

# **By-Laws of the Robert Gray Parent-Teacher Organization**

## **Article I**

The name of this organization is ROBERT GRAY PARENT-TEACHER ORGANIZATION.

## **Article II**

The purpose of this organization is to bring into closer relation the home and the school and to help parents and teachers cooperate in the education development of all students.

## **Article III**

- Section 1: This organization shall be non-commercial, non-sectarian and non-partisan.
- Section 2: This organization shall not have the power to enter into any financial obligation binding the organization beyond the fiscal year (July 1st).
- Section 3: This organization has adopted a Conflict of Interest Policy, which will be a separate document to the by-laws. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## **Article IV**

Membership and Donations

- Section 1: All parents or guardians of students enrolled at Robert Gray are members of the Robert Gray Parent-Teacher Organization. Donations may be made to the Robert Gray Parent-Teacher Organization (PTO).
- Section 2: Only members of a local unit shall be entitled to participate in the business of that organization. To vote in any election, or to be elected to any office, a person must be a member of the PTO.

## **Article V**

Officers and Elections

- Section 1: The officers of the organization shall consist of a president or co-presidents, vice president or co-vice presidents, secretary or co-secretaries, and treasurer. New officers shall be elected in April and shall serve for a term of one year.
- Section 2: The term of one year begins July 1st. No person shall serve in the same office for more than two consecutive years except by vote approval of the membership for each additional year. An officer having served eight months or more shall be said to have served a full year.

- Section 3: This is an independent organization which must be joined from a prior membership when children are transferred to Robert Gray from another school.
- Section 4: The nominating committee shall submit to the membership at least fifteen days prior to the election, a written and signed report of the names of one or more candidates for each office to be filled. Additional nominations may be made from the floor with the consent of the nominee. If only one candidate is nominated for each office, voting may be made by choice. Absentee or proxy ballots are prohibited. A majority of all votes cast is necessary to elect.
- Section 5: A vacancy occurring in an office shall be filled for the unexpired term by majority vote of members present at a regular meeting. Nominations shall be made from the floor and the election be by ballot if more than one nominee is presented. If a vacancy occurs in an office between May and September, the executive committee may elect an officer to serve until the first regular meeting.

## **Article VI**

### Duties of the Officers

- Section 1: The president or co-presidents shall preside at all meetings of the organization and shall appoint special committees, and shall perform all duties usually pertaining to the office of the president.
- Section 2: The vice president or co-vice presidents shall perform the duties of the president in the absence or inability of that officer to serve. The duties include that of being program chairman of the organization. In case of a vacancy in the office of president, the vice president shall take over the president's duties.
- Section 3: The secretary or co-secretaries shall record the minutes of all meetings of the organization and the executive board. The secretary shall keep and record of the standing and special committees. The secretary will keep all official minutes of the meetings in an official notebook / on-line record that is kept in the PTO office at Robert Gray Elementary School.
- Section 4: The treasurer shall receive and issue receipts for all monies of the organization. The treasurer will keep the records and disburse all funds authorized by the budget and signed by the president. The treasurer will close the books at the end of the fiscal year and submit them for an audit to an auditing committee of not less than three members appointed by the president. The treasurer will keep all official monthly treasurers' reports in an official notebook that is kept in the PTO office at Robert Gray Elementary School. At the end of the year, all records, including audit form, will be placed in the official notebook for the year. Notebooks will be kept for three years and then shredded and recycled. At any PTO sponsored event, the treasurer, plus one board member or the chairperson of the event, must count the money together or accompany each other to the bank.

The board member, or the chairperson, must initial the deposit slip from the bank to verify the deposit.

- Section 5: An office shall be declared vacant if an officer shall be absent three consecutive meetings, unless excused by the executive board.
- Section 6: All officers will keep a notebook that contains a job description, which they will update annually before passing it on to their replacement.

## **Article VII**

### Executive Board

- Section 1: The executive board shall consist of the officers of the organization, the principal of the school, and a staff representative and a chairman of the standing committees. A quorum of five officers and / or standing committee chairs is needed for voting to take place at a board meeting.
- Section 2: The executive board shall transact necessary business between the regular monthly organization meetings and such other business as may be referred to it by the organization. Recommendations of the executive board shall be presented to the membership for action.
- Section 3: Regular meetings of this board may be held monthly during the school year. A special meeting of the board may be called by the president or five members of the board.

## **Article VIII**

### Standing Committees

- Section 1: The term of office of a standing committee chairman shall be one year, except by vote approval of the membership for each additional year.
- Section 2: No chairman or committee shall undertake an action without the approval of the executive board.
- Section 3: Retiring chairman shall relinquish to their successors or to the newly elected president all books, records and supplies immediately upon leaving a chairmanship. They will update their job description notebook so that the person coordinating the event in the next year will know what they need to do for the event and when it needs to be done.
- Section 4: If funds are generated from a PTO-sponsored event, the disbursement of the funds will be voted on by the general membership annually, either before or after the event takes place.
- Section 5: Chairmen will report on the event at a meeting of the general membership after the event is completed. For example: who, what, when, where and expenses.

## **Article IX**

### Procedure for Changing By-Laws

- Section 1: By-laws shall be reviewed annually by the executive board.
- Section 2: By-laws may only be amended by the majority vote of those present at a regularly scheduled meeting of the general membership. The reminder notice that is sent home the week before the meeting must announce that changes to the by-laws are being proposed and will be reviewed at the meeting.
- Section 3: By-law changes must be presented and reviewed by the general membership at a regular PTO meeting at least one month prior to being voted on.

## **Article X**

### General Meetings

- Section 1: The general meeting agenda shall be as follows:
  - 1) Welcome/Flag salute
  - 2) Approval of Minutes
  - 3) Treasurer's Report
  - 4) Standing Committee Reports
  - 5) Old Business
  - 6) New Business
  - 7) From the Floor
  - 8) Adjournment
- Section 2: A quorum must exist to vote on any items brought forth during a general PTO meeting. The quorum will consist of no less than 11 members including the president or co-presidents.
- Section 3: Any emergency situation that cannot wait until a general meeting, pertaining to the finances of this PTO, must be discussed in a meeting with all executive board members and approved by a simple majority vote. The amount may be no more than \$100, up to a maximum for the year of \$500.
- Section 4: Robert's Rules of Order shall be the standard operating guidelines for all board meetings and general meetings.

## **Article XI**

### Annual Operating Budget

- Section 1: This local unit will carry over no less than \$5,000 in various accounts from the fiscal year July 1 to June 30.
- Section 2: The existing executive board, and the board elected for the new school year in April, shall together prepare an operating budget to present to the general membership at the May meeting. The general membership will vote on the new operating budget for the next school year no later than June 30. The budget is a

living and changing document and can be amended by a vote of the general membership at any time.

- Section 3: Permanent Grant Request Forms, filled out by the staff and kept by the treasurer, must be placed in the budget each spring unless otherwise notified by staff.
- Section 4: Staff must fill out a Grant Request Form when asking for money for items not budgeted. Expenditures for Grant Requests must be voted on at a general meeting of the PTO.
- Section 5: Grant Request Forms will be used to solicit input from staff and students in the event that extra money is raised and is available for expenditure.

## **Article XII**

### Dissolution Clause

In the event that the Parent Teacher Organization of Robert Gray Elementary dissolves, any unused funds, after paying all outstanding balances, are to be used at the discretion of the teaching staff.

Revised: May 15, 2007