

# PTO Bylaws

The proposed bylaws of the PTO have been approved by a majority of PTO members.

## PTO Statutes and Bylaws

### Article I – Name, Description and Purpose

**Section 1:** The name of the organization shall be the Parent Teacher Organization (PTO) of the American International School of Bucharest (AISB).

**Section 2:** The PTO is a non-profit, non-political and non-partisan organization.

**Section 3:** The purpose of the PTO is to enhance and support the educational and social experience of students at AISB to develop a closer connection between school and home by encouraging parent involvement and to improve the environment at AISB through volunteer and financial support.

### Article II - Membership

**Section 1:** Membership shall be automatically granted to all parents and guardians of AISB students, AISB faculty and administrators. There are no membership dues. Members have voting privileges, one vote per household.

**Section 2:** The PTO or any member therein, shall refrain from taking part in any activity in the name of the PTO or using the AISB PTO name for personal monetary gain or in any way that may be construed to be political in nature. No individual can solicit sponsorship within the AISB community in the name of the PTO unless previously approved by the PTO Executive Board or the Admissions and Advancement Director.

### Article III - Elections

**Section 1:** Executive Board. The elected officers of the PTO (hereby called the Executive Committee) shall be: President, Vice President, Treasurer, Secretary. The school Director, or his/her designee, is a voting member of the Executive Board.

**Section 2:** Officers shall be the parent (legal guardian) of students currently enrolled in AISB or a faculty member (teacher or administrator) of AISB. It is preferable to have representation from all levels of the school (Elementary, Middle, High) within the Executive Committee.

**Section 3:** Officers shall be elected by ballot of the general membership at the Annual General Meeting during May of each school year. An absentee ballot can be obtained by request and will be accepted if received by the time of the vote.

#### Section 4: The Nominating Process

In March, before an election, the Executive Committee shall appoint the Nominating Committee which will consist of 3 parents of good standing. These members cannot be candidates. All candidates must be a member of the PTO, in good standing and have no conflicts of interest with the school or the organization.

#### Duties of the Nominating Committee

- a) Search for potential candidates
- b) Receive names of any persons interested in running for office
- c) Present a list of candidates for election to the membership at the April meeting.

**Section 5:** When nominations are closed, if there is only one candidate per position the PTO Executive Board will declare these individuals to be appointed on behalf of the community and elections will be cancelled. However, if any position has more than one nominee, elections for that position will be held as scheduled.

**Section 6:** Officers shall assume the official duties after a transitional meeting between the current and incoming Executive Committee held in June.

**Section 7:** Officers will serve a one-year term and may not be re-elected to the same position for more than 3 consecutive years. Exceptions to this may be granted by majority vote of the PTO membership at the May meeting.

## **Article IV - Officers**

### **Section 1: Duties**

**Executive Board:** Develops the PTO's annual budget, establishes and oversees committees to conduct the work of the PTO, establishes fundraising programs and approves by majority vote unbudgeted miscellaneous expenditures of no more than 100 Euros.

**President:** Presides at general PTO meetings and Executive Board meetings, coordinates the work of officers and committees of the PTO to ensure that the purpose and objectives of the PTO are fulfilled. The EPC acts as liaison to the AISB School Board on behalf of the PTO and the Parent Representatives provide regular updates to the Executive Board.

**Vice President:** Oversees all PTO community and fundraising activities, plays a role in the day to day operations of the PTO, working out issues as they arise, helps to formulate the long range plan of the PTO. Attends and participates in all Executive Board meetings and general PTO meetings. Assists the President and assumes the functions and responsibilities of the President during his/her absence.

**Treasurer:** Prepares a budget of the anticipated revenue and expenses for the year, presents current financial statements monthly and as requested by the Executive Board. Has custody of all AISB PTO funds and keeps a full record and accurate account of receipts and expenditures. Makes disbursements as authorized by the Executive Board.

**Secretary:** Prepares and distributes the agendas for Executive Board and general PTO meetings. Advertises general PTO meetings. Records the minutes of all meetings and distributes minutes to members as appropriate. Posts the minutes of all general meetings. Maintains current copies of the bylaws and minutes.

**Section 2:** Board Meetings. The Executive Board shall meet monthly during the school year and at the discretion of the President. The June meeting will consist of the old and the new Board with only the new Board having voting authority.

**Section 3:** In the event of a stalemate during an Executive Committee meeting the issue will be brought to the next General Meeting where a vote will be taken among the attendees.

**Section 4:** Ex Officio Member of the Executive Committee. The previous year's President shall be advisor to the Executive Committee and may attend Executive Committee Meetings. However, this position is without voting privileges.

**Section 5:** Removal. An officer or volunteer can be removed from their position for failure to fulfill his/her duties and the PTO goals and purpose, after reasonable notice, by majority vote of the Executive Board.

**Section 6:** Vacancy. If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

## **Article V – Meetings**

**Section 1:** General Meetings will be held monthly on the first Thursday excepting scheduling conflicts. The AISB Director and/or Principals will be in attendance. Minutes will be taken and posted.

**Section 2:** Voting. Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

**Section 3:** Quorum. Seven (7) members of the PTO present and voting constitute a quorum for the purpose of voting.

## **Article VI – Financial Policies**

**Section 1 –** The fiscal year of the PTO begins August 01 and ends July 31 of the following year.

**Section 2:** The monies will be kept in an AISB account and withdrawals will be in the name of the organization on signature of any of the following: President, Vice President, Treasurer, Secretary. A hard copy of any transaction shall be given to the Treasurer.

**Section 3:** All financial activity shall be recorded in a computer based or manual accounting system. The Treasurer will reconcile the accounts monthly and report all financial activity monthly to the Executive Board. The PTO's accounts shall be submitted for auditing on an annual basis by the official AISB auditors. Once the official auditor is satisfied that the Treasurer's annual report is correct he/she will sign a statement to that fact at the end of the report.

**Section 4:** Closing Balance. The PTO shall leave a minimum balance of 2000 Euros in the treasury at the end of each fiscal year.

## **Article VII – Amendments**

**Section 1:** Amendments to the bylaws may be proposed by any member of the PTO. Amendments can be passed at any general meeting or extraordinary meeting of the PTO by a two-thirds vote of the general membership present at such a meeting, provided that notice of the proposed amendment has been made available to all members at least 10 days prior to the meeting.

**Section 2:** These Statutes and Bylaws shall be reviewed annually by the Executive Committee and a record of their signatures recorded stating such a review has been performed.

## **Article VIII – Dissolution**

In the event of dissolution of the PTO any assets remaining shall be distributed as decreed by the Executive Board.