

# **CHURCHVILLE ELEMENTARY SCHOOL PTO BY-LAWS (UPDATED May 2, 2018)**

## **ARTICLE I: NAME**

The name of the Corporation is the CHURCHVILLE ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION, hereafter referred to as the PTO.

## **ARTICLE II: OBJECTIVES**

The objectives of the PTO are:

- (a) To foster the continued cooperation and communication between home and school and parents and teachers for the growth, education and overall welfare of the children and community.
- (b) To develop programs and projects which support the goals of the school.
- (c) To develop a relationship between the educators and the general public to promote physical, mental and social growth for all children.

## **ARTICLE III: BASIC POLICIES**

### **Definitions:**

**Executive Board Members:** President or two Co-Presidents, Vice President (none if two Co-Presidents), Recording Secretary, Corresponding Secretary, and Treasurer. (The number of Treasurers and Secretaries will be determined at the Executive Board's discretion.)

**General Board Members:** All Committee Chairpersons, the Principal, and Teacher Representatives

**Board Meetings:** PTO executive board meetings, are open to the Churchville Elementary School Community, and will be held quarterly; additional meetings may be called by the Executive Board, as necessary.

**PTO Member:** Any person who has paid the required PTO membership dues and is a member of the Churchville Elementary School community. PTO members are entitled to participate in the voting process at monthly PTO meetings, and are eligible to hold a Committee Chair or Executive Board Member position, within the defined criteria for said positions. General PTO members have a monthly meeting.

### **Section 1**

The PTO shall operate in a manner that shall promote the policies and objectives set forth herein, including the guidelines contained in the Policy Manual that is attached hereto and incorporated herein.

### **Section 2**

The PTO shall be non-commercial, non-sectarian and non-partisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular business of the organization.

### **Section 3**

The PTO shall 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.

### **Section 4**

The PTO shall work with the school to support educational opportunities for all children; it shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated to the people elected and/or appointed to the Board of School Directors.

### **Section 5**

The PTO may cooperate with other organizations and agencies active in child welfare and education, provided its representatives make no commitments that bind this organization.

### **Section 6**

The PTO is perpetual. However, in the event of dissolution of this organization, guidelines are specified in Article XII.

### **Section 7**

The PTO funds shall always be used to the benefit of the school and its students and shall not be diverted to other organizations and/or charities of any kind except as defined in the Policy Manual.

### **Section 8**

**BEHAVIOR CLAUSE** - All PTO sponsored events should contain the following information in the marketing materials:

“This event is sponsored by the Churchville Elementary PTO. Although it is designed to be fun and engaging, we still need to keep in mind that the safety of all participants is our #1 priority. During this event, students must be accompanied and supervised by a parent or parent designated adult at all times. Students are only permitted in the designated areas in which the event is taking place. Please remind your child(ren) to be careful. No school nurse will be present at this event. As always, we appreciate your continuous support and cooperation”.

### **Section 9**

These Basic Policies shall be supplemented by a Churchville Elementary School PTO Policy Manual which shall be reviewed and updated on an as needed basis by the Parliamentarian and a volunteer committee. All changes must be approved by the Board.

## **ARTICLE IV: MEMBERSHIP AND DUES**

### **Section 1**

Membership in the PTO shall be open to parents and legal guardians of the students attending CHURCHVILLE ELEMENTARY SCHOOL and faculty and staff of the school. Additional traditional/non-traditional family members may also join the PTO at the Executive Boards discretion.

### **Section 2**

The amount of the annual dues shall be reviewed and voted upon each May at the Annual Meeting.

**Section 3**

The total amount shall be made available for the exclusive use and benefit of the organization.

**Section 4**

Only members of this organization shall be eligible to vote in its meetings or to serve in elective or appointed positions. Any and all PTO members in good standing who submit their names for nomination as a Committee Chair, and/or Executive Board Member shall be placed on the ballot in accordance with the guidelines provided for each position in these By-Laws and the Policy Manual.

