

Emmons PTO



1/12/2010

By-Laws Emmons School Parent-Teacher Organization

ARTICLE I—Name

The name of this organization shall be the Emmons School Parent-Teacher Organization (commonly referred to as Emmons PTO).

ARTICLE II—Objectives

We are a not-for-profit, volunteer organization that encourages a close relationship between home, school, and community in order to support the Emmons School District. The Emmons School mission statement reads:

“Emmons is students, staff, parents, and community working together to prepare our students for a successful future through excellent experiences and growth opportunities.”

Our goal is to help provide extra classroom activities that nurture and enhance a quality education.

ARTICLE III—Membership

Section 1. All staff and families with children attending Emmons School shall be considered members of the PTO.

Section 2. Membership entitles you to a complimentary directory, with listings of all Emmons families. Extra copies are available at a nominal fee.

Section 3. In the event of dissolution of this organization, any assets of the organization shall be entrusted to the School Board of Education and Superintendent to be used to purchase school equipment.

ARTICLE IV—Meetings

Section 1. A schedule of all regular meetings and activities shall be published and made available to the membership by the first regular meeting. Special meetings may be called by the Executive Committee.

Section 2. The privilege of holding office, making motions, debating, and voting shall be limited to members.

Section 3. A majority of members and/or Officers present shall constitute a quorum for transaction of business in any meeting of the organization.

ARTICLE V—Officers and Election

Section 1. The Officers of this organization shall be President, Vice President, Recording Secretary, Staff Representative, Corresponding Secretary, and Treasurer.

Section 2. Officers shall be elected at the annual Spring meeting, and at that time the Board selects new officers and committees. Officers are elected to a two year term.

Section 3. Nominations for Officers shall be made by the Executive Committee of a member of the organization. The consent of each candidate must be obtained before his/her name is placed in nomination. Additional nominations may be made from the floor with the consent of each nominee. The President will decide the tie votes.

Section 4. A vacancy occurring in an office shall be filled by a nomination by the Executive Committee. A vote on this appointment will take place at the next open meeting.

Section 5. Submission for Staff Representative shall be one year. The position will be made by teachers and staff by September 1st of each year. The PTO Board will take recommendations into consideration and will elect a Staff Representative by the first general meeting of the school year.

ARTICLE VI—Duties of Officers

Section 1. The President shall preside at all the meetings of the organization of the Executive Committee; shall appoint chairpersons for each committee; shall be a member, ex-officio, of all committees; shall sign checks in the absence of the Treasurer in compliance with bank regulations; and shall perform all other duties usually pertaining to this office. The President will also provide a monthly newsletter to all families.

Section 2. The Vice President shall act as aid to the President and shall perform the duties of the President in the absence of that Officer, in case of inability or the resignation of the President, shall inform all members in advance of upcoming meetings, and assume any responsibilities necessary for this office. The position of Vice President is intended for the preparation for President elect; however this is not a mandatory requirement.

Section 3. The Staff Representative shall act as aide to the President and Vice President. This position will work in conjunction with the President as a liaison between the board and all school staff.

Section 4. The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; shall pay-out funds as authorized by the organization; shall present a statement of account at every meeting and other times when

requested by the Executive Committee; shall make a full report at the first and last meeting of the school year; shall sign all checks with compliance with bank regulations; shall prepare for financial records for audit at the end of the school year; shall be a member; ex-officio, of all committees. Financial records shall be sent to the outside auditor at the end of the fiscal year and prior to the beginning of the new school year.

Section 5. The Recording Secretary shall keep a current record of all executive board meetings, general meetings, and any communication between the board members regarding PTO business. A copy of these minutes shall be given to the President. A copy will be placed in the PTO minutes file, located in the PTO mailbox, to provide access to all PTO members who wish to review or copy these minutes. These minutes will be passed on as written folder or as a computer file (if possible) to the successive Recording Secretary.

Section 6. The Corresponding Secretary shall be responsible for the communication of information from the board, this includes sending thank-you notes to people who have helped with various events and fundraisers, attending PTO meetings and voting on various issues. Also, informing school personnel of upcoming events to post on the outside school sign, school calendar, Emmons web page and PTO dates. Also informing various news media about upcoming PTO events. The other committee people shall inform the Corresponding Secretary of any upcoming dates.

Section 7. The Superintendent and/or Principal will serve as ex-officio members of the Executive Committee. They will not have voting privileges, but will act as consultants to the PTO as matter relative to school, the facilities, and educational programs.

Section 8. All Officers shall:

- A. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time-to-time.
- B. Deliver to their successors all official materials within ten days after Spring meeting at which the successors are elected, with the exception of the auditors book.

