

**MARTELL ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION
BY-LAWS**

**Revised February
11, 2019**

MARTELL ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION BY-LAWS

ARTICLE I - NAME

- The Martell Elementary School Parent Teacher Organization referred to as The Martell PTO.

ARTICLE II - ARTICLES OF ORGANIZATION

- The PTO is an incorporated organization of its members. These by-laws as amended constitute the Articles of Organization.

ARTICLE III - OBJECTIVES

- The objective of the PTO shall be to develop a good relationship between home and school, to assist the school in providing the best education opportunities for the children and to provide opportunities for Martell families to interact and socialize.

ARTICLE IV - BASIC POLICIES

1. The PTO shall be noncommercial, nonsectarian and non partisan.
2. The name of the PTO or the names of any members in their official capacities shall not be used in any connection with any partisan interest or for any purposes not appropriately related to promotion of the objects of the PTO.
3. The PTO may engage in activities which influence legislation and matters which affect the welfare and education of the children. The PTO shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
4. The PTO shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control their policies.
5. The PTO may cooperate with other organizations and agencies concerned with child and youth welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO unless authorized by the Executive Board.
6. In event of the dissolution of the PTO, its assets shall be donated to the school as directed by the current Executive Board.
7. No outside sales will be endorsed by the PTO, if a parent conducting the sale profits directly from the amount of these sales. An exception will be made if the items are personalized with the Martell name or logo as an integral part of the product and it is a program, a proposal must be submitted to the General Membership for their consideration.

ARTICLE V - MEMBERSHIP AND DUES MEMBERSHIP

- Membership in the Martell PTO shall be made available to any individual who has a child enrolled at Martell, or is a Martell staff member. These individuals shall also subscribe to the purposes and basic policies of the organization. Membership shall not be denied on the basis of race, color, creed, or national origin.

ARTICLE V - MEMBERSHIP AND DUES-continued DUES

- Each family unit or school staff member of the PTO shall pay annual dues as prescribed or needed by the PTO Executive Board.

ARTICLE VI - EXECUTIVE OFFICERS AND THEIR ELECTION

1. The Executive Officers shall consist of a President, Vice-President, Secretary, Treasurer and Past President (at initial planning meetings). The Executive Officers may include co- chairs for each of the positions mentioned.
2. Board members shall be elected by ballot annually in the month of May.
 - a. Nominations for the PTO officers shall be accepted from the floor at the March general meeting.
 - b. A list of nominees for all board positions should be submitted to the general membership at least 2 weeks prior to the elections. Additional nominations may be made by the membership in writing to the PTO Secretary up to four days prior to the election.
 - c. Only those names of persons who have signified their consent to serve shall be placed on the ballot.
3. The officers, except for the Treasurer, shall assume their official duties the day following the last official school day. The Treasurer shall assume their official duties on July 1st. All officers shall serve for a term of two years.
4. If a vacancy occurs in an elected office, except that of the President, the unexpired term of such office shall be filled by appointment of the remaining members of the Executive Officers. A vacancy occurring in the office of the President shall be filled by the Vice President. If a 5th grade parent is elected for a 2 year term, the vacancy after the first year will be filled in accordance with these bylaws, specifically Article VI, Section 4
5. Executive Officers shall only hold one Executive position during any one term of office.
6. Officers can be removed from office if they fail to perform their duties and jeopardize the integrity of the PTO, by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

ARTICLE VII - DUTIES OF THE EXECUTIVE OFFICERS

SECTION 1 - PRESIDENT

1. Compile agenda and preside at all meetings of the PTO.
2. Perform such duties as may be prescribed in these By-Laws or assigned to him/her by the PTO or Executive Board, in accordance with Article VIII.
3. Coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.
4. Act as liaison between the School and PTO; including article in weekly school newsletter, as or if requested to do so.
5. Represent Martell at such district meetings as required, including PTO President's Council.
6. Shall approve all communications distributed to the general membership in conjunction with the Executive Board prior to Principal approval.
7. Shall have the authority to sign checks when Treasurer is not available.
8. Shall act as Volunteer Coordinator as needed

SECTION 2 - VICE PRESIDENT

1. Preside at meeting of the PTO or represent the PTO at functions when the President is unable to attend.
2. Act as aid/s to the President.
3. Shall act as Volunteer Coordinator as needed.

ARTICLE VII - DUTIES OF THE EXECUTIVE OFFICERS-continued SECTION 3

- TREASURER

1. Shall have custody with the Executive Officers of all the funds of the PTO.
2. Shall keep a full and accurate account of receipts of expenditures.
3. Shall make disbursements in accordance with the approved budget as authorized by the PTO, or the Executive Board.
4. Shall present a financial statement at every meeting of the PTO and at other times when requested by the Executive Board.
5. Present the final report for the previous year at the first PTO meeting of the new fiscal year.
6. Shall be responsible for the maintenance of such financial books.
7. Work in conjunction with the Executive Officers to make a proposed annual budget for the year before the first Executive Board meeting of the new fiscal year.
8. Prepare budget for general membership review at first meeting and final approval at the November meeting.
9. Provide vouchers and information to the Committee Chairpersons and the Executive Board about procedures for handling finances. The board reserves the right to add a formal Cash Handling Policy
10. Organize financial data for filing any records required outside the organization.

SECTION 4- SECRETARY

1. Record the minutes of all meetings of the PTO and the Executive Board.
2. Type minutes and present to general membership for approval at the next meeting, prior to posting wherever the Board deems fit.
3. Conduct the correspondence of the PTO, , including coordinating with chairpersons on correspondence to speakers and sponsors.
4. Submit minutes electronically to Martell Web Manager to be posted on the school website.
5. Submit requests to Troy School District for building reservations for all PTO sponsored events.

All Officers:

- Shall perform the duties prescribed in the parliamentary authority, in addition to those outlined in these by-laws and those assigned from time to time.
- Shall deliver to their successors all official material no later than ten days following the meeting at which new officers assume their duties.

ARTICLE VIII - FINANCIAL AND EXPENDITURES FINANCIAL

1. Two authorized signatures are required for all checks over \$500.00.
2. Maintain a savings account balance of \$2,000 at all times.
3. The fiscal year will begin July 1st and end on the following June 30th.
4. The annual tax returns shall be prepared by an outside accountant.
5. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.
6. A "Request for Funds" form is required for the expenditures of excess PTO funds.

ARTICLE VIII - FINANCIAL AND EXPENDITURES-continued EXPENDITURES

1. The Board requires that at least two written estimates be obtained and presented to the Board for approval for any expenditure over \$1,000.
2. All requests for expenditures over \$1,000 must be submitted to the Board one month prior to date of vote.
3. All discretionary or non-essential expense will not be reimbursed until November 1st of the current operating year. Such expenditures are based on the outcome of the major fall fundraiser, and results of this event are not completed until that time.
4. Gifts for bereavement and/or medical circumstances for staff or student families may be given at the discretion of the Executive Board, at an amount not to exceed \$75.

ARTICLE IX - EXECUTIVE BOARD

1. The Executive Board shall consist of the elected officers of PTO, the school principal or a representative appointed by him/her, a teacher representative and any other deemed necessary.
2. Regular meetings shall be held monthly, dates to be scheduled at the first Executive Board meeting prior to the start of the school year. Special meetings may be called by any two board members, with 24 hour notice.
3. The duties of the Executive Board shall be to: (a) transact necessary business in the intervals between general PTO meetings; (b) create special committees; (c) approved the plans of work of special committees.

[ARTICLE X- NOMINATING COMMITTEE was deleted in the May 2010 revisions]

ARTICLE XI-STANDING AND SPECIAL COMMITTEES

1. A standing committee, if any, shall be an ongoing committee performing specific recurring duties throughout the year. The members and the chairperson of the standing committees shall be appointed by the Executive Board.
2. A special committee, if any, shall be created for a specific purpose with a pre-determined amount of time. The members and the chairperson of the special committee shall be appointed by the Executive Board.
3. Shall transact necessary business in the intervals between PTO meetings and shall transact other business as may be referred to it by the organization.
4. The Executive Board may create such standing committees as it may deem necessary to carry on the work of the PTO.
5. The Chairperson of each committee shall present a plan of action to the Executive Board for review and provide ongoing updates to the Board until the time of the event.
6. Shall present a final report at the close of the event.
7. Committee Chairpersons may not serve more than two consecutive one-year terms in the same position. After completion of a two-year term, the position of committee chair will be advertised as a vacancy. If no candidate comes forward for a position, the incumbent has the option to continue in that role.

ARTICLE XII - GENERAL MEETINGS

1. The general meetings of the PTO shall be held on a regular basis throughout the school year.
2. The Executive Board may call special meetings.
3. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the PTO Secretary.

ARTICLE XII - GENERAL MEETINGS-continued

4. A quorum shall be made up of 10 members.

ARTICLE XIII- PARLIAMENTARY PROCEDURES

1. Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are in not conflict with these bylaws.

ARTICLE XIV - ADMENDMENTS

1. These by-laws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present assuming a quorum, provided that notice of the proposed amendment shall have been given at the previous general meeting of the PTO.
2. A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws either by a majority vote at a meeting of the PTO, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

These by-laws have been revised, approved, adopted and supersede all previous renditions this 11th day of February, 2019.