- (a) Any person elected in the previous school year for positions in the current school year, including Executive Board Members, General Board Members, and Homeroom Parents, must pay the current PTO dues by September 30th or they may be asked to step down from their positions.
- (b) If any Churchville Elementary family is unable to pay their PTO dues because of financial difficulty or hardship, they may request exemption from the Executive Board for the current school year.

**ARTICLE V: ELECTION OF OFFICERS/COMMITTEE CHAIRPERSONS AND TERMS OF OFFICE**

**Section 1**

The elected officers of the PTO shall be President or two Co-Presidents, Vice President (none if two Co-Presidents), Recording Secretary, Corresponding Secretary, and Treasurer.

**Section 2**

Officers shall assume their official duties on July 1<sup>st</sup> for the next current school year and shall serve a term of two years. If no other person steps forward, an officer can serve one more term. If more than one person seeks any particular position during that time or at any time, a written ballot election shall be held between all persons seeking said position at the April Meeting.

**Section 3**

Committee Chairpersons shall be selected bi-annually. Committee chair positions do not have any prerequisite requirements.

**Section 4**

There will be a 6<sup>th</sup> grade PTO that works in parallel to the Churchville Elementary School PTO. It is run by a Chairperson or Co-Chairperson and a Treasurer. However, due to the extensive scope of the position of 6<sup>th</sup> grade committee chair, it is strongly suggested that at least one of the co-chairs has previous experience as a committee chairperson.

**Section 5**

Each year there shall be an appointed Nomination Chairperson to oversee officer and committee Chairperson nominations.

**Section 6**

Bi-annually there shall be an appointed Nominating committee to facilitate the nominations for Executive Board elections. This committee will be chaired by the Nomination Chairperson and will

consist of 3-5 people. Two of the members are to be appointed by the President and the remaining members are to be volunteers. The President shall not serve on this committee.

## **ARTICLE VI: ELECTIONS OF OFFICERS**

### **Section 1**

The Nominating Committee shall select at least one nominee for each office to be filled and submit their report at the meeting in March. The election will be held in April. New officers will work in conjunction with current officers until they officially take over their positions on July 1.

### **Section 2**

Following the report of the Nominating Committee at the March meeting, an opportunity shall be given for nominations from the floor.

### **Section 3**

Nominees for President shall have served as another elected officer or as a chairperson of a Standing Committee for at least one term and have attended at least four regular meetings during one school year. Nominees for Vice-President, Secretary and Treasurer should have attended at least four regular meetings during one school year.

### **Section 4**

Only the names of those who have consented to serve if elected shall be placed in nomination, either by the Committee or from the floor.

### **Section 5**

A secret written ballot election shall be held at the April meeting, if necessary and the officers shall be installed at the May meeting so that they may work in conjunction with the current year's officers to gain experience and ensure a smooth transition.

- (a) In order for a vote to occur for Executive Board member positions there must be a quorum of at least 10 PTO members at the April meeting. If no quorum is present then the election will be postponed until the May meeting.
- (b) If there is but one nominee for that office, it shall be in order that the Recording Secretary cast the elective ballot of the PTO for that nominee.
- (c) Nominating committee counts the ballots.
- (d) In the event of a tie, the deciding vote will be cast by a vote of the Board members present at the regularly scheduled April meeting.

### **Section 6**

A vacancy occurring in an Executive Board office shall be filled by a majority vote of the remaining members of the Board, due to notice of such election having been given to the general membership. In case a vacancy occurs in the office of President, the Vice-President shall serve until the completion of the term.

- (a) An Executive Board Member, elected or appointed, may be removed from office for improper use of funds (see Article VIII), for failure to perform, discharge the duties and responsibilities of said position or office, by a majority vote of the Executive Board and the General Board.

- (b) A Committee Chairperson, elected or appointed, may be removed from office for improper use of funds (see Article VIII) or for failure to perform. They may be discharged the duties and responsibilities of said position or office, by a majority vote of the Executive Board and the General Board.
- (c) Any vacancy of officer Executive Board positions shall be filled in accordance with the requirements set forth above. Chairperson vacancies shall be filled at the Executive Board's discretion.

