this PTO in all cases in which they are applicable, and in which they are not in conflict with these By Laws.

The Board of Education (BOE) report shall be provided by a member of the Board of Education or a PTO member that has attended the BOE meetings, as requested by the Executive Committee.

Article III: Committees

Standing committees shall be created each year as deemed necessary to promote the objectives of the school and the PTO. Ad-hoc committees will be established as needed. Written reports from the committees will be presented at each PTO meeting, and a copy will be provided to the PTO Secretary.

Standing committees for the 2015/2016 school year are:

-After School Enrichment

The After School Enrichment Program provides students with the opportunity to broaden their awareness of the arts, sciences, nature and history.

-Fundraising

This committee is responsible for raising money to support PTO programs, as agreed upon by the PTO body.

-Newsletter and Publications

The newsletter is a tool to communicate PTO business and news to parents, teachers, and interested parties. This committee also publishes the annual School Directory.

-Membership & Hospitality

This committee is responsible for coordinating volunteers to:

- welcome new members to the school community,
- provide refreshments at PTO meetings,
- make meals for families or individuals in need, and
- purchase cards and/or gifts as needed.

- Classroom Support

This committee will administer the Room Parent Program, and work with the Hospitality Committee on Teacher Appreciation events.

PTO Room Parents

The PTO has organized “Room Parents” for each of the homerooms. This room parent supports the classroom teacher in a variety of ways. The overall purpose of the Room Parent is to “support the teacher and classroom learning,” serving as a link between home and school. Having a Room Parent enhances communication between all the parents in the classroom and the teacher. It supports extended classroom learning, and it builds classroom spirit and parent participation. In the early fall all parents will have the opportunity to learn more about this important job.