

# CONSTITUTION AND BYLAWS OF THE EAST ELEMENTARY PARENT-TEACHER ORGANIZATION

## **ARTICLE I --NAME**

The name of this organization shall be the East Elementary Parent-Teacher Organization (PTO) of the Jackson School District.

## **ARTICLE II --ORGANIZATION**

The organization stands as an unincorporated organization of members. The bylaws may from time to time be amended, as well as the articles of organization, if any.

## **ARTICLE III -- OBJECTIVES**

Section 1. The Objectives of the East PTO are:

- a. To enrich the lives of children and youth in home, school, and community.
- b. To facilitate teachers and parents working together for the enrichment of children.
- c. To build a partnership within our East community that will encourage the growth and development of our children.

Section 2. The Objectives of the East PTO are promoted through an education program directed toward parents, teachers, and the general public; are developed through committees, projects, and programs; and are qualified by the policies set forth in Article III.

## **ARTICLE IV -- POLICIES**

Section 1. The programs of the organization shall be educational and shall be developed through committees and projects.

Section 2. This organization shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise or candidate shall be endorsed by it. The name of the organization and names of its officers in their official capacities shall not be used in connection with any commercial concern, endorsement, or with any partisan interest or for any other purpose than the regular work of the organization.

Section 3. This organization shall not seek to direct the administration activities of the school or to control its policies. The building administrator(s) must approve all Executive Board and General Assembly PTO decisions in order to ensure that said decisions and resulting actions are in the best interest of the school.

Section 4. This organization may cooperate with other organizations and agencies active in child welfare, provided the organizations remain separate legal entities.

Section 5. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to, its members, officer, or other private persons except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered.

Section 6. No PTO fundraiser shall financially benefit a PTO member, faculty member, student or parent without prior executive board approval.

Section 7. No substantial part of the activities of the Organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Organization shall not participate in or intervene (including the publication or distribution of statements) in any political campaign on behalf of any candidate for public office.

Section 8. The organization exists as an unincorporated organization of its members. Its bylaws comprise these “Articles of Organization” as from time to time may be amended and reviewed.

### **ARTICLE V MEMBERSHIP AND DUES**

Section 1. Any parent, step-parent, or guardian of one or more students of East Elementary School and any staff member who is interested in the objectives of the PTO and willing to uphold its policies and subscribe to its bylaws may become a member.

Section 2. The annual dues, if any, are to be decided upon by the PTO Executive Board at their first official meeting.

Section 3. The membership year will be from September 1 through August 31.

### **ARTICLE VI -- OFFICERS AND THEIR ELECTION**

Section 1. The executive officers of this organization shall be President, Vice President, Secretary, and Treasurer.

Section 2. Nomination of officers shall be made by a nominating committee comprised of five members: one executive officer not seeking re-elections who shall be the chairperson, and four from the membership at large who are not seeking election, all of whom are appointed by the executive board.

The nominating committee shall place in nomination one name for each office and present this slate via publication issued to the entire general membership at least 4 weeks prior to the spring election meeting. Additional nomination may be made from the floor with consent of the individual being nominated.

Section 3. Officers shall be elected by the membership at the spring meeting. The incoming officers may begin such functions as are necessary to plan the upcoming year, but the outgoing officers shall remain responsible for the continuation of the current year until school ends for the summer, at which time all business must be turned over to the new officers.

Voting shall be determined from a simple majority by balloting except when there are but one candidate for each office. Then the election may be by voice vote. Candidates will be limited to those previously slated. Officers shall serve a one-year term. No officer shall serve more than three consecutive terms in the same office.

Section 4. A vacancy occurring in an office shall be filled by a majority vote of the executive committee. In case a vacancy occurs in the office of President, the Vice President shall assume the office of President.

Section 5. Any officer who is absent two consecutive meetings, i.e., Executive Committee and Organization, shall be deemed inactive unless absences are due to extenuating circumstances and the Executive Committee receives such notification. Any office having an inactive officer shall automatically be declared vacant and shall be filled as outlined in Article V, Section 4.

## **ARTICLE VII -- DUTIES OF OFFICERS**

Section 1. The President shall:

- a. Preside at general and annual meetings of this local PTO;
- b. Serve as an exercising member of all committees;
- c. Coordinate the work of the officers and committees of this local PTO in order that the objectives may be promoted;
- d. With input from all interested East PTO members, set the agenda;
- e. Publish agenda five (5) days prior to meeting and make available to the school community;
- f. Appoint Committee Chairpersons with the approval of the Board, including a nominating committee in February; and
- g. Perform such other duties as may be provided for by these ByLaws.
- h. Has to have previously served on a Jackson R2 PTO Executive Board.

