

The Parent Teacher Organization (PTO) of the
Anglo American School of Moscow

PTO Bylaws – an easy guide

September 2014

PTO Bylaws – an easy guide

Summary			Relevant Section #
What is the PTO?	What does the PTO do?	The purpose of the PTO is to work for the benefit of the students and the entire school community as a non-political, non-profit social organization. It promotes communication between parents and AAS and organizes volunteer services and fund-raising activities to assist AAS and the children it serves. The PTO aims to help achieve the AAS Mission and foster a strong, supportive, positive community.	3.1.1 3.2
	Who belongs to the PTO?	All parents (including guardians) of students at AAS are automatically members of the PTO. Faculty members are also members of the PTO.	4.1
	Do parents have a say in who runs the PTO?	Elections are held for the positions of the PTO Officers, who sit on the Executive Committee. Every PTO Member can vote in PTO Elections. The elections are run by the Election Committee. The only two positions on the Executive Committee which are not elected by the PTO Members are (i) the Director of AAS and (ii) the Teacher Representative, who is nominated by the Director.	6.3 5.3
	How often do PTO Members meet?	There are regular meetings of PTO Members. The dates of these are set out on the School calendar. Special meetings of PTO Members may also be called on 48 hours' notice.	7.1 7.2
	How will parents know about PTO meetings, matters to be voted on or other PTO issues?	Regular PTO Members meetings are set out on the School Calendar. Notice may be given by the School on behalf of the PTO about these regular meetings, matters to be voted on, special PTO Members meetings and other PTO issues on the School website or in the School's weekly emails.	7.1 7.2 10.6
	How can parents vote on PTO matters?	PTO Regulations set out the ways in which the Executive Committee can ask PTO Members to vote on PTO matters. Voting may take place at a PTO regular meeting, PTO special meeting, in writing, by electronic ballot or by any other method by which the Executive Committee acting reasonably considers suitable and which aims to achieve fairness and maximum participation of PTO Members.	7.6
	The PTO and the school Board	The PTO President sits on the AAS Board as the PTO's representative. Either the Director or the PTO President reports back to the PTO on the Board's activities.	10.7
PTO Budget	How is PTO money spent?	All PTO money and property must be applied towards the purposes of the PTO. The first priority of PTO funding is covering general operating expenses of the PTO as budgeted. Funding will also be considered for general operating expenses outside the budget and other items and activities that further the PTO's purpose, such as Enhancement Grants and other	9.1.1 9.3 9.6

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	<p>special projects. The PTO will not fund ordinary and recurring expenses or maintenance expenses on behalf of the School.</p> <p>Any PTO money which is not spent in one year may be carried forward to the next.</p>	
Who holds the PTOs funds?	All PTO monies are held by the School in the name of and to the credit of the PTO. The funds are held separately within the overall accounting structure of the School.	9.1.2 9.1.3
When is the PTO budget agreed?	The fiscal year for the PTO budget is the same as the School's fiscal year. The PTO budget is circulated to the PTO members for approval prior to the end of the previous School Year. PTO Members are invited to vote on the budget.	9.2
What if something needs funding which is outside the budget?	Requests for funds outside the approved PTO budget for any year can be made in accordance with Sections 9.4 and 9.5.	9.4 9.5
What happens to PTO money if the PTO ceases to exist?	If the PTO ceases to exist, any remaining PTO funds will pass to the School.	10.8
Management of the PTO	<p>Who runs the PTO?</p> <p>The Executive Committee manages the PTO on behalf of the PTO Members. The Executive Committee is made up of:</p> <ul style="list-style-type: none"> • PTO Officers elected by the PTO Members. These include the PTO President, Treasurer, Secretary, Vice Presidents and such PTO Event Co-ordinators as are decided by the Executive Committee from time to time¹; and • the Director of AAS; and • the Teacher Representative, who is nominated by the Director from time to time. 	5.1 5.2 5.3
What is the difference between a PTO Officer and a PTO Event Co-ordinator ?	<p>A PTO Officer is elected by the PTO members, sits on the Executive Committee and helps to manage the affairs of the PTO.</p> <p>A PTO Event Co-ordinator is appointed by the Executive Committee after it has advertised the post to PTO Members. A PTO Event Co-ordinator does not sit on the Executive Committee nor have a vote at Executive Committee meetings, but leads a PTO Project, is in charge or running a PTO Event, or leads the Election Committee. PTO Events include fundraising, socials, fairs and other events. PTO Projects include projects such as the newcomers committee, organizing visiting artists and considering enhancement grant proposals.</p>	6 6.5 Article 11
How often does the Executive Committee meet?	The Executive Committee meets once a month, although it can meet more often if necessary.	8.1 8.2
Can parents go to	Yes, all Executive Committee meetings are public unless a	8.6

¹ As at September 2014, PTO Officers include the President, Treasurer, Secretary, Vice Presidents Internal and External, divisional Vice Presidents (ES Vice President, MS Vice President and HS Vice President) and the PTO Store Manager.

