

# Clinton Elementary PTO

## Bylaws

### Article I – Name

The name of the organization shall be the Clinton Elementary PTO (“PTO”).

### Article II – Purpose and Mission

Parents and Teachers working together to enhance the educational facilities and opportunities for students at Clinton Elementary School (“CES) and Clinton Community Preschool/Pre-K (“CCP”) that are not otherwise provided for in the school budget.

### Article III – Members

**Section 1.** Any parent, guardian, or other adult standing in loco parentis for a student at CES or CCP may be a member and shall have voting rights. The principal and any teacher employed at CES or CCP 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.

**Section 3.** All members shall adhere to the rules and regulations of Clinton Community Schools, CES, CCP and the PTO. No member shall engage in any conduct that jeopardizes the tax-exempt status of the PTO. Any member found to violation of this Section may face disciplinary action by the Executive Board up to and including exclusion from all participation in PTO activities.

### Article IV – Officers and Elections

**Section 1. Officers.** The officers that constitute the Executive Board along with the principal shall be a president, vice president, secretary, and treasurer.

- 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, prepare the agenda, send notices of meetings to the membership and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice President.** The vice president shall assist the president and carry out the president’s duties in his or her absence or inability to serve.
- 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. The secretary shall also post the minutes of the monthly meeting to the PTO’s website.
- 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 monthly meeting and at other times of the year when requested by the executive board, and make a full report to the executive board at the June meeting.

**Section 2. Nominations and Elections.** Nominations for the officers of the Executive Board shall be made at the April meeting. At that meeting, nominations may be made from the floor. Elections shall be held at the May meeting. 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, and have attended at least one monthly board meeting and served on at least one committee during the current school year.

**Section 4. Terms of Office.** Officers are elected for two (2) years and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. New terms of office shall start following the June meeting.

**Section 5. Vacancies.** 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 has been given.

## **Article V – Meetings**

**Section 1. Regular Meetings.** The regular meeting of the PTO shall be on the second Monday of each month during the school year beginning in September at a time and place determined by the Executive Board. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The president will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting. Grant requests will only be received at the October and February regular meetings.

**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 secretary. Notice of the special meeting shall be sent to the members at least 5 days prior to the meeting, by flyer, emails and/or phone calls. If special meetings are called during the summer months (July and August), notice shall be published in a local paper of general circulation no fewer than seven (7) days prior to the meeting.

**Section 3. Quorum.** The quorum shall be five (5) members of the PTO, three (3) of which must be members of the Executive Board.

**Section 4. Order of Business.** The order can be amended by a majority vote of the Executive Board that is present for a specific meeting.

1. Call to Order – President
2. Roll Call – Introduction of those present
3. Approval and/or Amendment of Agenda
4. Approval of Minutes
5. Executive Board Reports
6. Principal’s Report
7. Old Business
8. New Business
9. Committee Reports – Committee Chairs
10. Grant Requests – October and February Meetings Only
11. Announcements
12. Adjourn

## **Article VI – Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the officers and the principal.

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

**Section 3. Meetings.** Meetings may be called by the president or any two board members, with 24 hours notice.

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

## **Article VII – Committees**

**Section 1. Membership.** The Executive Board shall form and appoint the members of committees. Committees may consist of members and board members, with the president acting as an ex officio member of all committees. Each committee shall have a chairperson or co-chairperson.

## **Article VIII – Finances**

**Section 1.** A tentative budget for the upcoming school year shall be drafted by the President and Treasurer to be presented at the April meeting. The budget shall be approved by a majority vote of the members present at the May meeting.

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

**Section 3.** The Executive Board shall approve all expenses of the PTO.

**Section 4.** Two authorized signatures shall be required on each check. Authorized signers shall be the members of the Executive Board.

**Section 5.** The treasurer shall prepare a financial statement no later than July 31<sup>st</sup> of each year, to be reviewed by a Certified Public Accountant or other such qualified individual. The CPA shall be hired by the PTO and shall not be affiliated with the PTO or any of its members. The CPA will audit all the financial statements, accounts and treasurer's books, and prepare the PTO's tax returns.

**Section 6.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and the balance shall be turned over to the principal to be deposited in the CES account.

**Section 7.** The fiscal year shall be July 1 to June 30. After it is completed, the audit reference in Article VIII, Section 5 above shall be available for inspection by the public at the office of CES. The PTO's annual information returns (IRS for 990 or 990EZ) for the most recent three years will be available for the public review when requested.

### **Article IX – Parliamentary Authority**

Parliamentary procedure, as approved by a majority vote of the Executive Board, shall govern meetings when they are not in conflict with these 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 postal mail, e-mail, or fax. Amendments will be approved by two-thirds vote of those present, assuming a quorum.

These Bylaws were approved at meeting of the Clinton Elementary PTO on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary