

By-Laws of the Arbor Creek Elementary School PTO (Parent Teacher Organization)

Article I - Name of Organization

The name of this organization is Arbor Creek Elementary School PTO (Parent Teacher Organization).

Article II - Articles of Organization

The organization is an unincorporated association of its members. These By-Laws shall serve as the Articles of Organization unless separate articles of organization are adopted by the organization.

Article III - Objectives

The objective of the PTO is to provide strong communication, interaction, understanding and cooperation between the parents, teachers and school, while encouraging school spirit. To enhance the educational facilities and opportunities for the students of Arbor Creek Elementary that is not otherwise provided for in the school corporation/district budgets.

Article IV - Basic Policies

The following are basic policies of the organization:

1. This organization shall neither seek to direct the administrative activities of the school nor to control its policies;
2. This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions of all concerned (i.e. students, teachers, administrators and parents.);
3. Binding commitments of resources (i.e. financial or service) of the Organization can only be made by majority vote of the members present at a *Regular* meeting or by the majority vote of the officers.

Article V - Membership and Dues

A. Membership. Every individual who is a parent or guardian of a child attending Arbor Creek Elementary School and all members of the school staff shall be considered members of the organization.

B. Dues. There are no dues at this time.

- C. Any member shall have the privilege of making motions and serving on committees.

Article VI - Meetings

General meetings of the organization shall be set by the executive committee. The time and place of any meeting shall be announced at least seven (7) days prior to the meeting. Any number of members present shall constitute a quorum for the transaction of any business in any general meeting of the organization.

Article VII – Officers and Their Election

- A. Positions. The current officers of this organization shall consist of a president, a secretary and a treasurer.
- B. President. The president shall (i) preside at all meetings of the organization and of the executive committee, (ii) perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the executive committee, (iii) coordinate the work of the officers and committees of the organization, (iv) select and appoint all chairpersons of all committees, and (v) serve ex-officio on all committees, except the nominating committee and (vi) calls the newly elected officers together for a *Special* Board meeting prior to the new school year.
- C. Vice President. The vice president shall act as an aide to the president and shall perform the duties of the president in the absence or inability of that officer to serve. Position may or may not be filled each school year.
- D. Secretary. The secretary shall (i) keep an accurate electronic record of all general and executive committee meetings of the organization, (ii) maintain an up-to-date copy of the organization's By-Laws properly annotated/updated with any amendments showing the date each amendment was accepted by the organization, (iii) send out notices of the organization's general meetings, (iv) publish and distribute the minutes of the general meetings, (v) be responsible for all internal and external correspondence, and (vi) perform such other duties as may be delegated to him/her.
- E. Treasurer. The treasurer shall (i) have custody of all funds of the organization, (ii) keep a full and accurate account of all receipts and expenditures, (iii) make disbursements in accordance with the approved budget or as authorized by the organization, (iv) present a treasurer's report and monthly financial statement when requested by the executive committee, (v) provide a full financial statement at the last meeting each year. The treasurer's accounts shall be audited annually by a person designated by the executive board and (vi) Carryover. The Arbor Creek Boost Club Budget shall provide for a carryover from year to year to cover unanticipated shortfalls in an amount that is not less than \$5,000.

F. Member-at-Large. The member-at-large (i) represents the interests of the general membership and conducts projects and accepts duties as assigned by the President and the Board of Directors, (ii) participates as a member of the PTO attending monthly meetings and special meetings. (iii) represents the general membership (parents/staff or student organization) on issues of interest or concern, particularly those that arise outside of the standing committee structure, (iv) conducts projects to further the goals of the organization or to develop services for the membership (parents/staff or students), and (v) serves as chair of any ad hoc committee formed to develop these projects.

F. Term. Each position shall serve a minimum two-year period.

G. Officers shall be elected at the April meeting of the organization by those present by a simple majority vote. In cases where there are two or more nominees, the vote shall be by written ballot. Ballots shall be counted by two members of the Organization who do not have positions on the outgoing or current board.

H. Officers shall assume their official duties at the close of the current school year of their election.

I. The same election process shall be used for officers that are vacated before the conclusion of the school year or term.

Article VIII. Elections

A. Procedure. Officers shall be elected by a vote of the majority of the membership present and voting at the last general meeting, or at the organizational meeting. Any contested election shall be by written ballot. If there is but one nominee for any office, the secretary shall cast the elective ballot of the organization for the nominee.

B. Terms. Officers shall assume their official duties following their election and shall serve for a term of two years or until the election or appointment of their successors.

C. Nomination. The Nominating Committee shall nominate at least one eligible person for each office to be filled and report its nominations at the March general meeting of the school year, at which time additional nominations may be made from the floor. The board/committee shall contact all persons who are nominated to confirm their willingness to serve.

D. Vacancies. In the event of a vacancy in any office the members of the executive committee shall appoint a person to serve for the remainder of the term.

E. Motions/Voting: The purpose of a motion is to introduce items to the membership for their consideration. The presenter provides information to the membership. The membership then either debates the motion, or may move directly to a vote. Prior to putting the motion to a vote, the presenter will need to leave the room. The president will then put the motion to a vote of those present.

F. All officers shall deliver to their successors official materials prior to the close of their service of office.

Article IX. Expenditures and Disbursements

A. All checks written for disbursement may be signed by the Treasurer or Secretary.

B. Loans. No loans shall be made by the organization

C. Disbursement of Funds. All expenses of the PTO must be approved by the organization as presented in the budget. Board members shall have the authority to spend up to \$250.00 on items not specified within the budget and without bringing the purchase before the full organization if there is not adequate time to do so. The disbursement must be reported to the organization at the next regularly scheduled meeting.

D. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Board directs. All deposits and/or disbursements (i.e. reimbursement or payment to volunteers or vendors) shall be made within a maximum of thirty (30) days from the receipt of the funds/receipts and/or orders of payment.

- I. If a check is returned to the Arbor Creek PTO for insufficient funds, the individual will be notified in writing by Arbor Creek PTO. Full restitution of the account balance, any late fee charges and an insufficient fund charge of \$25.00 must be received within ten (10) business days. The acceptable method of payment is cash. The Arbor Creek PTO reserves the right to suspend check writing privileges of the remitter for future Arbor Creek PTO payments should the above situation arise.
- II. Individuals or committees in charge of events or programs are required to keep spending of allocated funds at or below the set budget for the term of the school year.
- III. Request for additional funds should be provided in writing, two weeks prior to expenditure, in writing to the PTO for a vote, prior to spending or providing verbal agreement for use of any funds over allocated budget.

E. Fiscal Year. The fiscal year of the organization shall be from July 1 through June 30.

Article X - Parliamentary Authority

"Robert's Rules of Order Revised" shall govern the organization in all cases in which they are applicable.

The foregoing by-laws have been approved for the organization by a majority vote of its members in good standing at a regularly scheduled meeting as of

April 7, 2008

ATTEST:

BY: _____ Name: _____

Title _____