



PARENT TEACHER ORGANIZATION

August 2025

Mission Statement

The A. Fantis PTO is a collaborative group of parents dedicated to enriching the educational and spiritual experience of every child in the school. Through partnerships, fundraising, service, and community-building initiatives, we support the school's mission and foster an engaged parent body.

Role of the PTO

- Foster parent engagement and build community spirit.
- Support the school's educational and extracurricular goals.
- Raise funds to enhance school resources and enrich teacher/student experiences.
- Organize cultural, social, and educational events that enrich the school community.

Core Values

Commitment to Students and Teachers

Everything we do is guided by what's best for our children and their educators — supporting growth, well-being, and success in the classroom and beyond.

Transparency

We operate with openness and integrity — sharing decisions, budgets, and plans so that all members feel informed, included, and empowered.

Collaboration

We work together — parents, teachers, administrators, and community members — to support a shared mission and strengthen school life.

Bylaws

Membership

All parents or guardians of current students, as well as all current staff and faculty members, are considered members of the PTO.

Executive Board

The Executive Board consists of the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Committee Chairs (e.g., Fundraising, Events, Communications, etc.)
- Historian

All positions may be shared by two individuals to promote flexibility and shared leadership.

Term lengths for all Executive Board positions are one (1) year, with eligibility for re-election. Vacancies may be filled by majority vote of the Executive Board for the remainder of the term.

Board members are elected annually at the final PTO meeting of the school year or via online vote. Parents, teachers, and administrators are welcome to participate in the voting process.

Meetings

- PTO Executive Board meetings are held bi-monthly, with additional meetings as needed.
- General PTO meetings open to all school families occur monthly.
- Meetings may be held in person or virtually to accommodate family schedules and commitments.
- PTO President/Co-Presidents meet with the School Principal monthly.

Voting

- For PTO Executive Board meetings, decisions are based on a majority of votes in-person or online (where applicable).
- For General PTO meetings open to all PTO members (see Membership above), decisions are determined by the majority of votes from those present at a meeting or by a majority of online votes (where applicable).
- A majority of votes is defined as more than 50% of eligible voting members present in-person or participating in the online vote.
- Online voting must be conducted through a secure platform approved by the PTO Executive Board, with results archived in the PTO records.

Finances

- All transactions, statements, and records must be saved and maintained in the PTO drive.
- The Treasurer(s) maintain financial records and provide monthly updates to all members during the general PTO meetings .
- Financial updates will be prepared and shared with the Executive Board at each meeting.
- All funds raised support school programming, student enrichment, and related activities.
- Fundraising plans and expenses must be shared with the Principal for approval.
 - *Note: New events must be entered into the school's event planning tool for review and approval.*
- All expenses exceeding \$500 that are not part of previously approved PTO events, fundraising, teacher enrichment, or related activities must be thoroughly researched and voted on during a general parent meeting. Final approval is subject to approval by school administration.
- For all disbursements over \$500, dual authorization is required by the Treasurer and either the President(s) or Vice President(s).
- Contributions to recurring school activities and programs are discretionary and vary depending on the PTO's available funding levels (e.g., Teacher's Choice).
- The Principal and President(s) should review the monthly account balance and upcoming expenses during each scheduled meeting.
- Outgoing signatories must transfer all rights to the PTO bank accounts before the end of the school year.
- Financial and operational records from the previous year must be included in the handover to ensure a smooth transition.
- A \$1,500 balance(minimum) must remain in the PTO Administrative Account at all times to ensure financial stability for all PTO endeavors and responsibilities.

Communication:

- All communication regarding official PTO business, including but not limited to events, partnerships, and fundraising, must be done directly within or including the PTO email account and archived accordingly. (pto@afantis.org)
- Official communication cannot be deleted until thoroughly reviewed.
- The PTO email account and Google Drive will be maintained by the Secretary (or designated chair), with login access shared with the entire Executive Board.
- Any use of other communication platforms (e.g., WhatsApp, social media) for PTO business must be approved by the Executive Board and adhere to the school's communication guidelines.

Conflict of Interest

- Any Executive Board member or committee chair with a personal or financial interest in a matter under discussion must disclose the interest and recuse themselves from related votes or decisions.

Annual Summary Report

- The PTO will prepare an annual summary report, including a financial statement and highlights of events and accomplishments, to be shared with the school community at the end of each academic year.

Volunteer Expectations

- PTO volunteers are expected to model respectful, inclusive, and collaborative behavior in alignment with the school's values. Volunteers should communicate clearly, meet agreed-upon commitments, and work toward the collective good of the school community.

Amendments

These bylaws may be amended by a majority vote of the PTO Executive Board, with final approval by the School Principal and the Executive School Board.

Roles and Responsibilities

President / Co-Presidents

- Lead the PTO and oversee all board and committee activity.
- Set meeting agendas and preside over meetings.
- Serve as the primary liaison between the PTO, school administration, and the Executive School Board.
- Support and guide all board members and committees.
- Ensure alignment with the school's mission and values.

Vice President / Co-Vice Presidents

- Support the President(s) and serve in their absence.
- Oversee assigned projects or committees.
- Help coordinate volunteer and event logistics.
- Assist with meeting prep and communication as needed.

Secretary / Co-Secretaries

- Record and distribute minutes for all meetings.
- Maintain PTO records and vote results.
- Manage communications (e.g., newsletters).

Treasurer / Co-Treasurers

- Manage all PTO funds, including income, expenses, and budgeting.
- Provide monthly financial updates (including bank balances) and trimester reports.
- Maintain up-to-date bank authorizations and financial portals.
- Ensure transparency and compliance with school/church financial policies.

Committee Chairs

- Lead and coordinate their assigned committee.
- Report updates and needs to the board.
- Recruit and manage volunteers.
- Ensure all initiatives support PTO goals and school values.

Historian

- Maintain a current version of the PTO bylaws and ensure revisions are accurately recorded and dated.
- Perform other duties as needed to support the PTO.