**ARTICLE VII: DUTIES OF OFFICERS**

**Section 1**

- (a) The President/Vice President shall preside at all meetings of the Organization and of the Executive Committee and shall be a member ex officio of all committees, except the Nominating Committee and shall perform all other duties usually pertaining to the office.
- (b) The Vice President shall act as aide to the President and shall perform the duties of the President in the absence, request, or inability of that officer to serve.
- (c) The duties of the Recording Secretary shall be to keep an accurate record of all meetings of the Organization, post them online, and shall perform such other duties as may be delegated to him/her.
- (d) The Corresponding Secretary shall handle all correspondence as directed by the Executive Board to the General Membership.
- (e) The Treasurer shall:
  1. Receive all money of the organization
  2. Keep an accurate record of all receipts and expenditures
  3. Distribute funds in accordance with the approved budget authorized by the Executive Board and at other times as authorized by the Organization and the Executive Board
  4. Present a financial statement at every meeting of the Organization and at other times when requested by the Executive Board or any member of the Organization
  5. Maintain bank accounts in which all monies collected shall be deposited
  6. Submit an annual report at the end of the fiscal year
  7. Receive all money of the organization
  8. Deposit all money within five business days of receipt
  9. Maintain deposit slips/logs, provide for review upon request

**ARTICLE VIII: EXECUTIVE COMMITTEE**

**Section 1**

The Executive Board shall consist of the elected officers of the PTO, the principal of CHURCHVILLE ELEMENTARY SCHOOL, a teacher representative and the Parliamentarian. The Principal, teacher representative and Parliamentarian shall be non-voting members of the Executive Board.

**Section 2**

The duties of the Board shall be:

- (a) To transact necessary business between PTO meetings and such other business as may be referred to it by the PTO
- (b) To create Standing and Special Committees
- (c) To present reports at any and all meetings of the PTO
- (d) To act as a liaison between the District and the Churchville Elementary School population.

**Section 3**

If there is evidence that an officer is unable or unwilling to perform their duties as required, they may be excused from their office by a two-thirds vote of the executive committee.

**Section 4**

A vacancy occurring in an office shall be filled by a majority vote of the remaining members of the Executive Board, due to notice of such election having been given. In the case where a vacancy occurs in the office of president, the vice-president shall serve until the completion of the term.

**ARTICLE IX: STANDING AND SPECIAL COMMITTEES**

**Section 1**

Such standing committees shall be created by the Board as are described in the PTO Policy and as may be required to promote the objectives and interests of the PTO.

**Section 2**

The chairperson and co-chairpersons of the Standing Committees shall be selected by the Executive Board unless provided otherwise in these By-Laws. Their terms shall be for two year. A vacancy occurring in the chairpersonship of a Standing Committee shall be filled by appointment by the Executive Board.

**Section 3**

No person shall be eligible to serve more than two consecutive terms in the same chairpersonship unless there is no other person willing to take that chairpersonship.

**Section 4**

Chairpersons of all Standing Committees shall present plans of work to the Board and no work shall be undertaken without the approval of the Board before the event commences.

**Section 5**

The power to form Special Committees and to appoint their Chairperson rests with the Executive Board. Since a Special Committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is completed and its final report is accepted or adopted.

**AUDIT COMMITTEE:** As Audit Committee, members shall audit the books of the PTO at the end of the school year. Upon satisfaction that the Treasurer's annual report is correct, the Audit Committee shall sign a statement of that fact at the end of the report. The Audit Committee shall be appointed by the Nominating Chairperson.

