

Owl Creek School PTO Bylaws: 2013

ARTICLE I: NAME

The name of this organization is the Owl Creek School Parent Teacher Organization or Owl Creek PTO.

ARTICLE II: PURPOSE

The purpose of this organization is to support the education of students at Owl Creek School by fostering relationships among the school, parents, and teachers through communication, events, fundraising & projects.

ARTICLE III: BASIC POLICIES

The following are basic policies of the Owl Creek School PTO:

- a) The activities of this organization shall be noncommercial, nonsectarian and nonpartisan.
- b) The PTO will give funding priority to those requests serving the broadest possible cross section of our school population, rather than individual classrooms, sub-populations, or individuals.
- c) This organization shall seek to participate in the decision-making process to establish school policies, recognizing that the legal responsibility to make decisions has been delegated by the people to board of education.
- d) No part of the net earnings for the organization shall benefit or be distributable to its members, officers, or other private persons except that this organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.
- e) This organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding Sections of any future Federal Tax Code.

ARTICLE IV: MEMBERSHIP

Section 1. Any parent or guardian of a student at the school may be a member and shall have voting rights. The school administration and any teacher employed at the school may be a member and have voting rights.

Section 2. Membership to this PTO shall be accessible without regard to race, creed, religion or national origin.

Section 3. This PTO will maintain an annual roll of members, but may admit persons to membership at any time.

Section 4. There will be NO annual dues to said organization.

ARTICLE V: OFFICERS AND ELECTIONS

Section 1. Officers

The officers of this organization shall consist of a Co-president and Vice President for each the elementary school and middle school, a Treasurer and Assistant Treasurer, and a Secretary.

- a) **The Co-presidents** shall: Preside over meetings of the organization and executive committee, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. *In the interest of building a stronger, more inclusive parent community, priority shall be given to nominees for Co-President (and Vice President) of the Middle School from alternating feeder schools outside of Owl Creek.*
- b) **The Vice Presidents** shall: Assist the co-presidents and carry out the co-presidents' duties in their absence or inability to serve; Take on such leadership duties as will serve to prepare them to take over as Co-president the following year.
- c) **The Secretary** shall: Record the minutes and maintain all records of the organization, maintain the bulletin board and send notices of meetings to the membership. The secretary also makes sure that access to the minutes, bylaws, rules, membership list, and any other necessary documents are available at general meetings.
- d) **The Treasurer (with help from Assistant Treasurer)** shall:
 - a) Have custody of all the funds of the organization; keep a full and accurate account of receipts and expenditures;
 - b) Make all deposits and/or disbursements within a maximum of seven (7) days from receipt of the funds and/or orders of payment;
 - c) Make disbursements as authorized by the PTO Board or organization in accordance with the budget adopted by the organization;
 - d) Have checks signed by two persons, the treasurer and one other person on the executive committee (Both persons must have their signatures on file at the organization bank or financial institution);
 - e) Present a financial statement at every meeting of the organization and at other times when requested by the executive board; and
 - f) Make a full report at the meeting at which officers officially assume their duties.

Section 2. Nominations & Elections

- a) **There shall be a nominating committee** composed of three (3) members who shall be selected by the principal with guidance from the board at a regular meeting at least one month prior to the election of officers. The committee shall elect its own chairperson.
- b) **The nominating committee** shall nominate an eligible person for each office and position to be filled, and report its slate of nominees at the general meeting in May at which time additional nominations may be made from the floor. Voting shall be by voice vote if there is not more than one nominee for each position. If more than one person is running for a position, a ballot vote shall be taken.
- c) **Only those persons who have signified their consent to serve** if elected shall be nominated for or elected to such office.

Section 3. Terms of Office

Officers shall assume their official duties following the close of the June meeting and shall serve for a term of one year or until their successors are elected. Officers may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 4. Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive committee, notice of such election having been given. In case a vacancy occurs in the office of Co-president, the Vice President shall serve notice of the election.

Section 5. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article VI – Executive Board

Section 1. Membership. The PTO Executive Board shall consist of the elected officers, and the school principal and/or his or her designated representative(s).

Section 2. Duties. The duties of the PTO Board shall be to create and oversee the work of standing and temporary committees, transact business between meetings in preparation for the general meeting, create standing rules and policies, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Board Meetings. Regular board meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours' notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum of the Executive Committee.

Article VII – Committees

Section 1. Committee Membership. Committees may consist of members and board members, with the co-presidents acting as ex officio members of all committees.

Section 2. Standing Committees. Committees covering the following topics, each chaired by an officer of the board shall be held by the organization: Communication & Membership, Events & Hospitality, Finance & Fundraising.

Section 3. Additional Committees. The board may appoint additional subcommittees as needed.

Section 4. Removal From Post. Committee Chairs/Coordinators can be removed from post with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article VIII – Meetings

Section 1. General Membership Meetings. The regular general meeting of the organization shall be on the first Tuesday of each month during the school year at 6 p.m., or at a time and place determined by

the executive board at least one month before the meeting. These meetings will be held September – June.

Section 2. Quorum. For the purposes of a general or special meeting, a quorum requires a quorum of the Executive Board + 3 PTO general members.

ARTICLE IX: Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. **Upon the dissolution of the organization**, any remaining funds should be used to pay any outstanding bills and, with the membership’s approval, spent for the benefit of the school.

ARTICLE X: Amendments

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a quorum of members at any regular or special meeting.

**These bylaws were officially adopted by the membership by a majority vote during a meeting properly called on , 2013.*