

Marrs Elementary Parent-Teacher Organization Roles and Responsibilities (Informal By-Laws)

Officers

President: The President is responsible for all volunteers including the elected board members. The President runs the meetings and initiates a vote when needed. The President will follow Robert's Rules of Order during PTO meetings. The President is also the liaison between the PTO and the current Principal and school staff. The President also has the right to make monetary decisions up to \$100 without the board's consent.

Past President: This is the prior year President. The Past President's responsibilities are to provide guidance and support to the current President as needed. The Past President may wish to take on a role of one of the volunteers.

President Elect: this is the person appointed to be President for the following year. The President Elect's role is to learn the responsibilities of the President and to provide guidance and support to the current President. This position will be appointed in the spring.

Vice-President: The Vice President acts in an advisory capacity to the President and, in the absence of the President shall conduct the presidential duties. The Vice President can also assume oversight duties of one or more committees.

Treasurer: The Treasurer keeps the financial reports, receipts, deposits and the budget and reviews this information with the membership at the meetings. The Treasurer may also be in charge of any fundraising activities and volunteers.

Secretary: The Secretary prepares the agenda for the meetings for the President and takes the minutes of the meetings. The Secretary keeps a minute's book. The Secretary also keeps parents, teachers and staff informed on upcoming events and activities done by the PTO through letters, email, memos and social networking. The correspondence secretary will update the Marrs PTO Facebook page and advertise PTO events in the Skiatook Journal and on the school calendar. The correspondence secretary will also be in charge of any mass mailings done by PTO.

Purpose

The Marrs Elementary (Marrs) PTO's role is to provide support to the school and its staff and administration. The following describe Marrs PTO's purpose:

Fundraising: The Marrs PTO will run various fundraising activities to provide funding to the school for needs not covered by the schools budget. The PTO will vote either yearly or per activity as to where the funds are spent. Current fundraising activities include Birthday/Recognition Board, Friday Snack Sales, Snack Passes, Spirit Tattoo Sales.

Support: The Marrs PTO will organize volunteers for the school. Volunteers may be needed to work on upcoming school projects in workroom, help with field trips, help with before or after school activities, mass mailings, book fair, teacher appreciation, end of school party, teacher of the year, Friday food for teachers, and other activities that may arise.

Community Building: The MARRS PTO may sponsor activities that have the sole purpose of the building community within its school. These activities may not result in a profit. Any income brought in by the activities would only cover the cost of the activity. The purpose is to provide fun activities for the families and children. This includes our end of the school year "Bulldog Bash."

We may contact local nonprofits that the MARRS PTO will be able to assist. Example: School food drive.

Education: The MARRS PTO may provide support to the school by providing enrichment program arrangements and funding. These include educational programs that go beyond the scope of the typical classroom.

MARRS PTO's responsibilities do not include resolving conflict among parents, teachers and administration.

Committees

The MARRS PTO will develop a structure where every activity is supported by a committee with a committee chair or co-chair(s). at the beginning of each school year. Every committee will fall under one of the above purposes. The following are established committees as of present: Birthday/Recognition Board, Book Fair, Bulldog Bash Christmas Store, Friday Food for Teachers, Friday Snack Sales, Student of the Month, Teacher Appreciation, Teacher of the Year Thrills and Chills Party and Workroom Support.

Membership

Any parent or guardian of a student at MARRS, the Principal, or any teacher currently employed at MARRS may become a PTO member.

Dues: Each member shall pay annual membership dues of FIVE DOLLARS (\$5.00) to MARRS PTO. Only members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to vote or serve on the Executive Board. Dues paid shall be good through the current fiscal year of the PTO which shall end on June 30th.

Vote: Each individual, paying member (one per family) shall have one vote. Voting may take place by voice or, upon request, by written ballot.

Calendar

The MARRS PTO will create a calendar of PTO events at the beginning of each school year.

PTO Meetings: MARRS PTO meetings will be held as needed. Meetings may be alternated between mornings, after school and nights to allow for all members to attend according to their schedules.

Event: All MARRS PTO events will be tentatively scheduled on the calendar. This will include all fundraising events, community "building" events, and school support/volunteer events.

Committee Meetings: All MARRS PTO meetings will be scheduled ahead of time to plan the events.