Section 2. The Vice President shall:

- a. Act as aide to the President;
- b. Attend PTO meetings;
- c. Perform the duties of the President in the President's absence or inability to serve;
- d. Shall serve as an exercising member of all committees; and
- e. Perform such other duties as may be provided for by these ByLaws.

Section 3. The Secretary shall:

- a. Attend meetings and record the minutes of the general and annual meetings of this East PTO;
- b. Publish a summary of the minutes within five (5) school days or sooner;
- c. Prepare a summary of all unfinished business for the use of the President and Board;
- d. Be prepared to read the records of any previous meetings;
- e. Have a current copy of the ByLaws;
- f. Keep a calendar of PTO and school events;
- g. Maintain a membership list; and

- h. Perform such other duties as may be provided for by these ByLaws.

Section 4. The treasurer shall:

- a. Have custody of the funds of this local PTO;
- b. Attend PTO meetings and report at each;
- c. Maintain a full account of funds of this local PTO;
- d. Make disbursements as authorized by the President, Executive Board or East PTO (as stated in Article IX, Sections 6-8) and in accordance with the budget.
- e. Sign checks in accordance to fiscal policy guidelines (Article IX);
- f. Keep a full and accurate account of the receipts and disbursements in the book belonging to the East PTO and reconcile monthly;
- g. Present an annual report of the financial condition of the Organization; and
- h. Perform such other duties as may be provided by these ByLaws.

**ARTICLE VIII -- DUTIES OF EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Fundraising Chair, Parent Involvement Chair, Principal(s), and two teacher representatives. The teacher representatives will serve no more than two consecutive years and shall be selected by the teachers.

Section 2. The Executive Board shall have general charge and control of affairs, funds, and properties of the PTO and shall maintain records of such in a central location including, but not limited to, prior budgets, check registers, governmental forms, committee reports, contracts, and correspondence.

Section 3. The Executive Board shall hold at least three (3) sessions during the year as scheduled by the President. The President or a majority of the Executive Committee may call special meetings.

Section 4. The Executive Board shall interpret the bylaws, policies, and standing rules of the PTO.

Section 5. A simple majority of the Executive Board shall constitute a quorum.

Section 6. The Executive Board shall present business reports at general PTO meeting.

Section 7. The President, as Chair, shall maintain the right to table discussions or voting, at his/her discretion, for such reasons as new agenda items, time constraints, or items that require more information.

**ARTICLE IX -- COMMITTEES**

Section 1. Members of this local PTO shall be eligible to serve in any elective or appointive positions.

Section 2. The East PTO may create such standing and special committees as it may deem necessary to promote the Objectives of this local PTO and carry on the work of this local PTO.

Section 3. Each committee chair may be eligible to serve consecutive terms.

### **ARTICLE X -- FISCAL POLICY**

Section 1. The Treasurer's accounts shall be examined annually by the finance committee no later than June 15. When the auditing committee is satisfied that the Treasurer's final report is in order, they shall sign a statement of fact at the end of the report.

Section 2. The Executive Committee will establish an annual working budget that reflects expected revenues/expenditures of the PTO. The President will preside. The budget will be presented for approval no later than the second PTO Meeting of the new school year.

Section 3. The budget must include a minimum of \$500.00 designated for the following year's PTO.

Section 4. The Treasurer shall complete other duties that may be deemed necessary by the Executive Board including, but not limited to filing all necessary forms with the appropriate governmental authorities.

Section 5. The Treasurer shall log all PTO gifts to the school as a part of the Treasurer's records, to be kept in a central location.

Section 6. The President (or Vice President in the President's absence) may approve unbudgeted expenditures up to \$100.00 with the approval of building administrator(s).

Section 7. The Executive Board must approve all single expenditures from \$101.00-\$500.00 prior to commitment of expenditure.

Section 8. The PTO General membership must approve all single expenditures over \$501.00 prior to commitment of expenditure.

Section 9. All expenditures must be approved prior to writing a check.

Section 10. The PTO checkbook must be stored at East Elementary in the vault when not being used.

### **ARTICLE XI -- GENERAL MEETINGS**

Section 1. General meetings shall be defined as any gathering of the General membership including, but not limited to Business meetings and presentations.

Section 2. There shall be a minimum of four (4) General Meetings of the organization each year scheduled prior to the beginning of the school year. The budget shall be presented no later than the second meeting of the year. Four weeks prior to the spring meeting of the year shall be the time at which the nominating committee is formed. The last meeting of the year shall be the meeting at which the new officers are elected. The executive committee upon five days notice may call special meetings.

Section 3. The President, as Chair, shall maintain the right to table discussions or voting, at his/her discretion, for such reasons as new agenda items, time constraints, or items that require more information.

Section 4. Voting shall be determined by a simple majority of the members present.

## **ARTICLE XII --AMENDMENTS**

Section 1. These bylaws may be amended by majority affirmative vote of the general membership in attendance at a meeting.

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