

Harney Elementary Parent Teacher Organization
By-Laws
Adopted March 19, 2009

Article I-Organization

The name of our organization is Harney Elementary Parent Teacher Organization. It will be referred from this point forward as the PTO.

Article II-Corporation

The corporation is organized for the purpose of supporting the education of the students at Harney Elementary School by fostering relationships between parents, school, and teachers.

Article III-Membership

Section 1: Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal, teacher or any other staff member employed at the school may be a member and have voting rights.

Section 2: The PTO has no dues. Anyone that meets Section 1 criteria is eligible to be a member.

Article IV-Officers, Nominations and Elections

Section 1: Officers

The officers shall be president, vice president of fundraising, vice president of public relations, secretary, and treasurer.

a) President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as ex officio member of all committees and coordinate the work of all the officers and committees so that the purpose of the organization is served and write the agenda of all general and board meetings.

b) Vice President. The vice president shall assist the president, carry out the president's duties in his or her absence or inability to serve and act as ex officio member of a committee as assigned by the president.

c) Secretary. The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary is also responsible for making sure these are sent electronically as well. In addition, the secretary keeps a copy of the minute's book, and other necessary supplies, and brings them to meetings.

d) Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and will make a full report and submit a new budget for the upcoming year at the end of the current year.

Section 2: Nominations

The nominations for board positions will be made at the meeting prior to the election. Elections will be held at the second to last meeting of the year or as board positions become available. At the election meeting, nominations can be made from the floor. Committee chairs will be elected by whoever is willing to do that particular job and does not require a vote. Voting shall be by vote at the election meeting unless there is more than one candidate and they do not wish to co-chair. If this happens then the vote will be done by ballot.

Section 3: Terms of Office

Officers are elected for one (1) year and may serve two (2) consecutive terms in that office.

Section 4: Vacancies

If there is a vacancy in the office of president, one of the vice presidents will become the president for the remainder of the elected year. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 5: Removal of Office

Officers can be removed from office with or without cause by a two-thirds vote of those present. A quorum must be present at a regular meeting where previous notice has been given.

Section 6: Resignation from Office

A board member must inform the board at the closet board meeting that they wish to resign as able. If it is a true emergency, they must inform the president of their decision to leave the board as soon as possible.

Article V-Meeting

Section 1: General Meetings

There will be at least eight (8) general meetings per school year. The board will announce the date, time and location of all the meetings for the school year at the first meeting of the year. A meeting reminder will go out via e-mail and paper one week before the meeting.

Section 2: Special Meetings

Special meetings may be called by the president, principal, any two (2) members of the executive board, or five (5) general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least five (5) days prior to the meeting by flyer and email.

Section 3: Quorum

The quorum shall be ten (10) members of the organization.

Article VI: Executive Board

Section 1: Membership

The Executive Board shall consist of the officers, the principal and standing committee members.

Section 2: Duties

The duties of the Executive Board shall be to transact business between meetings in preparation for general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3: Meetings

Regular board meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two (2) board members or the president with 24 hours notice.

Section 4: Quorum

Half the number of board members plus one constitutes a quorum.

Article VII-Committees

Section 1: Membership

Committees may consist of a committee chair, members and board members, with the president acting as an ex officio member of all committees or vice president where the president has appointed her or him.

Section 2: Standing Committee

The standing committees consist of all fundraisers, special events and other PTO projects. A committee can consist of a single committee chair or many committee members.

Section 3: New Committees

The board may appoint any additional committees as needed.

Article VIII- Finances

Section 1: Proposed Budget

The proposed budget will be reviewed at the first meeting of the year and approved by a majority vote of the members.

Section 2: Record Keeping

The treasurer shall keep accurate records of any disbursements, income, and bank account information. The treasurer is required to give a budget report of all items at both the general PTO meeting and the board meeting.

Section 3: Audits

The principal or president has the right to request an audit or have the records audited at any time. The records will be audited in June. All audits are to be done by someone who is not a member of the board, does not have access to PTO money and is not a staff member.

Section 4: Bank Accounts

The PTO is to maintain a checking and saving account. The president, treasurer, and vice president of fundraising are to be on the accounts and have check writing privileges. The principal, president and treasurer are to be on the principal's account. The At Home Reading Program checking account is to have the appointed staff member, president and treasurer.

Section 5: Financial Statements

The treasurer shall prepare a financial statement and any time else that the board or principal requests it.

Section 6: Dissolution

Upon the dissolution of the organization, any remaining funds shall be used to pay off outstanding bills and with the membership's approval, spent for the benefit of the school.

Section 7: Fiscal Year

The fiscal year shall coordinate with the school year starting on July 1st to June 30th.

Articles IX-Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's by-laws. The president reserves the right to request a paper ballot at any time for voting purposes.

Article X-Standing Rules

The Executive Board may approve standing rules. The secretary shall keep record of the standing rules for future reference.

Article XI-Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting, assuming a quorum is present.

Article XII-Amendments

These by-laws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a Quorum is present.