

LEGACY CHRISTIAN SCHOOL
PARENT-TEACHER ORGANIZATION
BYLAWS

- I. The Legacy Christian School Parent-Teacher Organization (PTO) is a parent-operated organization that supports Legacy Christian School. Group membership is automatic, and consists of all parents and staff at Legacy Christian School.
- II. The mission of this organization is two-fold:
 - a. To promote the community of Legacy Christian School by supporting faculty, staff, students and parents by providing services and extra-curricular service and community activities.
 - b. To support Legacy Christian School by raising money for things not included in the school budget.
- III. The Legacy Christian School PTO is run by a Board of Directors (BOD) that consists of six elected officers: President, Vice President, Secretary, Vicar, Treasurer and Treasurer-Elect. Each elected position is a two-year term of service. The Vice President moves into the President position in the second year of service; the Vicar moves into the Secretary position in the second year of service, and the Treasurer-Elect moves into the Treasurer position in the second year of service.
- IV. The PTO BOD is charged with the responsibility to oversee and manage all fund raising and service project activities. The PTO BOD is accountable to the school board.
- V. The PTO BOD meets a minimum of four times per school year. Each meeting includes a financial update, progress or status report from each committee, and oversight regarding coordination of events. Minutes and a financial statement are produced for each meeting and are available for review by all members in the school office. Minutes are forwarded to all school board members.
- VI. Committees function in cooperation with the PTO BOD. Committees should submit a written or verbal report for each BOD meeting, and may be asked to meet with the PTO BOD at appropriate times.
- VII. The full PTO will hold at least one meeting per year in the spring. Other full PTO meetings are optional and may be called by the PTO BOD as needed. A written report, summarizing the year's activities is provided to all members prior to the annual spring meeting.
- VIII. Elections are held annually in the spring. The PTO BOD will seek volunteers to run for the offices of Treasurer-Elect, Vicar and Vice President. A minimum of two nominees must exist for each position. Positions will be elected by lot.
- IX. Amendments to the Bylaws must be approved by the PTO BOD, the school board and then be approved by a passing vote of the full Legacy Christian School PTO.
- X. Disbursements of PTO funds are accomplished in two ways: budgeted and requested.
 - a. Pre-budgeted disbursements are approved by the BOD.
 - b. Requested items are voted on by the PTO during the annual spring meeting.

PTO BOARD OF DIRECTORS JOB DESCRIPTIONS

PRESIDENT

1. Schedule, set agenda for and preside at PTO BOD Meetings.
2. Schedule, set agenda for and preside at PTO meeting(s).
3. Communicate with the school, school board and Administrator(s).
4. Arrange for Committee / Project Chairpersons
5. Distribute materials to new Board of Director members.
6. Collaborate with Secretary to communicate listing of volunteers to each chairperson.
7. Coordinate fundraising and service project dates with school office.
8. Review all correspondence directed to organization.
9. Collaborate with Secretary to produce bi-weekly PTO Newsletter.
10. Serve as a point person for all PTO communications and opinions.
11. Provide information to new families regarding PTO opportunities and projects.
12. Lead quest for Board of Director replacements.
13. Write year-end report, published prior to annual spring meeting.
14. Review appropriations for current year.
15. In collaboration with Administrator, plan appropriations for upcoming school year.

VICE PRESIDENT

1. Attend BOD and PTO meetings.
2. Work with President to coordinate fundraising and service project dates with school office.
3. In collaboration with President and Administrator, plan appropriations for upcoming school year.
4. Plan Staff Appreciation Luncheons on the first and last days of school.
5. Assume the role of President on July 1st of the second year.

SECRETARY

1. Attend BOD and PTO meetings.
2. Record, type and distribute Board of Director meeting minutes.
3. Prepare items as requested for Board or PTO meetings.
4. Write and send thank you notes to all committee chairpersons.
5. Write and send invitations for Staff Appreciation Luncheons.

VICAR

1. Attend BOD and PTO meetings.
2. If secretary is absent, record, type and distribute Board of Director meeting minutes.
3. Assist secretary with preparation of any items required for BOD or PTO meetings.
4. Assist secretary with correspondence as needed.
5. Assume the role of the Secretary on July 1st of the second year.

TREASURER

1. Attend BOD and PTO meetings.
2. Give financial report at each Board Meeting.
3. Handle all monies (deposits and disbursements) and the checkbook.
4. Ensure all cash from events or activities is counted by two independent parties before deposited.
5. Ensure that donated monies are received prior to purchase of items.
6. Ensure appropriate receipts are received before writing reimbursement checks.
7. Discuss annual disbursements with president, vice president and administrator.

TREASURER-ELECT

1. Attend BOD and PTO meetings.
2. Assist treasurer with deposits and disbursements as needed.
3. Record and manage hot lunch monies (if PTO responsible for Hot Lunch program).
4. Assume the role of the treasurer on July 1st of the second year.