

BECKY-DAVID ELEMENTARY PTO BY-LAWS

(April 14, 2004)

Article I Name

- The name of the Organization shall be the **Becky-David Parent-Teacher Organization (PTO)**.

Article II Objectives

- **The objectives of the Organization are to:**
 - a) Promote communication between home and school.
 - b) Establish and maintain a working relationship between parents, school, and community.
 - c) Aid the school in promoting citizenship, and democracy by our actions.
 - d) Sponsor and promote fund raising projects for the school.

Article III Policies

- **The basic policies of the Organization are that:**
 - a) It will be non-commercial, non-sectarian, and non-partisan.
 - b) The name of the Organization or the names of any members in their official capacities shall not be used in connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the Organization.
 - c) The Organization will not, directly or indirectly, participate or intervene in any way, including the publishing or distribution of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
 - d) The Organization will cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools, and shall not seek to control their policies.
 - e) The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.

Article IV Membership

- **The membership of the Organization shall consist of:**
 - a) Parents or guardians of children enrolled at the Becky-David Elementary School.
 - b) Teachers, administrators, and staff employed at the Becky-David Elementary School.

Article V Structure

Section 1 General Membership

- All members of the Organization, as defined in Article IV, comprise the General Membership.

Section 2 Executive Committee

- The Executive Committee shall consist of all elected officers, up to nine teacher representatives, and the Principal of the Becky-David Elementary School (or the Principal's designee).
- The duties of the Executive Committee are to:
 - a) Appoint chairpersons and co-chairpersons of standing committees, special committees, and task forces.
 - b) Hire a tax accountant/CPA to perform an audit of the treasurer's records.

Section 3 Board of Directors

- The Board of Directors shall consist of the members of the Executive Committee, and all chairpersons of standing committees.
- The duties of the Board of Directors are to:
 - a) Transact the necessary on-going business of the organization during and between meetings.
 - b) Elect replacement members for elected officers on the Executive Committee in the event of a vacancy on the Executive Committee at the next meeting following the occurrence of such a vacancy.
 - c) Appoint members to all standing committees in a timely manner.
 - d) Present reports to the Board of Directors and the General Membership at meetings, or upon request of the General Membership.
 - e) Create standing committees and task forces, which shall report to the Board of Directors and the General Membership as necessary to conduct business of the Organization.

Section 4 Standing Committees, Special Committees, and Task Forces

- Standing committees:

- a) May be created by the Board of Directors.
- b) Shall remain in existence until specifically dissolved by the Board of Directors.
- c) Shall have their chairpersons appointed by the Executive Committee.
- d) Shall have their members appointed by the Board of Directors.

A standing committee for the purpose of nominations shall always be retained as the Nominating Committee. The Nominating Committee shall be appointed annually not less than sixty (60) days prior to the date of the meeting at which the election of officers will be held.

- The Nominating Committee shall:

- a) Be composed of five members of the Organization.
- b) Have no more than two appointees who are members of the Board of Directors.

- Special committees and task forces:

- a) May be created by the Board of Directors for special projects or tasks of specific duration.
- b) Shall be created with a set time for the dissolution of the special committee or task force.
- c) Shall be automatically dissolved when the specified time occurs.
- d) Shall have their chairpersons appointed by the Executive Committee.
- e) Shall have their members appointed by the Board of Directors.

- The term of appointment for chairpersons of standing committees, special committees, and task forces shall be:

- a) One year in duration or until the time specified for the dissolution of the committee or task force, whichever shall occur first.
- b) May be continued without limit contingent upon annual re-appointment by the Executive Committee.

- In performing standing committee, special committee, or task force work:

- a) The chairpersons of all standing committees, special committees, and task forces shall present plans of work and financial implications of plans to the Board of Directors for approval.
- b) No standing committee, special committee, or task force work shall be undertaken without the approval of the Board of Directors.

