BYLAWS OF THE PLEASANT VIEW ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION

ARTICLE I - NAME

The name of this organization shall be the Pleasant View Elementary Parent Teacher Organization (PVE PTO).

ARTICLE II - PURPOSE

The purpose of the PVE PTO shall be:

1. To enhance communication between the parents, teachers and administrators of PVE.
2. To promote parents' interest and involvement in school activities.
3. To raise funds to assist PVE in meeting its objective of providing the best possible education for its school children.
4. To promote and facilitate the education of PVE students through programs and activities.

ARTICLE III - MEMBERSHIP

Membership in PVE PTO is open to all teachers and administrators employed at PVE and to all parents with children enrolled in PVE. Membership shall be established by registering annually. The Board (as defined in Article IV) may establish annual dues for membership in the PVE PTO. Any person who meets the requirements of Article III is a member ("Member").

ARTICLE IV – PVE PTO BOARD

Section 1. List of Officers

The officers of the PVE PTO shall include:

1. President
2. Vice President - Volunteers
3. Enrichment
4. Secretary
5. Treasurer
6. Publicity
7. Editor of Newsletter
8. Student Services
9. Staff Services
10. Fundraising

More than one individual may be elected to each office, with the exception of the offices of President and Vice President, and they will share the responsibilities of that office. The officers, school principal and teacher representative shall comprise the Board of the PVE PTO.

Section 2. Authority of the Board

The PVE PTO Board has the authority to transact the business of the PTO in accordance with these Bylaws.

Section 3. Terms of Office

The term of office for each member of the PVE PTO Board is June 1 through May 31.

Section 4. Nominations

A. Nominating Committee
The officers shall be nominated by a nominating committee comprised of the President, Vice-President and one other PVE PTO Board member appointed in the February PVE PTO Board meeting.

B. Nominations from Members
In the March newsletter, the President shall advise the Members that Members may offer nominations of individuals to serve on the PVE PTO Board. The president shall accept nominations until March 12.

C. Publications of Nominations
The names of the nominees shall be published in the April Newsletter, along with the date of the elections.

D. Elections
Officers shall be elected by a majority vote of all PVE PTO Board and general Members present at the April board meeting.

E. Replacement of Vacancies
In the event of the vacancy in the Office of President, the Vice President shall be elected President by a majority of the Board. Other vacancies shall be filled by a majority vote of the PVE PTO Board.

F. Special Committees
Special Committees may be formed by the President, as required.

ARTICLE V – DUTIES OF OFFICERS

Section 1. President

The President shall preside at all meetings of the PTO, act as a liaison between the school and the PVE PTO and perform other duties as are commonly ascribed to the office.

Section 2. Vice President – Volunteers

This Vice President shall be responsible for registering members and organizing member volunteers to support PVE PTO functions. The Vice President shall also attend meetings and functions in the President's absence.

Section 3. Enrichment Coordinator

The Enrichment Coordinator shall be responsible for scheduling and arranging special enrichment programs, in conjunction with principals and staff of PVE. In addition, he/she is responsible for writing grant proposals to secure funding for this programming.

Section 4. Secretary

The Secretary shall keep an accurate record of all meetings of the PVE PTO, shall have custody of all books and records pertaining to the business of the PTO, except those kept by the Treasurer, and shall conduct the PVE PTO's correspondence.

Section 5. Treasurer

The Treasurer shall receive all money, maintain appropriate bank accounts, reconcile said bank accounts, pay all authorized bills and financial obligations of the PVE PTO and shall keep accurate records of such receipts and expenditures. The Treasurer shall prepare and file with the governmental entities any necessary tax documents. The Treasurer shall give a written financial report at each PVE PTO Board meeting. The Treasurer will also provide Board members with information as to their particular accounts as needed and as available.

Section 6. Publicity Chairperson

The Publicity Chairperson shall provide publicity for events sponsored by the PVE PTO.

Section 7. Newsletter Chairperson

The Editor of the newsletter shall publish a monthly newsletter.

Section 8. Student Services Chairperson

The Student Service Chairperson plan and implement student services for the entire student population of PVE.

Section 9. Staff Services Chairperson

The Staff Services chairperson plans and implements programs for the teachers and staff at PVE. Responsibilities include overseeing and coordinating with all chairpersons who oversee a specific staff service.

Section 10. Fundraising Chairperson

The Fundraising Chairperson is responsible for all fundraising activities of the PVE PTO. Responsibilities include overseeing and coordinating with all chairpersons who oversee specific fundraising sources or programs.

ARTICLE VI – MEETINGS

Section 1. General Meetings

The PVE PTO Board shall hold at least one general meeting of the members per year. At this meeting, the President and Treasurer shall report the activities of the PVE PTO.

Section 2. Board Meetings

The PVE PTO Board shall hold monthly meetings to transact business. Members are invited to all meetings. Meetings will be held July through May, with no required meeting in June.

ARTICLE VII – AMENDMENTS

These Bylaws may be amended by a majority vote of Board Members and members present at any General or Board meeting.

- Amended on 7/10/03 to change Teacher Service to Staff Services and to change Section 4B to "Board nominations accepted until March 12".

- Amended on 8/31/09 to remove references to an upper and lower school, to better describe activities and responsibilities of Officers, and to correct for grammatical inconsistencies.