

Constitution and By-Laws of the Forest Dale Elementary School Parent Teacher Organization

Article I: Name

The name of the organization shall be the Forest Dale Elementary Parent Teacher Organization, or FDE PTO.

Article II: Objectives

Section 1. The FDE PTO shall have as its objectives:

- a. To promote child welfare in school, home, and community.
- b. To bring the home and the school into closer relationship in the interest of the child. In so doing, this organization will furnish a channel through which parents, teachers and others may express their interest in the child, in the home, and in the school and community.
- c. To contribute to the highest possible standards of the home and the school.

Section 2. The FDE PTO is not responsible for the direction or technical activities of the school, but serves only to represent students and families in school matters as needed.

Article III: Membership

Section 1. The members of the FDE PTO shall consist of all parents, guardians, teachers, staff and administration of Forest Dale Elementary.

Section 2. Annual dues, if collected, are optional and are payable at the beginning of the school year, and shall be used for the operational expenses of the FDE PTO.

Article IV: Meetings Forest Dale PTO

Section 1. There shall be a minimum of three (3) All Parent PTO meetings during the school year.

Section 2. The dates of the meetings, when possible, should be scheduled so as not to conflict with any other FDE scheduled function.

Section 3. Additional meetings may be called by the President(s) of the FDE PTO, the Executive Board, the Principal of the school, or on petition in writing of five (5) PTO members in good standing. A written notice should be received five (5) school days prior to the meeting.

Section 4. A minimum of ten (10) current members shall constitute a quorum.

Section 5. A two-thirds (2/3) majority of the membership present shall be required to pass any motion.

Article V: Officers

Section 1. The elected officers of the FDE PTO shall be the President, Optional Co-President, Vice President (President-Elect), Optional Co-Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer. These officers shall perform the

duties prescribed by these by-laws adopted by the FDE PTO.

Section 2. All elected officers and committee chairpersons shall be members of the FDE PTO.

Section 3. The office of President, Co-President, Vice President, Co-Vice President, shall not be filled by the same person for two (2) consecutive terms. This shall not include vacancies filled by Executive Board appointment. The office of the Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer may be filled by the same person for two (2) consecutive terms.

Section 4. A vacancy occurring in an elective office shall be filled by Executive Board appointment for the remainder of the term.

Section 5. The presidential nominee(s) shall have served previously on a PTO Executive Board or as a PTO committee chairperson, preferably in the year preceding the term of office as President or Co-President.

Section 6. Election shall be made by a majority vote of those present at a spring General PTO meeting. The Election shall be made by acclamation or by majority vote of those present.

Section 7. The officers shall assume their duties at the close of the last student day of the school year.

Article VI: Duties of Officers

Section 1 The President(s) or Vice President(s) shall preside at all General PTO and Executive Board meetings of the organization, be ex-officio members of all committees, appoint special committees, and perform all other duties usually pertaining to the office. The President shall serve on the school district's Coordinating Council Committee and PALS Committee. The President(s) shall notify all board members of meeting dates, time and place.

Section 2. The Vice-President shall preside in the absence of the President(s), act as aide to the President(s), and is available to carry out other special assignments that may arise in preparation to assume the position of President the following school year. The Vice-President shall serve on the school district's Coordinating Council Committee and PALS Committee. The Vice-president is responsible for recruitment of Executive PTO Board and PTO Committee Chair positions for the following school year.

Section 3. The Recording Secretary shall keep a correct record of all General PTO and Executive Board meetings of the FDE PTO; and shall maintain all books and records pertaining to the business of the organization with the exception of the records of the Treasurer. Minutes will be made available to meeting participants and upon request. A general meeting reminder will be sent home to families if possible.

Section 4. The Corresponding Secretary shall be responsible for all formal correspondence, gift giving, and donations of the Organization pursuant to the gift giving policy.

Section 5. The Treasurer shall receive all money of the organization, be the primary signer for expenditures, and shall be responsible for maintaining an accurate record of the receipts and expenditures. The Treasurer shall prepare the budget with the outgoing President(s), Vice-President (s)(President(s)-Elect), and, the Assistant Treasurer for approval upon the first Executive Board Meeting of the year. The Treasurer shall be responsible for the timely filing of all federal and state tax returns and required financial and statutory documentation. The current fiscal year end is June 30.

Section 6. The Assistant Treasurer shall shadow and assist in all duties of the Treasurer in preparation to assume the position of Treasurer the following school year. The Assistant Treasurer will provide a segregation of duties by maintaining the record of receipts and expenditures and reconciling financial accounts.

Article VII: Executive Board

Section 1. The Executive Board shall consist of the President(s), Vice-President(s), Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Past President and the Principal of the school.

Section 2. The Executive Board shall transact all necessary business between General PTO meetings and coordinate with and support the PTO Committee Chairs, fill vacancies in elected offices, and make recommendations to the PTO membership for their acceptance or rejection.

Section 3. FDE PTO grants less than or equal to \$1,000 may be approved by the Executive Board. Any grant exceeding that amount must be approved at a general PTO meeting.

Section 4. The Executive Board will maintain a minimum carry over balance of \$1,000 for the next school year.

Section 5. A two-thirds (2/3) majority of those members of the Executive Board present shall be required to pass any motion.

Section 6. Meetings shall be called as deemed necessary pending notification of all Executive Board members.

Section 7: Banking and Contracts: The Executive Board must approve the opening and/or closing of any bank accounts as well as the execution of any binding contracts or agreements between the PTO and any outside vendors. There must be 2 signatures of Board members (excluding the combination of Treasurer and Assistant Treasurer to count as two) to execute any such agreements as mentioned above.

Section 8: Slating Committee: The Slating Committee will consist of the Vice President and

President(s) under the advisement of the Principal. A slate of officers will be presented in writing to members at least four (4) weeks preceding the election. Additional nominations may be made with the previous consent of the nominees. These nominations must be submitted to the slating committee, in writing, two (2) weeks prior to the election. The Slating Committee shall also appoint PTO Committee Chairs.

Section 9: Attendance to Executive Board Meetings: All Executive Board Members must attend 66% of Board Meetings in order to be considered for the next years PTO Executive Board Slate.

Article VIII: PTO Committee Chairs

Section 1. The PTO Committee Chairs shall oversee the operation and responsibilities of the various FDE PTO committees. The PTO Committee Chairs and the committees they represent should be evaluated each year. Chairs and committees may be added, as deemed necessary by appointment of the president(s).

Section 2. The chair of each PTO committee shall submit major changes to the Executive Board for approval.

Article IX: District Committees (new heading previously included in VIII)

Section 1. The Carmel Clay Coordinating Council is composed of the following members: the Carmel Clay Superintendents, the PTO President(s) and Vice-President(s) of all Carmel Clay PTOs. The main function of this Committee is to communicate current issues and activities District-wide. PTO representatives serve as school liaisons. PTO Presidents serve as Chairperson on an annual rotating basis.

Section 2. The PALS committee is composed of the following members: the PTO Presidents(s) and Vice-President(s) of all Carmel Clay Elementary schools. The main function of this Committee is to share information.

Article X: Amendments

These By-Laws may be amended at any All Parent PTO meeting of the FDE PTO by a 2/3's majority of members present following the quorum rules stated under general meetings. Proposed amendments shall be submitted in writing by the Executive Board Committee one month prior to the vote. Notice of the proposal to amend must be given at the previous Executive Board meeting, at least 2 weeks prior to the vote. These By-Laws shall be reviewed every three (3) years and/or revised if deemed necessary by the Executive Board.

Revised January 2023