

Evergreen Elementary PTO By-Laws

ARTICLE I: NAME

SECTION A: This organization shall be known as the Parent Teacher Organization of Evergreen Elementary School (Evergreen PTO).

SECTION B: This organization shall be noncommercial, nonsectarian, and nonpartisan.

ARTICLE II: OBJECTIVE (MISSION STATEMENT)

SECTION A: The mission of Evergreen PTO is a commitment to helping each child at Evergreen Elementary reach his or her full potential through a quality education. Teamwork by competent and motivated staff, caring involved families and the school community is necessary for this potential to be realized. The Evergreen PTO will encourage self-discipline, self-direction, and a positive attitude toward learning; enabling our students to achieve academic, social, and emotional growth.

ARTICLE III: MEMBERSHIP QUALIFICATION

SECTION A: Parents or Guardians with a child or children attending Evergreen Elementary, regardless of grade, and Evergreen staff shall be eligible for membership in this organization.

ARTICLE IV: OFFICERS

SECTION A: The elected officers of this organization shall be the President/Vice President or Co-Chairs, Treasurer, and Secretary. No person shall serve more than two (2) consecutive terms in any one office with the exception of filling in for an incomplete term, unless no other person is willing to take on a role and the current Officer in that role wishes to continue to serve in that capacity for another two-year term.

SECTION B: The term of office is from July 1 to June 30.

ARTICLE V: DUTIES OF THE OFFICERS

SECTION A: The President/Vice President or Co-Chairs shall organize and preside over all Evergreen PTO meetings. They shall also be the PTO's executive head and have general supervision over all affairs of the organization and the responsibility for cosigning checks for the organization. They shall also appoint Committee Chairpersons and others as deemed necessary. The President/Vice President or Co-Chairs will send notices and reminders of all PTO meetings and will prepare the agenda for those meetings.

SECTION B: The Secretary shall prepare the minutes of the PTO meetings. The Secretary will prepare, distribute and then maintain an attendance sheet for each meeting. In addition, the Secretary will provide all necessary correspondence, and maintain a record of the past meetings for a minimum of two (2) calendar years. The Secretary will also submit the meeting minutes to the school secretary to be posted to the Evergreen PTO Web site.

SECTION C: The Treasurer of the PTO shall be custodian of all monies of the organization, shall keep ledgers correct, up-to-date, and available for audits and/or public viewing. He/she shall disburse funds in accordance with the by-laws of this organization as stated in Article VIII: Approval of Funds. The Treasurer shall keep the funds in a financial institution in the name of the Evergreen PTO. The Treasurer, in conjunction with the President or Co-Chair/s will be responsible for co-signing all checks for the organization. The Treasurer shall prepare a Treasurer's Report for presentation at each meeting.

ARTICLE VI: ELECTIONS

SECTION A: At the general membership meeting in April, general nominations will be taken from the floor for vacant Officer and/or Coordinator positions.

SECTION B: Voting and induction shall take place at the May membership meeting with terms beginning as stated in Article IV, Section B. If there is more than one (1) candidate for an office, an oral vote can be taken.

ARTICLE VII: VACANCIES

SECTION A: If, for any reason, the President/Vice President or Co-Chairs are unable to continue with his/her duties of this office, the Officers and any other PTO member may nominate someone to complete the term. If he/she declines, then the Officers shall be responsible to make a motion for the general membership to elect another President/Vice-president or Co-chair from a list of nominees to succeed the President/Vice-president or Co-chair. Until a replacement is found, the existing Officers will assume the duties until the PTO members, officers, and staff are able to find a replacement.

SECTION B: In the event of a vacancy in any other office, the Officers or any other PTO member shall nominate a member to fill the unfinished term, which would then go to a vote during a regular PTO meeting.

ARTICLE VIII: APPROVAL OF FUNDS

SECTION A: Expenditures exceeding six-hundred dollars (\$600.00) for any one month or two-hundred dollars (\$200.00) for any single expenditure shall be discussed and submitted for approval by the general membership. The Officers may approve any expenditure that

does not exceed these limits. The majority of expenses/checks are approved through the PTO budget, aside from Scrip purchases.

SECTION B: The Scrip Coordinator may make purchases without additional approval or sign-off, so long as the Scrip Coordinator and Treasurer have consulted prior to Scrip purchases. Some Scrip is purchased through automatic bank withdrawals and is approved accordingly by the Treasurer and Scrip Coordinator. At the beginning of each year, pending the discussion on the budget for the year, the maximum amount allowed for Scrip purchases during the year will be established between the Treasurer and Scrip Coordinator. This will, however, be revisited quarterly between the Treasurer and Scrip Coordinator depending on the budget.

SECTION C: All checks, which are written for disbursement to pay expenses, must be cosigned by two authorized officers of the organization.

SECTION D: No funds shall be used as compensation for any Board Member, general member, or trustee. The organization shall be authorized to render reasonable compensation for services provided to the PTO.

SECTION E: Upon dissolution of this organization, after paying and providing for debts and obligations, the remaining assets shall be entrusted to the Evergreen Elementary School Principal for use in improvement of school programs.

SECTION F: The ledgers (books) and accounts of the organization are available upon request to be audited at any time.

ARTICLE IX: COMMITTEES

SECTION A: Committees will be determined by the PTO membership at the end of each PTO year based on the events for the future year. Other committees may be formed as deemed necessary by the PTO members and approved by the PTO membership. No committee work shall be undertaken without the consent of the membership.

ARTICLE X: MEETINGS

SECTION A: The Officers must set a date, time, and place for the next meeting to be agreed upon prior to adjournment of the current meeting.

SECTION B: The general membership meeting shall be held on the third Tuesday of the month at Evergreen Elementary unless otherwise stipulated by the President/Co-Chairs and/or School Administration. These meetings will be held from September through and including May. No meeting will be held in December unless deemed necessary by the Officers.

SECTION C: The agenda for general membership meetings is as follows:

- ~Meeting is called to order
- ~Reading and approval of minutes from the previous meeting
- ~Treasurer's Report (bills, balances, etc.)
- ~Principal's Report
- ~Old Business
- ~New Business
- ~Next Meeting Date
- ~Motion to Adjourn

The Officers have the freedom to change the agenda as they deem appropriate.

SECTION D: All necessary business decisions and issues will be voted upon at the general meeting. A majority will be considered 51% of the voting membership present at the meeting.

ARTICLE XI: AMENDMENTS TO THE BY-LAWS

SECTION A: The by-laws of the Evergreen PTO may be amended as conditions arise by a majority of affirmative votes of the organization members present at a general membership meeting. Suggested changes must be submitted at a prior meeting before being acted upon at the next general membership meeting. The Secretary shall notify and make available to all members a copy of the proposed changes.

REVISION DATE: May 15, 2012