The President shall be an ex-officio member of all standing committees, special committees, and task forces, except the Nominating Committee.

Article VI Meetings

Section 1 Attendance

- All meetings of the Organization are open to all members.

Section 2 Schedule

- Meetings of the Organization will be held a minimum of 1 time per quarter to coincide with special events. All meetings of the Organization are open to all members.
- Meetings of the Executive Committee shall be held at least once a month, more if necessary, on the third Tuesday at 6:00 pm unless notified differently. All patrons are welcome to come to the executive meeting as nonvoting members.

Section 3 Notice

- Notice of meetings shall be provided to the General Membership not less than ten days prior to the date of the meeting.
- Such notice shall be by written notice:
 - a) Sent home with the children to notify parents and guardians.
 - b) By internal memorandum, note, or newsletter, of the Becky-David Elementary School to notify teachers, administrators, and staff.
 - c) A comprehensive list of meetings provided at the beginning of the school year (July) by memorandum, letter, or publication (such as a school calendar) shall meet the requirements of this section.

Section 4 Agenda of Business

- The transaction of business of the Organization shall be conducted under the following guidelines:
 - a) The transaction of Organization business relating to rights of membership, by-laws, and election of officers is specifically reserved for final discussion and approval by the General Membership.
 - b) The majority of on-going general business of the Organization shall be conducted by the Board of Directors at the meetings of the Organization.
 - c) Persons wishing to bring matters before the Organization should present them to the President for inclusion on the agenda at the next possible meeting.

Section 5 Voting

- All motions and elections, with the exception of by-laws, shall be carried or failed by simple majority vote of members present and voting.

Section 6 Rules

- In the event that the by-laws are unclear, Robert's Rules of Order will be used to help the Organization find the proper procedure.

Article VII Voting

Section 1 General Membership

- All members of the Organization have one vote concerning issues put before the General Membership.
- These issues are:
 - a) Rights of members.
 - b) By-laws.
 - c) Election of officers.
 - d) Other business that may be presented by the Board of Directors for a vote by the General Membership.

Section 2 Executive Committee

- At Executive Committee meetings, and at meetings for business which is reserved for the Executive Committee:
 - a) All members of the Board of Directors shall have one vote.
 - b) No other members of the Organization may vote.

Section 3 Board of Directors

- For the transaction of on-going business at meetings, and for business which is reserved for the Board of Directors:
 - a) Each member of the Board of Directors shall have one vote.
 - b) No other members of the Organization may vote.

Article VIII Officers and Their Election

Section 1 Elected Officers

- The elected officers of the Organization shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian.
- To be eligible to hold office, an individual must be a parent or guardian of a child enrolled at the Becky-David Elementary School during the term which they hold elected office, or a teacher, administrator, or staff member, employed at the Becky-David Elementary School.
- The up to nine Teacher Representatives shall be determined in an appropriate manner in time to be in place before the school year begins.
- To be appointed as a Teacher Representative, an individual must be a teacher employed at the Becky-David Elementary School.
- The principal of the Becky-David School, or designee, shall serve as an officer, but is not subject to election or appointment other than appointment by the Francis Howell School District to the position of Principal of the Becky-David Elementary School.

Section 2 Nomination for Elected Officers

- Nominations for elected officers shall be made by the General Membership to the Nominating Committee.
- The Nominating Committee shall solicit nominations from the General Membership for officers to be elected not less than forty-five (45) days prior to the date of the meeting at which elections shall be held.
- The Nominating Committee shall report the slate of candidates to the General Membership not less than ten (10) days prior to the date of the meeting at which elections shall be held.
- The name of at least one candidate for each office must appear on the slate of candidates. Additional nominations may be made from the floor.
- Voting shall not be limited to nominees.
- The consent of each candidate must be obtained before the name is placed in nomination.

Section 3 Election of Officers

- The elected officers shall be elected annually by ballot at the May meeting. If there is only one candidate for any office, however, by motion from the floor the election for that office may be by voice vote.

Section 4 Term of Office

- Elected officers shall serve for a term of one year, and shall remain in office until their successors are elected and installed.
- No elected officer shall be eligible to serve in the same elected office for more than two consecutive years.
- Elected officers may serve more than two consecutive years as members of the Executive Committee provided they are elected to serve in different elected offices.

Article IX Duties of Officers

Section 1 President

- The President shall:
 - a) Preside at all meetings of the Organization, the Executive Committee, and the Board of Directors.
 - b) Be an ex-officio member of all standing committees, special committees, and task forces, with the exception of the Nominating Committee.
 - c) Perform all other duties usually pertaining to the office.

Section 2 Vice President

- The Vice president shall:
 - a) Act as an aide to the President.
 - b) Perform the duties of the President in the absence of the President.
 - c) Assume the duties of the President for the remainder of an unexpired term in the event the President is unable to complete a full term of office.
 - d) Perform all other duties assigned.

Section 3 Recording Secretary

- The Recording Secretary shall:
 - a) Keep a current record of all meetings of the Organization.
 - b) Perform all other duties assigned.

Section 4 Corresponding Secretary

- The Corresponding Secretary shall:
 - a) Handle all correspondence for the Organization.
 - b) Perform all other duties assigned.

Section 5 Treasurer

- The Treasurer shall:
 - a) Receive all monies.
 - b) Pay out funds for expenditures for amounts less than \$100.00 only upon authorization of the President.
 - c) Pay out funds for expenditures for amounts greater than \$100.00 only when authorized by the Board of Directors.
 - d) Keep an accurate record of income and expenses.
 - e) Present a statement of account and a full report at every meeting of the Organization.
 - f) Make available upon request the Treasurer's account records for inspection by any member of the Organization at any official meeting.
 - g) File timely reports to governmental agencies as required concerning the financial activities of the Organization.
- The Treasurer, President, and Vice President shall have the authority to sign checks for the Organization. Any financial transaction on behalf of the Organization must be reported to the Treasurer.
 - a) Two signatures will be required for all checks issued by the PTO.
 - b) Those authorized to sign checks must be bonded prior to taking office.
 - c) Should the President or Vice President be husband/wife/significant other of the Treasurer, the husband/wife/significant other and Treasurer would not be permitted to be the two signatures on the checks for that term of office.
- The Treasurer's ledgers and records shall be examined annually by a tax accountant/CPA. The tax accountant/CPA shall:
 - a) Be satisfied that the Treasurer's ledgers and records are accurate and correct.
 - b) Submit a report indicating satisfactory review of the Treasurer's ledgers and records, and sign the report.

Section 6 Parliamentarian

- The Parliamentarian shall:
 - a) Aid the President in conducting meetings and insuring that they are in accordance with parliamentary procedure.
 - b) Perform all other duties assigned.

Section 7 Assumption of Office

- Elected officers for the following year shall:
 - a) Meet with the current Board of Directors at the May meeting.
 - b) Assume office at the end of the May meeting.

Article X Amendments to By-Laws

Section 1 Proposed Changes

- Proposed changes to these by-laws shall:
 - a) Be submitted to the Board of Directors for submission to the General Membership at a monthly meeting.
 - b) Be submitted to the General Membership not less than ten (10) days prior to the date of a monthly meeting at which voting will occur on the proposed changes.

Section 2 Approval of Proposed Changes

- Approval of changes to these by-laws requires:
 - a) A vote by the General Membership, at a monthly meeting, for which proper required notice of the meeting and of the proposed by-law amendments had been provided to the General Membership.
 - b) A quorum present of not less than fifteen members of the Organization at the meeting at which the vote is taken.
 - c) An affirmative vote of not less than two-thirds (2/3) of the members present and voting, providing that the requirement of a quorum present has been met.
 - d) Newly approved by-laws become effective immediately.