

**WILLMOORE PARENT  
TEACHERS  
ORGANIZATION  
BYLAWS**



**Will-Moore Parent Teachers Organization Bylaws**

September 2013

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## **ARTICLE I - NAME**

The name of this organization shall be the Will-Moore Elementary Parent Teachers Organization.

## **ARTICLE II - PURPOSES**

The purpose of this organization shall be:

1. To promote the interests of education at the elementary level.
2. To support the highest possible standards of teaching and supervision.
3. To foster the spirit of cooperation between parents and teachers.
4. To raise money for special projects.

## **ARTICLE III –POLICIES**

1. The program of this organization shall be educational and shall be implemented through committees, projects, and events.
2. This organization shall be non-commercial, non-sectarian. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the organization.
3. This organization shall not seek to direct the administrative activities of the school, or to control its policies.
4. This organization may cooperate with other organizations and agencies active in child welfare, provided they make no financial nor manpower commitments, which bind their members.
5. All funds shall be kept in a checking account in the name of Will-Moore Parent Teacher Organization, requiring one or two signatures of the Office Holders.
6. The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.
7. Reimbursement requests shall be accompanied with a receipt and must be made within 45 days of the expenditure, otherwise the request will be denied.

## **ARTICLE IV-MEMBERSHIP**

Membership shall be granted to all parents of children attending Will-Moore Elementary School, and all teachers and staff at said school. All members are encouraged to volunteer for committees or events they have an interest or expertise in. But at no time may a member act as a representative of the PTO without the permission of the Executive Committee.

## **ARTICLE V – MEETINGS**

### **1. OCCURANCE**

General membership meetings will usually occur monthly during the school year. There shall be a minimum of four general membership meetings of this organization each school year, with at least one meeting held in each 9 week period during the school year. Dates and times of the meetings shall be set by the organization president after consultation with the school principal or his designee. Other meetings shall be held at the call of the president or within thirty days of receipt by the secretary of the written request of at least ten members of the organization.

### **2. NOTICE**

All meetings shall be preceded by due notice, oral or written, to all members of the organization.

### **3. ELECTION OF OFFICERS**

The election of all new organization officers shall be at the last meeting of each school year. The elections shall be determined by simple majority vote, of the members present at the meeting. The newly elected officers shall serve for one year until the last meeting of the following school year, except for the vice-president which will automatically become president the following year. A person shall not be eligible to serve more than two consecutive terms in the same office. Officers may be any member of the organization, be they parent or teacher. Members of the school administration may not hold any officer position.

## **ARTICLE VI – COMPENSATION**

No compensation shall be paid to any Director, Officer, Trustee, Employee, or Independent Contractor.

## ARTICLE VII – DUTIES OF THE OFFICERS

The following officers shall be elected for each school year and shall have the following duties:

### 1. PRESIDENT

- a. Preside at all meetings.
- b. Present any new business.
- c. Be the official spokesperson for the organization.
- d. Act as custodian of all records of the organization.
- e. Recruit committee chairpersons.
- f. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- g. Create and publish the annual PTO calendar by the first PTO meeting of the school year.
- h. Submit a written report detailing responsibility and recommendations to the future board by school year end.

### 2. VICE-PRESIDENT

- a. Aid the president.
- b. Perform the duties of the president in the event of that officer's absence or inability to serve.
- c. In the following year the vice-president automatically assumes the office of the president.
- d. Will arrange for child care at each organizations meeting.
- e. Will work with the School Administrative staff to have a flyer ready to go home with each student the Friday before a scheduled meeting.
- f. Will prepare an article for each month's newsletter, for the PTO corner.

### 3. SECRETARY

- a. Will not be an elected position but will be a duty carried out by a teacher.
- b. Will take meeting minutes.

### 4. TREASURER

- a. Receive and be the custodian of all the funds of the organization.
- b. Pay all bills upon majority consent of the Executive Committee.
- c. Keep a recorded account of all monies received and disbursed.
- d. Report these amounts, in full, at organization meetings upon request of the president.

## 5. PAST PRESIDENT

- a. Assist the President
- b. Provide input to the Executive Committee, as necessary.

## **ARTICLE VIII- EXECUTIVE COMMITTEE**

### 1. MEMBERSHIP

The Executive Committee shall consist of the president, vice-president, treasurer, principal, and past president.

### 2. AUTHORITY OF EXECUTIVE COMMITTEE

The Executive Committee shall have authority to transact any necessary business between meetings. It also shall have authority to make policy recommendations to the organization, to advise the president, and to fill vacancies that occur in committees or among the officers between elections. It shall be the further duty of the committee to examine and audit the accounts and books of the organizations prior to the last meeting of the school year. Such examinations shall be at the call of the president. Executive Committee members may not negotiate on behalf of or act as a representative of the PTO without the approval of the Executive Committee or the PTO Members.

The Executive Board, by majority vote of all officers, may approve unbudgeted expenditures up to a maximum of \$300.00. Expenditures over \$300.00 must be put to a vote of the membership.

## **ARTICLE IX – VACANCIES**

Vacancies that occur in the offices of vice-president, secretary, or treasurer shall be filled by the Executive Committee. If the office of president shall become vacant, the vice-president shall hold such office and an election for a new vice-president shall be held.

## **ARTICLE X – COMMITTEES**

Special committees may be appointed by the president at his/her discretion and at the discretion of the Executive Committee with such duties as designated at the time of appointment. Committee members may not negotiate on behalf of or act as a representative of the PTO without the approval of the Executive Committee or the PTO Members.

## **ARTICLE XI – PROCEDURE**

### **1. GENERAL APPLICATION**

Robert’s Rules of Order shall govern fiscal decisions in the general meetings, except where inconsistent with these Bylaws.

### **2. NOMINATING COMMITTEES**

Whenever appropriate, the president shall appoint a nominating committee of at least three persons for the elections to be conducted pursuant to these Bylaws. Such committees shall report at least one nominee for each office to be filled, after which, nominations from the floor must be allowed and received.

## **ARTICLE XII – AMENDMENTS**

These Bylaws may be amended by a two-thirds vote of member parents and teachers voting.

## **ARTICLE XIII – LIMITATIONS**

The organization shall not directly or indirectly campaign on behalf of, or in opposition to, any candidate of public office. Nor shall it devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda, correspondence, or otherwise, unless deemed necessary by the Executive Committee.

## **ARTICLE XIV – DISSOLUTION**

### **1. PROCEDURE**

- a. The organization, by majority vote in a general membership meeting, shall authorize the appointment of a committee to consider the reasons for disbanding and the necessary steps to be taken.
- b. Notice of intent to disband shall be given to all members, in writing, at least 30 days prior to the general membership meeting.
- c. The committee shall submit a report at the next general membership meeting.
- d. A quorum for the purpose of dissolution shall be 25% of the current year’s total membership.
- e. A 2/3 vote of those in attendance is required for passage.