

PATRICK HENRY PARENT-TEACHER ORGANIZATION

BYLAWS

January 1992, Revised May, 1999

DRAFT ARTICLE I - ORGANIZATION NAME

The official name of this organization is Patrick Henry Parent-Teacher Organization (PTO).

ARTICLE II - ARTICLES OF ORGANIZATION

The Patrick Henry P.T.O. exists as an unincorporated organization of its members. Its "Articles of Organization" consist of these bylaws, as from time to time amended, and its' "Articles of Association", if any. In the absence of separate Articles of Association, these bylaws shall be the "Articles of Organization." In the event of conflict between these bylaws and the Articles of Association, these bylaws shall govern.

ARTICLE III - OBJECTIVES

The objectives are: Section 1. a. To bring into closer relation the homes and the school, that parents and teachers may cooperate constructively in promoting academic achievement.

b. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social and education.

c. To promote the welfare of children and youth in home, school and community.

Section 2. The objectives of this organization are promoted through an educational program directed toward parents, teachers and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies as set forth in Article IV.

ARTICLE IV - BASIC POLICIES

The basic policies of the organization are:

- Section 1. a. Noncommercial, nonsectarian and nonpartisan.
- b. 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 purpose not appropriately related to promotion of Article III of these bylaws.
- Section 2. a. In the event of dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in [Section 501\(e\)\(3\) of the Internal Code of 1954](#) as from time to time amended.
- b. The decision for distribution of assets upon dissolution of the organization, in accordance with Article IV, Section 2.a., shall rest with the Board of Managers.
- c. No part of the income of this organization shall inure to the benefit of any member, officer or individual.
- Section 3. a. The organization 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; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- b. The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration of the schools and shall not seek to control their policies.
- Section 4. a. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

ARTICLE V - MEMBERSHIP AND DUES

- Section 1. Any individual who subscribes to the Objectives and Basic Policies of this organization may become a member of this organization,
subject only to compliance with the provisions of the

bylaws. Membership shall be available without regard to race, color, creed, sex, national origin or religious preference.

Section 2. The organization shall conduct an annual enrollment of members; however, persons may be admitted to membership at anytime during the year.

Section 3. Only members of the organization in good standing shall be eligible to participate in its business meetings, or to serve in any of its elective or appointed positions. **The membership fee for staff representatives will be optional.**

Section 4. Each family of this association shall pay annual dues of \$2.00.

ARTICLE VI - OFFICERS AND THEIR ELECTION

Section 1. a. The officers of this organization shall be a President, or Co-Presidents, (husband and wife, but not necessarily); a 1st Vice President, or Co-Vice Presidents, a 2nd Vice President (the principal of the school, or his/her designated **representative**); a Secretary, or Co-Secretaries; and a Treasurer, or Co-Treasurers.

b. The officers listed in Section 1.a. shall be called the Board of Managers. The Board of Managers may also include, at the direction of the officers, other such individuals as committee chairpersons, room, art and library coordinators, etc.

c. These officers shall be elected annually by ballot not later than the May general membership meeting. If there is only one candidate for a particular office, the vote may be taken by voice.

d. Officers shall assume their official duties on the last day in the school year and shall serve for a term of one year, or until their successors are elected.

e. No officer shall be eligible to hold the same office for more than two consecutive years, with the exception of the 2nd Vice President who is the Principal of the school, or his/her designated representative. The appointed committee chairpersons

may serve indefinitely, subject to annual approval of the Board of Managers.

Section 2. a. Nominations for the officers shall be made verbally, or in writing, to the President or Co-President at least one month prior to the May general membership meeting. Consent of the nominee must be obtained prior to submission of the nomination. The nominee must be a member in good standing of the organization.

b. All members in good standing in attendance at the time of

the election may vote.

Section 3. a. An officer of the organization wishing to resign the office should submit the resignation request in writing to the Board of Managers.

- b. A vacancy occurring in any office shall be filled for the unexpired term by a member elected by a majority vote of the Board of Managers. In case a vacancy occurs in the office of the President, the 1st Vice President or Co-1st Vice Presidents, shall serve as President for the unexpired term.

ARTICLE VII - DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the general membership and the Board of managers; shall be a member ex-officio of all committees; shall make appointment to committees (subject to approval of the Board of Managers); and shall perform all other duties of the office of the President.

Section 2. The Vice-Presidents, in their order, shall act as aides to the President and shall perform the duties of the President in the absence of that officer.

Section 3. The Secretary shall record the minutes of all meetings of the general membership and the Board of Managers; maintain all records of the organization; generate all required official correspondence for the organization; and assist the President as required.

Section 4. The Treasurer shall receive all monies of the organization; keep an accurate record of all receipts and expenditures; pay out local funds in accordance with the approved budget and other expenditures as authorized by the Board of managers and/or by vote of the general membership; and provide a written detailed Treasurer's Report at each scheduled meeting of the Board of Managers or the general membership, and at other times when requested.

