

SMOKETOWN ELEMENTARY PARENT TEACHER ORGANIZATION

BY-LAWS DATE: 1995

Article II: Objectives

Section I. The objectives of the Smoketown P.T.O. shall be:

- A. To aid in the education of our children through broad based social, informational and financial support of the school.
- B. To facilitate cooperation, participation, and interaction among teachers, parents, and children.
- C. To motivate community involvement at Smoketown Elementary in order to give our children every opportunity socially, emotionally, physically, and educationally for future success.

Article III: Policies

Section I. The basic policy shall be:

- A. To provide for its members means by which to become informed participants in matters which relate to the conduct of public education. This organization shall neither direct the administrative activities of the school nor control its policies.
- B. This organization shall be non commercial, nonsectarian, and non-partisan. No commercial enterprises other than those chosen for fundraising purposes by the executive committee shall be endorsed by the organization.
- C. All policies and programs of the organization shall be reviewed and approved by the executive committee.

Article IV : Membership and Dues

Section I. Every teacher, parent, and legal guardian of children attending Smoketown Elementary is a member of the Smoketown P.T.O.

Section II. No dues shall be required for membership.

Section III. A yearly donation of one dollar is requested from each family.

Article V : Executive Committee

Section I. The Executive Committee shall be comprised of the P.T.O. President, Vice-President, Secretary, and Treasurer. The school principal and teacher representatives will act as liaisons between the P.T.O. and the faculty. The teacher representative(s) will be appointed by the principal.

Section II. The duties of the executive committee shall be:

A. To transact necessary business in the intervals between general meetings, and such other business as may be referred to it by the organization.

B. To present a report to the general meeting of the organization as necessary.

C. To approve plans of work of the Standing Committees, Service Committees, and Activities Committees.

Section III. The executive committee shall hold general monthly meetings during the school year, the time to be fixed by the executive committee prior to the first meeting of the year. Special meetings may be called by the president, or by a majority of the members of the executive committee by giving a minimum of two weeks notice.

Postponement of any meeting may be made by majority vote of the executive committee.

When school is closed by incimate weather meetings are to be considered canceled.

Section IV. The executive committee shall prepare budget and shall be responsible for presenting it to the general P.T.O. for final approval prior to the following school year.

Section V. The executive committee shall have the power to appoint a P.T.O. member(s) to audit the treasurer's financial accounts and records whenever deemed necessary.

Article VI : Election of Executive Officers

Section I. Elected Officers

A. Elected officers of the Executive Committee shall be Vice President, Secretary, and Treasurer.

B. Officers shall be elected and installed annually at the last general meeting of the school year. If more than one candidate per office has been nominated, voting shall be by ballot. A plurality of votes cast shall elect the officers. When there is only one nominee per office, it shall be in order to move that the secretary cast the elective ballot of the organization for those nominees. The Vice President shall assume the office of president each year following elections.

C. Officers shall assume their official duties in June of the school year for which they are elected, and shall serve for the term of one year.

D. A vacancy occurring in an office shall be filled by majority vote of the remaining officers of the executive committee.

Section II. Nominating Committees

A. There shall be a nominating committee to consist of at least four members: the vice president (who will act as chairman), the principal, a teacher, and a parent.

B. This committee shall nominate one nominee for each position among the executive offices, and report its nominees who are willing to serve at an executive committee meeting prior to the election.

C. Prior to the report of the nominating committee at the general meeting, members will be notified of the opportunity to nominate persons to serve on the

executive committee. Only those who consent to serve if elected shall be eligible for nomination.

Article VII : Duties of Executive Officers

Section I. The president shall preside at all meetings of the organization and of the executive committee; shall perform such other duties as may be prescribed in these bylaws, or assigned to him/her by the organization. The president shall have the authority to sign checks in the absence of or disability of the treasurer.

Section II. The vice president shall act as an aide to the president and shall perform the duties of the president in the absence of that officer. He/she shall chair the nominating Committee.

Section III. The secretary shall keep an accurate record of all general meetings of the P.T.O. and shall perform such other duties as may be delegated to him/her.

Section IV. The treasurer shall have custody of all funds of the P.T.O. ; shall keep an accurate record of receipts and expenditures of the P.T.O.; and shall make authorized disbursements. The treasurer shall present a statement of account at every general meeting of the organization and at other times when requested by the executive committee. This financial report shall be made for the information of all P.T.O. members. The treasurer shall make available all records of financial accounts when requested b the person(s) selected by the executive committee to audit P.T.O. financial records.

Section V. All executive officers shall:

A. Perform duties as outlined by these bylaws, and those assigned from time to time.

B. Deliver to their successors all official materials within four weeks of the end of the school year.

C. Notify the president in advance if they will be absent from the regularly scheduled meetings of the general P.T.O. Failure to attend three consecutive meetings could, at the discretion of the board, result in dismissal of the executive committee member.

Article VIII : Standing Committees

Section I. Standing committees shall be created by the executive committee as may be required to promote the objectives of the organization.

Section II. Committee Chairpersons Responsibilities

A. It is the duty of the chairperson to present a report to the principal and the P.T.O. president prior to any activity, program, or event taking place at the school.

B. All Chairpersons will submit a written committee report within two weeks after the completion of an event or project.

C. The term of the office of each standing committee chairperson shall be one year.

D. The president and the principal shall be members of all committees.

Article IX : Amendments

Section I. These bylaws may be amended at any regular meeting of the organization by two thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.

Article X : Parliamentary Authority

Section I. "Robert's Rules of Order Revised" shall govern this organization in all cases to which they are applicable.