

# Cedar Way Elementary Parent Teacher Organization By-Laws

*Pending approval by general membership*

## Article I – Name

The name of the organization shall be the Cedar Way Elementary Parent Teacher Organization (PTO) Inc.

## Article II – Purpose

The corporation is organized for the purpose of supporting the education of children at Cedar Way Elementary fostering relationships among the school, parents, and teachers. Our mission is:

*Cedar Way PTO supports the highest goals of the school, bridging the gap between the school and parents, unifying the community to further the development of our children and contribute the public greater good.*

## Article III – Members

**Section 1.** Any parent, guardian, or other adult standing in loco parentis with an enrolled student at the school may be a member and shall have voting rights. The principal and any teacher or staff employed at the school may be a member and have voting rights.

**Section 2.** Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

## Article IV – Officers and Elections

**Section 1. Officers.** The officers shall be a president, vice president, secretary, and treasurer. Each position may have a co-officer with the duties equally shared or distributed. The Board (in conjunction with the membership) may also elect or appoint Ad Hoc members (non-voting participants) or Members at large (a person with some standing or authority within the organization but without a designated responsibility). Usually done for distinguished service or a particular area of expertise.

- a. **President.** The president shall preside over meetings of the organization and executive board, 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. The president shall prepare the agenda for Board and General meetings.

- b. **Vice President.** The vice president shall assist the president. In addition, the vice president will carry out the president's duties in his or her absence or inability to serve. The vice president will also help to coordinate and advertise related activities and support the general business and operations of the Cedar Way PTO. The vice president will work with the secretary to keep and create accurate timelines/information for events.
- c. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- d. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The treasurer is responsible for coordinating and preparing (with or without outside help) tax statements and filings every year. The Treasurer will handle insurance and any other organizational requirements determined by local, state and Federal law.

**Section 2. Nominations and Elections.** Elections will be held within the last two meetings of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. If no nominating committee comes forward, the Board will present a slate. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

**Section 3. Eligibility.** Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

**Section 4. Terms of Office.** Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. The exception to this rule is the position of Treasurer which may be held longer than the two year term provided the accounts are being audited yearly and the co-treasurer (if applicable) has also not exceeded the two year term. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** If there are co-presidents, then the remaining president will take on the full duties of the office. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 6. 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, of no less than 14 days, has been given.

## Article V – Meetings

**Section 1. Regular Meetings.** The organization shall meet no less than 5 times per year and the dates set by the executive board by August 31<sup>st</sup> preceding the school year or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the April or May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. Notice to the members of the meeting will be made at least one week prior to the meeting through whatever communication medium is used by the school (phone system, website, email or paper flyer).

**Section 2. Special Meetings.** 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 president. Previous notice of the special meeting shall be sent to the members at least 14 days prior to the meeting in the same manner as regular meetings.

**Section 3. Quorum.** The quorum for general and special meetings shall be six members of the organization.

## Article VI – Executive Board

**Section 1. Membership.** The Executive Board shall consist of the duly elected and appointed officers.

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

**Section 3. Meetings.** Regular Executive Board meetings shall be held at least 4 times during the school year and no more than monthly. Meeting dates and frequency will be determined by the Executive Board. Special meetings may be called by any two board members, with 24 hours notice.

**Section 4. Quorum.** Half the number of Executive Board members plus one constitutes a quorum. Executive Board members may vote by proxy via written notice.

## Article VII – Committees

**Section 1. Membership.** Committees may consist of members and board members, with a designated Board member acting as an ex officio member of all committees.

**Section 2. Standing Committees.** Standing committees may be created by the Executive Board with approval by the General Membership. Nominating and Auditing committees will be established each school year.

- a. The chairperson(s) and Coordinators shall be determined on a volunteer basis. The term of each chairperson(s) shall be one year unless an exception is made by vote of the general membership.
- b. Committee chairperson(s) and Coordinators shall be issued committee guidelines by the Executive Board and will be responsible for monitoring their expenses according to the budget and performing duties as assigned. Committee chairperson(s) must present a verbal or written report of all activities to the organization during regular or special meetings. Exceeded budgetary expenditures must be pre-approved by the designated Executive Board representative and one other Executive Board member and presented at the next organization meeting.

**Section 3. Additional Committees.** The Executive board may appoint additional committees as needed.

## Article VIII – Finances

**Section 1.** A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The board shall approve all expenses of the organization.

**Section 4.** Two authorized signatures shall be required on each check over the amount of \$500. On all checks under \$500 there may be one authorized signer with at least one other Board member notified of the purchase. Authorized signers shall be the president, treasurer, and vice-president.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee and the Executive Board.

**Section 6.** 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.

**Section 7.** The fiscal year shall coordinate with the school year.

## **Article IX – Parliamentary Authority**

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

## **Article X – Standing Rules**

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

## **Article XI – Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

## **Article XII – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by written flyer, posted on organizational website, or sent via e-mail. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.