Section 5. At least one month before the annual meeting, the President shall appoint an auditor, or an auditing committee of three or more members, who will examine the Treasurer's annual report. Upon

satisfaction that the annual report is correct, the auditor, or auditing committee members, will sign a statement of that fact at the end of the report.

Section 6. All officers shall perform the duties prescribed in the parliamentary authority, in addition to the duties outlined in these bylaws, and those assigned from time to time; and shall deliver to their successors, all official materials within ten days after their term of office expires.

ARTICLE VIII - BOARD OF MANAGERS

Section 1. The Board of Managers consists of the officers of the organization. They shall serve until their successors are elected, meet upon request of the President or a majority of the Board, transact emergency business, create committees as needed, approve committee appointments by the President, approve committee plans, submit the annual fiscal year budget to the general membership for approval, and approve routine expenditures within the limits of the budget. A majority shall constitute a quorum.

Section 2. The absence of an officer or a committee chairperson for three consecutive regular meetings, without a valid excuse, shall be regarded as a resignation.

ARTICLE IX - COMMITTEES (DUTIES)

Section 1. Membership: To recruit members for the P.T.O. to include Patrick Henry families and staff, to enhance communications and understanding between home, school and the community.

Section 2. Hospitality: To promote good will between home and school by welcoming new families and coordinating volunteers to provide refreshments for and help with P.T.O. related events. This person will promote both staff and community participation in P.T.O. meetings and activities. This person is also responsible for procurement of necessary paper products for these events and for three major school parties, i.e. Fall (Halloween), Winter(Christmas) and Valentine's Day. This person is responsible for

coordinating the end-of-the-year staff appreciation luncheon or breakfast. Promotes good will between staff and families by remembering staff members' birthday with a card and by sending appropriate cards for births, etc. Upon approval by the Board of Managers, this person will purchase a gift certificate for retiring staff

members or those moving away. The Board of Managers may approve other purchases for such events as a death in the family and provide this person the authority to purchase.

Section 3. Ways & Means (Fund Raising): To promote fund raising activities so the P.T.O. will have funds available to meet the objectives of the organization.

Section 4. Health: To promote the sound physical, mental, emotional and social well being. Parents have the **primary** responsibility for the health of their children, but the P.T.O. and the school have vital roles, to include such things as **vision and hearing** screening. **Vision Screening is coordinated through School District Eleven.**

Section 5. Publicity: To publicize important information between home, school and community to include such things as P.T.O. sponsored events, school events and other items of importance. **Responsible for submitting an article for the monthly newsletter.**

Section 6. Earning for Learning (ABC's): To promote opportunities for free educational equipment offered to the school by major business, including, but not limited to, computer equipment.

Section 7 Other committees or representatives as deemed necessary by the Board of Managers to promote the objectives of the P.T.O.

ARTICLE X - MEETINGS

- Section 1.
- a. A regular meeting of this organization shall be held on the **third Tuesday** of each month for ten months of the year (August through May), unless otherwise directed by the organization or the Board of Managers. Five days notice shall be given to all members of any change to any meeting date. Special meetings may be called by the Board of Managers, provided all concerned members are given five days notice of the meeting. Emergency short-notice meetings may be called when circumstances dictate; however, this should be avoided if at all possible.
 - b. The last business meeting of the school year shall be the annual meeting at which annual reports shall be submitted and new officers elected.

Section 2 The privilege of holding office, making motions, debating and voting shall be limited to members in good standing. To be considered "in good standing," the individual must have paid the annual dues (with the exception of those individuals who's dues are optional; see Article V, Section 3.) The Board of managers shall not miss more than three consecutive meetings without an excuse.

Section 3. Simple majority rule of those present shall constitute a quorum for the transaction of business in any meeting of this organization.

Section 4. A two-thirds vote of the Board of Managers shall resolve a deadlock vote of the membership.

ARTICLE XI - STANDING COMMITTEES

Section 1. Committees shall be created by the Board of Managers as may be required to promote the Objectives and interests of the organization. The chairperson, appointed by the President and approved by the Board of Managers, shall serve until he/she resigns or is replaced by the Board of Managers.

Section 2. The chairperson of all committees shall present plans to the Board of Managers for approval, prior to undertaking the work or committing the organization.

ARTICLE XII - FISCAL YEAR

The fiscal year of the organization shall coincide with the fiscal year of the school.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

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

ARTICLE XIV - AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the organization by a two-thirds majority vote of the members present and voting, provided that notice of the proposed amendment has been given thirty (30) days in advance at the monthly meeting or by written notice to all members.

Section 2. A committee may be appointed to submit a revised set of bylaws as a temporary measure until adoption of a new set of bylaws, if so decided by a two-thirds majority vote of the Board of Managers or a majority vote of the general membership. Temporary bylaws shall not remain in effect pending adoption for more than **ninety** (90) days. The requirement for adoption of new bylaws shall be the same as for adoption of an amendment.