

Charlotte Islamic Academy PTO By-Laws

Article I: Name and Objectives

Section 1: Name

The name of this organization is the Parent-Teacher Organization of the Charlotte Islamic Academy.

Section 2: Objectives

Promoting a better relationship with the parents and faculty.
Encouraging more communication with parents and their children about school activities.
Creating a place the entire community can be proud to endorse.
Emphasize the importance of unity and team work.
Create and support school-wide extracurricular activities and clubs.
Fundraise to support school activities and clubs.

Article II: Member Duties

Section 1: General

Abide by the By-laws.
Respect everyone on and involved in the PTO.
Attend meetings and ALL events
Provide correct contact information.
Set good examples for others to follow.
Be a member of sub committees.

Article III: PTO Board Members Duties

Section 1: President

Abide by the By-laws.
Be nominated and elected by the parents and the PTO members..
Attend all meetings and events.
Create an agenda for all meetings.
Be fair and respectful to all.
Notify all members and non-members of meetings and events.
Create small groups to delegate all responsibilities prior to events and meetings.
Ensure each member is doing their duties correctly and fairly.
Discuss all decisions with all members of the PTO.

Section 2: Vice President

Abide by the By-laws.
Be nominated and elected by the parents and the PTO members.
Attend all meetings and events.
The VP shall assist the president with duties.
Carry out the President's duties in his or her absence or inability to serve.
Head all sub-committees.

Help advertise for all meetings and events (making flyers, sending e-mails, and making announcements at other events).

Section 3: Secretary

Abide by the By-laws.

Be nominated and elected by the parents and the PTO members.

Attend all meetings and events.

Type all minutes and other lists/duties discussed at the meetings.

Distribute all minutes and other PTO documents to all members.

Update the PTO website.

Assist the Vice president in heading all sub-committees.

Section 4: Treasurer

Abide by the By-laws.

Be nominated and elected by the parents and the PTO members.

Attend all meetings and events.

Balance the budget.

Collect all dues and donations.

Inform President of budget on bi-weekly biases.

Keep track of all receipts and checks.

Section 5: Teacher PTO Liaison Coordinator

Abide by the By-laws.

Be nominated and elected by the teachers.

Attend all meetings and events.

Inform all teachers of meetings and events.

Recruit teachers to attend meetings and volunteer at events.

Section 6: The Principal

The principal shall maintain the right to approve/disapprove all decisions and activities of the PTO. The PTO recognizes that the legal responsibility to make decisions regarding school policy remains with the Charlotte Islamic Academy Board of Education.

Article IV: Elections

Section 1: Timing and Purpose

All elections will be held at the beginning of each school year.

Any member interested has to be nominated (by him/herself or by others) in order to run.

A special meeting at the end of the year will be held to handle these elections.

Outside parties (such as the school principal and school vice principal) will count the votes.

Each term begins after all votes have been counted fairly and the elections are over.

Special elections may be held mid year if an office is left vacant for any reason.