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the Executive Committee meetings?	confidential matter is being discussed. Sometimes the Executive Committee will ask specific people to come and join their meetings. However, only Executive Committee Members can vote on issues which are being discussed at their meetings.		
If a parent can't go to the meetings, can they still find out what has been discussed?	Yes. Minutes of proceedings, if not available on the AAS website or the PTO noticeboard, can be supplied on request (on reasonable notice).	10.2	
How are the PTO Officers on the Executive Committee elected?	PTO Officers are elected by the PTO Members. An Election Committee is set up by the Executive Committee. The Election Committee seeks applications by publicising the elections, the posts to be filled and the date that applications close. Applicants will be discussed at a meeting of PTO Members and then PTO Members will be invited to vote.	6.3	
What does each PTO Officer do?	Some of the duties of the PTO Officers are set out in the Bylaws. Others are set out in PTO Regulations.	6.1	
Elections	When do PTO elections take place?	By the end of April each year, a PTO Members meeting must be held where PTO Members can meet and find out more about the candidates. PTO members will be invited to vote on the candidates following this meeting. In the event of an interim vacancy for a PTO Officer role, applications will be invited and a PTO Members meeting will be called to discuss the candidates, following which PTO Members will be invited to vote.	6.3.5 6.3.6 6.4
Who elects/appoints PTO Event Co-ordinators?	Whereas PTO Officers are elected by the PTO Members, PTO Event Co-ordinators are appointed by the Executive Committee.	6.5.3	
How long are PTO Officers and Event Co-ordinators elected/appointed for?	PTO Officers are elected to serve for one PTO Year. A PTO Year runs from 15 th May to 14 th May the following year. PTO Officers may run for re-election, but may only serve a maximum of two PTO Years in one role. (This is extended if they were elected mid-term; in this case they may serve for up to two PTO Years following the year in which they were elected.) PTO Event Co-ordinators are appointed to serve for one School Year, but may be re-appointed subject to a limit of three School Years if they are leading a Project or the Election Committee, or three Events. Both PTO Officers and PTO Event Co-ordinators can resign at any time. PTO Officers may be asked to resign for the benefit of the PTO if specified circumstances are met.	6.2 6.5 Article 11	
Is there an overlap/handover between individuals leaving/joining PTO roles?	The PTO year runs from 15 th May to 14 th May the following year to permit overlap between incoming and outgoing officers at the end of the School year and to acknowledge the transient nature of our School community. PTO Officers and PTO Event Co-ordinators are expected to work closely with and assist their	6.2.5 6.5.4 6.5.5	

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		replacements at the end of their term and, where appropriate, help maintain records to share good practice and to assist with continuity.	
Other questions about the PTO	How may rules and policies relating to the PTO be changed?	<p>The purpose of the PTO is set out in the PTO Bylaws and the AAS Board Policy Manual, but if ever they differ, then the AAS Board Policy Manual takes precedence.</p> <p>The PTO Bylaws may only be changed by a two-thirds majority vote of PTO Members.</p> <p>PTO Regulations can be changed by a majority vote of the Executive Committee.</p>	3.1 10.5 5.2.1
	How can parents be involved with the PTO?	<p>Parents can be involved in several ways:</p> <ul style="list-style-type: none"> • by showing an interest in PTO matters, coming to PTO meetings if possible and voting when asked; • by helping out with PTO events, whether as a helper or as an Event Co-ordinator; • by putting themselves forward for election as a PTO Officer; and/or • in many other ways, such as helping out with the PTO Store, the PTO Exchange or being a room parent to name but a few. <p>When any PTO Member is acting on behalf of the PTO, they must act in accordance with the Bylaws and the policies of AAS as set out in the AAS Board Policy Manual.</p>	4.2

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