

**BY-LAWS
OF THE COTTAGE GROVE PARENT TEACHER ORGANIZATION**

**ARTICLE I
Government**

Section 1

1.1.01 The Cottage Grove Parent Teacher Organization (“PTO”) officers shall consist of President (or Co-Presidents, or President/President-Elect), Vice President (or Co-Vice Presidents), Secretary and Treasurer.

Section 2

1.2.01 The PTO Executive Board (“Board”) shall consist of a President (or two Co-Presidents, or President/PresidentElect), Vice President (or two Co-Vice Presidents), Secretary and Treasurer. The Immediate Past President(s) and both School Principals may act as ex officio board members as requested by the Board.

1.2.02 The Board shall act on the general business of the organization. Board Members shall be expected to attend board and general membership meetings.

1.2.03 If a member of the Board leaves their position mid-term, the President(s) will appoint a replacement as soon as possible. The appointment is subject to approval by the Board.

Section 3

1.3.01 President (or Co-Presidents; or President/President-Elect): The President (or Co-Presidents) shall serve a two-year term. For President-Elect, the two-year term begins on an alternate year from a new President, and consists of one year as President-Elect and the following year as President or Co-President. The President shall preside over all meetings of the organization, manage the general affairs of the organization, and call special meetings as needed. The President shall create the annual calendar with input from the Board and ensures parent communication takes place in a timely manner. The President may supervise and coordinate the work of all committees and supervise the recruitment of all committee coordinator positions. The President may sign checks in the absence of the Treasurer. The President executes the “President’s To Do List.” The President shall act as liaison between other PTO organizations in the district and shall be responsible for reporting the activities of those PTO organizations to the PTO Board.

Section 4

1.4.01 1st Vice President (Cottage Grove School Liaison): The 1st Vice President shall serve a one-year term. The 1st Vice President shall act as an aide to the President and shall perform the duties of the President in the absence of that officer. The 1st Vice President shall be responsible for reporting to the PTO Board on the activities of Cottage Grove School, and provide leadership for PTO activities related to that building and its staff. The 1st Vice President shall execute the “1st Vice President’s To Do List” and perform such other duties as may be delegated by the President. If the President leaves his/her position mid-term, the 1st Vice President shall appoint a replacement as soon as possible. The appointment is subject to approval by the Board.

1.4.02 2nd Vice President (Taylor Prairie School Liaison): The 2nd Vice President shall serve a one-year term. The 2nd Vice President shall act as an aide to the President and shall perform the duties of the President in the absence of that officer and the 1st Vice President. The 2nd Vice President shall be responsible for reporting to the PTO Board on the activities of Taylor Prairie School, and provide leadership for PTO activities related to that building and its staff. The 2nd Vice President shall execute the “2nd Vice President’s To Do List” and perform such other duties as may be delegated by the President.

Section 5

- 1.5.01 Secretary: The Secretary shall serve a one-year term. The Secretary shall take minutes at each General and Board Meeting and distribute copies of the General and Board Meeting Minutes to all Board Members at the next monthly meeting for approval. Approved minutes shall be posted on the PTO website. The Secretary shall keep a record of all documents presented at each meeting and take roll at General and Board Meetings. The Secretary shall keep a back-up disk of all files of the Treasurer and update this disk annually at the end of each school year.

Section 6

- 1.6.01 Treasurer: The Treasurer shall serve a two-year term. The Treasurer shall receive all monies payable or paid to the PTO on behalf of the PTO. The Treasurer shall pay out funds in accordance with the annual budget approved by the general membership or projects approved by the Board. The Treasurer and President may sign checks for the PTO as required.
- 1.6.02 The Treasurer shall maintain accurate books and records of the monies received and disbursed on behalf of the PTO on the basis of the fiscal year. These responsibilities shall include reviewing and balancing the periodic statements issued by any financial institution at which the PTO maintains a checking and/or savings account. The Treasurer shall present a statement of account at every general meeting of the PTO and at other times when required by the Board.
- 1.6.03 The Treasurer shall be responsible for the preparation of tax returns.
- 1.6.04 The Treasurer shall be responsible for creating a back-up disk of all financial files at the end of each fiscal year and give it to the secretary to store.

Section 7

- 1.7.01 Past President (or Co-Presidents): It shall be the duty of the Past President to assist the Board and act as an advisor as requested.

Section 8

- 1.8.01 The Board shall establish standing committees as deemed necessary for each year.

Section 9

- 1.9.01 All materials and files of each Board Member should be turned over to the new Board Members by July 1 preceding the start of the new school year. Each Board Member is responsible for training his or her successor and transferring all pertinent files and documents by July 1. The new Board shall be independently functioning by July 1.

ARTICLE II Budgets

Section 1

- 2.1.01 The fiscal year will be from July 1 to June 30.

Section 2

- 2.2.01 Any expenditure over an approved budget for a specific project shall be approved at a general meeting with the affirmative vote of a majority of the members present.

Section 3

2.3.01 Any request for funding from the Special Request budget shall be submitted in writing by the respective principal at any general membership meeting and approved at the next meeting with the affirmative vote of a majority of the members present. If the Special request is time sensitive, the board members in attendance can vote to immediately bring the request to the general membership at the current meeting and bypass the requirement for the vote to occur at the next meeting.

Section 4

2.4.01 The Treasurer shall prepare a budget for the fiscal year, which will be approved by the Board and then approved at the general meeting in May with the affirmative vote of a majority of the members present.

Section 5

2.5.01 All non-operating expenditures will provide direct benefit to the students, with the exception of expression of appreciation to the staff.

ARTICLE III Officer Recruitment

Section 1

3.1.01 In April, the President shall determine which Board positions will be vacant for the following year. The President shall then notify the general membership of the vacancies and give any interested applicants the opportunity to apply for the open positions.

Section 2

3.2.01 The current Board shall approve the new Board members. If there is more than one candidate for a position, the current Board shall determine an appropriate method of selection.

Section 3

3.3.01 No officer shall hold the same office for more than two years in succession.

ARTICLE IV Meetings

Section 1

4.1.01 At least one General Meeting shall be held during each semester of the school year. One meeting shall include a decision by the general membership on fundraisers. One meeting shall include a decision by the general membership on the dispersal of funds.

4.1.02 In order to conduct business at all general membership meetings, the members present shall constitute a quorum. If there are less than eight voting members present, the President shall have the discretion to postpone a vote.

Section 2

4.2.01 Two-thirds of the Board Members shall constitute a quorum for transaction of business at a Board Meeting.

Section 3

4.3.01 Order Of Business

- Call to Order
- Introductions
- Principal Reports

- President's Report
- Vice President's Report
- Secretary's Report – Approve Minutes
- Treasurer's Report – Approve Financials
- Committee Reports
- Old Business
- New Business
- Adjourn

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