**BY-LAWS COMMITTEE:** A By-Laws Committee shall be formed every 3-5 years to review the By-Laws and Policy Manual of the PTO. The By-Laws Committee shall consist of the Parliamentarian, who shall chair the Committee, 2-3 volunteers and the Executive Board. The By-Laws Committee shall submit any proposed amendments and revisions to the PTO. At the next scheduled meeting, the PTO will vote on whether or not to adopt the proposed revisions. (See Article XIII)

### **FINANCE COMMITTEE:**

- (a) Responsible for preparation of the budget, researching and recommending purchases, arranging for an audit and approving the treasurer's annual financial report.
- (b) Consists of the PTO board, the principal and two or three other members.
- (c) The treasurer is the chairperson. The past president and/or past treasurer should be present at new board transition Finance Meetings when the budget is prepared and presented. If the past president and /or past treasurer can't, then past executive board members shall preside.
- (d) Money collected during a fiscal year shall, as nearly as possible, be used to finance the current year's expenditures. Anticipated expenses over the budget shall be approved by the Board. An exception may be made for special projects, such as for a major purchase, approved by the PTO Board present at the monthly meeting during which the matter is discussed. Such projects may be funded over a period not to exceed two years unless extended by approval of the PTO Board.
- (e) The fiscal year shall begin July 1st and end June 30th.

### **NOMINATING COMMITTEE:**

- (a) Bi-annually there shall be an appointed committee, composed of either 3-5 members. Two of the members are to be appointed by the President and the remaining members are to be volunteers. The Nominating Chairperson will serve as Chairperson of this committee. The President shall not serve on this committee.
- (b) See Article V, Election of Officers, for the procedures of the Nominating committee.

### **ARTICLE X: MEETINGS**

- (a) Regular meetings of this Organization shall be held during the school year on a monthly basis. At the first PTO meeting, the schedule of that year's meetings will be presented. Announcement of all PTO meetings will be posted to the school's PTO webpage, sent to the membership by e-mail (as available), and posted in a conspicuous place within the school at least 7 days prior to the meeting. Meetings shall be held on either mornings or evening at the discretion of the Executive Board.
- (b) Special meetings may be called by the Executive Board Members, five days notice having been given.
- (c) Only members whose current dues are paid in full shall have the privilege of holding office and voting.
- (d) The Executive Board shall hold Executive Board Meetings on a quarterly basis during the school year. At a working meeting of the Executive Board, a majority shall constitute a quorum. The President or a majority of the Members of the Executive Board may call special meetings of the Executive Board. The Executive Board may hold a vote on Executive Board issues via e-mail as long as the final result is printed out and placed with the Executive Board meeting minutes. Minutes of Executive Board meetings, including e-mail voting results, shall be posted to the school's PTO webpage and sent by e-mail (as possible) to the general membership within 7 days of the meeting.
- (e) Ten active PTO members shall constitute a quorum for the transaction of business requiring a vote at any meeting of the PTO. In the event that a quorum is not present, or cannot be raised, the Executive Board may poll absent members of the Board and the General Board by e-mail to obtain their vote or table the motion until the next meeting. All polled votes shall be recorded and entered into the minutes.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

- (a) Robert's Rules of Order Newly Revised shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with these By-Laws.
- (b) An active membership list will be presented to the Parliamentarian and amended as new members join.
- (c) The Parliamentarian will be a non-voting member of the Executive Board. Neutral party per Robert's Rules in governing an organization.

## **ARTICLE XII: DISSOLUTION**

In the event of the dissolution of the PTO, its assets, less liabilities still due and owing, shall be directed to educational services of CHURCHVILLE ELEMENTARY SCHOOL at the discretion of the school principal and in accordance with state and federal tax codes.

## **ARTICLE XIII: AMENDMENT PROCEDURES**

### **Section 1**

The By-Laws and Policy Manual may be amended at any regular meeting of the PTO by a two-thirds vote of the members present and voting, provided that notice of proposed amendment shall have been given at the meeting previous to the meeting at which the amendment is voted upon.

### **Section 2**

A By-Laws Committee may be appointed to submit a revised set of By-Laws and/or Policy Manual, before their afore mentioned review as a substitute for the existing By-Laws and/or Policy Manual only by a majority vote at a regular meeting of the PTO or by two-thirds vote of the Board. The requirements for adoption of a revised set of By-Laws and/or Policy Manual shall be the same as in the case of an amendment.