

Fundraising Committee Bylaws

ARTICLE I - NAME AND MISSION

The name of the committee shall be known as the South Arbor PTO Fundraising Committee.

The Fundraising Committee supports the school's vision, mission and overall strategic plan through effective committee activities designed to promote and acquire financial support. Funds acquired through fundraising are typically used for the direct benefit of the students. The committee receives general direction from the South Arbor PTO Board and collaborates with its South Arbor PTO parent/guardian members, Chairperson and the Principal of South Arbor Academy.

ARTICLE II - PURPOSE AND RESTRICTIONS

The Fundraising Committee reports to the Officers(s) of the South Arbor PTO Board and collaborates with the Treasurer.

1. The coordination of events to raise additional funds for the school.
2. Supporting the development of committee financial goals in collaboration with the Principal and President(s) of the South Arbor PTO Board, in alignment with the school's current financial plan.
3. Shall conduct an evaluation of the effectiveness and results of fundraising activities.
4. Shall maintain confidentiality and strive to improve communication and the development of an open and cooperative relationship between committee members, South Arbor PTO members, administrative and academic staff.
5. No Fundraising Committee member(s) shall voice an opinion that represents the committee without a committee vote.

ARTICLE III - MEMBERSHIP

Membership on the Fundraising Committee shall be comprised of the following:

1. Fundraising Chairperson
2. Committee Members for each fundrasier

ARTICLE IV - FUNDRAISING CHAIRPERSON

The Chairperson shall be elected on a volunteer basis to head the committee by the PTO members. The term is at least one (1) year (school calendar year) with a maximum of 2 consecutive years. The Fundraising Committee is the direct responsibility of the Chairperson; however the committee will be overseen by the President(s)/designee of the Officers.

Chairperson Responsibilities

1. Cross reference to the South Arbor PTO Fundraising Chairperson Job Description

ARTICLE V - MEETINGS

1. The meetings shall be governed in accordance with Parliamentary Procedure.
2. The Fundraising Committee will meet a minimum of three (3) times (formal meeting) during the school calendar year.
3. Special meetings of the Fundraising Committee may be called by the Chairperson. Whenever possible at least forty-eight (48) hours notice shall be given. Minutes shall be recorded at all meetings.

ARTICLE VI - AMENDMENT

1. These bylaws may be amended annually after review by the Fundraising Committee by a majority vote of the PTO members present, provided notice of the proposed amendment shall have been given at the previous meeting. Written notice of the proposed amendment to the bylaws shall be distributed to the Fundraising Committee membership at least one to two weeks prior to annual review.
2. The bylaws shall be reviewed at least every two years for possible revision. The requirements for adoption of the revised set of bylaws shall be the same as in the case of an amendment.