

Zach Elementary Parent Teacher Organization (PTO) By Laws

Article I – Name

The name of this organization shall be the Zach Elementary Parent Teacher Organization.

Article II – Objectives

The objectives of this organization as a non-profit organization shall be to promote:

1. Fundraisers **and donations** to support school, community, and global programs, activities, and events.
2. Community social events to bring home and school into a closer relationship.
3. Volunteer opportunities in the school/community.

Article III – Policies

1. The business of the organization shall be educational and philanthropic and shall be developed through committees, projects, and cooperating with other organizations and agencies active in child welfare.
2. The organization shall be noncommercial, nonsectarian, and nonpartisan. It shall endorse no commercial enterprise and no candidate for public office. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any other purpose not appropriately related to the promotion of the objectives of the organization.
3. The organization shall serve in an advisory capacity to the school administration in matters consistent with the objective of this organization.

Article IV- Membership

1. The membership of the organization shall consist of all interested parents, guardians, and educators of Zach Elementary School.
2. All members of the organization shall be entitled to vote and to hold office.

Article V – Officers and Their Election

1. Each officer of this parent teacher organization shall be a member of the organization.
2. The elected officers of this organization shall be president, vice-president, secretary, and treasurer. Two persons may hold any office in a cooperative effort.
3. Officers shall be elected annually by a majority voice or ballot vote at a designated meeting.
4. Officers shall serve for a term of one year. No person shall hold a term of office more that two years. A person who has served in an office for more than six months of a full term shall be deemed to have served a full term in such office.
5. The members at a designated meeting shall nominate officers.
6. A list of the nominated officers shall be published in the parent newsletter prior to the election.
7. The consent of each candidate shall be obtained prior to having his/her name placed in nomination.

8. Additional nominations may be made from the floor during the annual election meeting, provided the consent of each candidate has been obtained.
9. A vacancy occurring in any office shall be filled for the expired term by a person elected by a majority of members present at a designated meeting.
10. If an office remains unfilled after election, it shall be considered a vacant office to be filled by a majority of members present at a designated meeting.

Article VI – Duties of Officers

1. The president shall preside at all meetings of the organization and the executive board; be a member ex-officio of all committees; have general supervision over the affairs of the organization; perform such other duties as may be prescribed in these bylaws, or as assigned by the organization.
2. The vice-president shall perform the duties of the president in the absence or inability of that officer to act; and perform other duties as assigned by the organization.
3. The secretary shall keep an accurate record of the proceedings of all meetings of the organization; be prepared to refer to minutes of previous meetings, attend to correspondence; maintain a current list of the members of the organization, write a short summary of the meeting for the parent newsletter each month, and perform other duties as assigned by the organization.
4. The treasurer shall prepare and present the annual budget to the membership for their approval at a designated meeting, receive all monies of the organization and deposit them in the name of the organization; keep an accurate record of receipts and expenditures; pay out funds as authorized by the organization; present a financial statement at each business meeting of the organization and at other times, when requested by the organization; keep the membership informed of expenditures as they relate to the budget adopted by the organization and make an annual financial report to the organization which includes gross receipts and disbursements for the year.
5. Each officer upon the expiration of his/her term or in the case of resignation shall turn over to their successor, without delay, all records, books, and other materials pertaining to the office or position.
6. Each officer upon the expiration of his/her term, or in the case of resignation, shall turn over to the treasurer without delay, all funds and outstanding bills pertaining to the office or position.
7. Annual reports shall be compiled by the officers and chairpersons and filed with the president.
8. In the event an officer fails to perform appointed duties in a competent manner or as prescribed in the bylaws or standing rules, or fails to attend three consecutive meetings without adequate excuse, the board may declare his office vacant with majority vote.

Article VII – Executive Board

1. The executive board members of this organization shall be the president, vice-president, secretary, treasurer, teacher representative, and principal.
2. The term of office of the executive board members shall be one year.

3. The president shall serve as chairperson of the board.
4. The executive board shall transact necessary business in person, by phone, or email between meetings of the organization and such other business as may be referred to it by the organization.
5. One member in addition to the treasurer, may authorize the payment of routine organizational bills within the limits of the budget adopted by the organization, and may authorize the payment of other bills not to exceed a total of \$100.00 between meetings of the organization without the approval of the organization.
6. The executive board shall create committees as are deemed necessary to promote the objectives and to carry on the work of the organization.

Article VIII – Meetings

1. Regular meetings of this organization shall be held each calendar month of the school year unless otherwise ordered by the organization or the executive board. The executive board may call special meetings.
2. The president will prepare the agenda for the general meeting. Anyone wishing to be on the agenda should contact the president.
3. Election of officers shall take place at the annual election meeting.
4. The privilege of making motions, debating, and voting shall be limited to members of the organization.
5. Issues presented at the general membership meetings shall be decided by a simple majority vote.

Article IX-Standing Committees

1. There shall be such committees created by the executive board as may be required to carry out the work of the organization.
2. The president shall appoint the chairpersons of the committees.
3. The term of office for chairpersons shall be one year, or until successors have been appointed.
4. Committee chairs shall keep the organization informed of their committee's progress.
5. Reports shall be compiled annually by all chairpersons and filed with the president.

Article X-Amendments

These bylaws may be amended at any general meeting of the organization by a majority vote of the members present, provided notice of the proposed amendment(s) was given at a previous meeting, or thirty days written notice has been given to the membership.

Article XI –Parliamentary Authority

Robert’s Rules of Order shall decide all questions of order not provided in these bylaws.

Agenda to follow an established order of business:

1. Call to order.
2. Approval of minutes.
3. Officers’ reports including treasurer
4. Reports of standing committees.
5. Reports of special committees.
6. Unfinished business.
7. New business.
8. Announcements.
9. Adjournment.

Robert’s Rules of Order

Basic steps for action items:

1. Member addresses president.
2. President recognizes the member.
3. Member states motion. “I move....
4. Another member seconds the motion.
5. President repeats the motion and asks for discussion.
6. Members discuss motion, asks questions, and clarifications.
7. An amendment may be made to the original motion. “I move to amend by adding, deleting, changing, etc.”
8. President asks for a second.
9. President asks for discussion.
10. President calls for a vote.
11. Vote is taken.
12. President announces results of vote.

Article XII

The Zach Elementary Parent Teacher Organization By-Laws were approved on April 19, 2005.