ARTICLE VII—Executive Committee

Section 1. The Executive Committee shall consist of the Organization, past President of the Organization for one year of consultation (with the consent of said Officer), and the Superintendent and/or Principal of Emmons School.

Section 2. The duties of the Executive Committee shall be to transact necessary business in the intervals between regular meetings and such other businesses as may be referred to it by the organization, and to improve activities within the limit of the working fund.

Section 3. Voting privileges during Executive Committee meetings shall be limited to the officers of the organization.

Section 4. The Executive Committee may accept or reject any projects by a majority of a quorum of its members present.

ARTICLE VIII—Board Members

Section 1. The Board members shall consist of the Executive Committee and the chairpersons of the committees of the Organization.

Section 2. Duties of the Board shall be to research, discuss as a group, and vote on any and all PTO sponsored projects.

Section 3. At least one meeting of the board shall be held prior to the opening of the school year. Special Board meetings may be called at the discretion of the President or by any of the other four board members.

ARTICLE IX—Voting

Section 1. At Executive Committee meetings, only Executive Committee Officers may vote.

Section 2. At Board meetings, all board members including a designated member of the faculty and Executive Committee officers may vote.

Section 3. At Emmons PTO general meetings, all members in attendance may vote.

ARTICLE X—Committees

Section 1. All committees shall be created or dissolved by the Executive Committee as deemed necessary to promote the objectives and carry on the work of the Emmons PTO. All monies collected by any Emmons chairperson are to be given to the Treasurer along with the bills incurred during any committee project or activity. This is to be done within five working days after the conclusion of the fundraiser. Exceptions to this must be approved by the President and/or Treasurer.

Section 2. Selection of the chairpersons will be considered by the Executive Committee, with final appointment made by the President. The committees are as follows, but not limited to:

Family Fun Night, Book Fair, Golf/Dinner Auction, Holiday House, Market Day, Sportswear, General Mills Box Tops, Butter Braids, Cookie Dough Sales, Ski Club.

Committees may be added throughout the year and/or from year-to-year due to special projects deemed necessary by the Executive Committee.

Section 3. All committee chairpersons shall review the previous years' committees report and Article XII-Expenditures.

Section 4. The President and Treasurer shall be a member, ex-officio of all the committees.

ARTICLE XI—Fiscal Year

The Fiscal Year shall begin on July 1 and end on June 30 of the following year.

ARTICLE XII—Expenditures

Section 1. All monies raised through standing committees and/or special committees are to be used as part of the working funds of the Emmons PTO, however special fundraisers for special projects may be created at the discretion of the Executive Committee, provided a chairperson is available. The chairperson being someone other than the person offering the product and/or fundraiser.

Section 2. At the Spring PTO meeting, money is to be used and spent in whole or in part for additional materials, equipment, and school projects, and is to be voted upon by the membership responding to such vote.

Section 3. Monies designated for multi-year projects cannot exceed the amount approved.

Section 4. The following limitations on expenditure voting are in effect:

Executive Committee—\$500.00

Board members including Executive Committee—\$1,000.00

General PTO Membership—\$1,001.00 and over

Section 5. All expenses voted upon by the PTO must be spent by the end of the following fiscal year or those funds will revert to the general fund.

Section 6. Expenditures that exceed the designated amount voted upon must be approved by the Executive Committee before purchase.

ARTICLE XIII—Financial Statements

A financial statement shall be prepared and presented to the membership at the first meeting of the new school year. A complete report shall also be made available for viewing at the Spring meeting. An auditor will be solicited to review the books no longer than 30 days after the end of the fiscal year.

ARTICLE XIV—Amendments

These By-Laws may be amended at any regular meeting of the organization by a 2/3 vote of the members present, provided that notice of the proposed amendment is given to each member of the Executive Committee at least 30 days prior to the meeting at which action is to be taken.

9/9/1992

Included are amendments to the PTO By-laws to be presented to the membership at the general meeting on 9/9/1992 for voting. These By-laws were revised 11/1992.

2/20/1997

Included are amendments to the PTO By-laws to be presented to the membership at the general meeting on 5/15/1997 for voting. These amendments were accepted and passed 5/15/1997.

12/6/1999

Included are revisions to amendments to the PTO By-laws to be presented to the membership at the general meeting on 10/4/1999. The changing of the By-laws was voted on at an earlier meeting on 5/24/1999.

4/4/2001

Included are revisions to amendments to the PTO By-laws to be presented to the membership at the general meeting on 4/10/2001.

10/6/2009

Incorporated new Emmons School mission statement. Clarified Staff Representative election guidelines and term information. Changed Corresponding Secretary term to two years.

1/12/2010

Revised that individuals elected to board not positions. Term on the board is a two year team for each individual.