

COUNTRY DALE ELEMENTARY PTO INC.
CONSTITUTION AND BY-LAWS
(Revised 3/99, 01/07, 4/08)

ARTICLE I-NAME

This organization shall be called Country Dale Elementary PTO Inc.

ARTICLE II-OBJECTIVE

The objective of this organization shall be to serve as liaison between teachers and parents, to promote the welfare of our children, and to enrich their environment through a planned program of family education.

ARTICLE III-GOALS

The goals of the Country Dale Elementary PTO shall be:

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

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the training and education of the child.

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

ARTICLE IV-MEMBERSHIP AND DUES

Section 1-Any adult interested in joining this organization, willing to uphold its objective and subscribe to its by-laws, may become a member.

Section 2-There shall be no membership dues.

Section 3- The membership year will begin with each new school year.

Section 4 – The fiscal year shall be July 1 – June 30.

ARTICLE V- MEETINGS

Section 1-General membership meetings will be on a designated Tuesday of the following months, September, October, November, January, March and May. The Tuesday will be determined by the Executive Board in May of the previous year.

Section 2-Special meetings of the general membership may be called by the President at the request of either the Executive Board or at least six (6) members, due notice having been given.

Section 3- At least two (2) officers of the Executive Board and one member at large, shall constitute a quorum for the transaction of business at a general membership meeting. The members at large shall be appointed by the membership at the first membership meeting of the year.

Section 4-The fiscal year of this organization shall begin immediately following the close of each school term and end at the close of the subsequent school term.

ARTICLE VI-OFFICERS AND ELECTIONS

Section 1-The Executive Board of this organization shall consist of one (1) President, one (1) Vice President, one (1) Secretary and one (1) Treasurer.

Section 2- The length of term of each office shall be two years. No officer shall be allowed to serve more than one consecutive elected term. If there are no other candidates for that office the present officer will be allowed to submit his or her name for candidacy. No more than one half of the board shall be elected in any election.

Section 3- Election of officers will be held yearly in May. No member shall be nominated without his or her consent. A nomination form will be distributed to the general membership and collected in March. Forms will be collected by the main office and the administrative assistants will compile a list of candidates. A ballot listing the candidates will be distributed in April to the general membership. Candidate forms will be collected in April. The administrative assistants will tally the votes. The new Executive Board will be announced at the May meeting.

Section 4-Each nominee for President, Vice President, Secretary and Treasurer must have been an active member of the organization for at least one year, chaired a committee or have been an active participant of a committee. However, in the event no one meets the above criteria for any of the offices, the outgoing Executive Board shall determine the suitability of any other nominee.

Section 5- At the aforementioned May meeting, no nominations will be accepted from the floor, unless there are no nominees for a particular office.

Section 6-Newly elected officers will assume duties at the close of the school term.

Section 7- A vacancy occurring in an elective office shall be appointed by a majority vote of the Executive Board and a member at large.

ARTICLE VII-DUTIES OF OFFICERS

Section 1- The President shall preside at all meetings, serve as ex-officio member of all committees, coordinate the work of the officers and committees to promote the organizations objectives, arrange for an independent audit of the financial records of the organization, and perform such other duties as may be assigned by the organization.

Section 2-The Vice President shall act as aide to the President, perform the duties of the President in absence of that officer, and perform such other duties as may be delegated.

Section 3- The Secretary shall record the minutes of the membership meetings and perform such other duties as may be assigned.

Section 4- The Treasurer shall:

Receive all monies of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approved budget as authorized by the general membership.

Present financial report at all general membership meetings, making a full report at the end of the school year.

Submit his or her books for examination annually at the discretion of the President, by an auditing committee of not less than three (3) members who, satisfied that the annual report is correct, shall sign a statement at the end of the report certifying its correctness. The auditing committee shall be appointed by the President with the approval of the Executive Board at least two weeks prior to the end of the school term.

Place all monies in a depository approved by the Executive Board.

Section 5- There shall be a turn over meeting at the end of May to include all outgoing and incoming officers of the Executive Board. All officers shall deliver official materials to their successors within (30) days of the end of the school term.

ARTICLE VIII- DUTIES OF THE EXECUTIVE BOARD

Section 1-The Executive Board shall have the discretion to authorize non-budgeted school related cash expenditures not to exceed Two Hundred dollars (\$200.00) per expenditure.

Section 2- The Executive Board shall meet regularly each month, unless otherwise designated, with a simple majority consisting a quorum.

Section 3- The officers shall appoint chairpersons of standing and special committees.

Section 4-The duties of the Executive Board shall include:

Prepare a budget for the fiscal year and submit it to the membership for approval by the first meeting at the beginning of the school year.

Present reports and recommendations as needed to the membership

Keep informed of the activities of various committees

Transact necessary business and routine matters.

Approve routine bills within the limits of the budget. Any request for funding over Two Hundred Dollars (\$200.00) which is not included in the approved budget must be presented to the membership at a meeting.

No action may be taken until the membership in attendance has discussed it. Approval of the request requires a majority vote of the members present. All requests for funds greater than Two Hundred Dollars (\$200.00) must be submitted in writing to the Executive Board by the Friday prior to the membership meeting.

Present any request for funding not directly related to the programs and activities of Country Dale Elementary School or the children attending said school to the membership at a monthly meeting; however, no action may be taken until the membership has been given written notice of the request and has discussed it at its membership meeting. Approval of the request requires a majority vote of the membership in attendance.

Approve the appointments of the auditing committee.

ARTICLE IX-STANDING AND SPECIAL COMMITTEES

Section 1- Standing committees are those whose functions continue throughout the school year (e.g. Hospitality, Market Day, etc). The Executive Board shall create such standing committees as needed to promote the objective of the organization. Members shall be appointed Chairpersons with the committee membership to be comprised of any and all volunteers. All standing committee chairpersons shall be responsible to the Executive Board.

Section 2- Each standing committee shall be represented at the general membership meetings by the chairperson, co-chairperson, or a designated representative. If one of the aforementioned is unable to attend a membership meeting a brief committee report must be sent to the President before the meeting. Failure to execute a committee's obligations shall constitute resignation of said chairperson or co-chairpersons, with the approval of the Executive Board.

Section 3- Special committees are those whose function is of a short duration (e.g. auditing committee) and may be created by the Executive Board of the membership as the need arises.

Section 4- The President shall serve as ex-officio member of all committees.

ARTICLE X-DISSOLUTION OF ORGANIZATION

In the event that the dissolution of this organization is deemed necessary, the Executive Board shall adopt a resolution recommending same, and give written notice to all members at least thirty (30) days in advance of the general meeting at which this resolution will be voted upon. Approval of dissolution shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the meeting.

ARTICLE XI-PARLIMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern this organization in all cases where they are applicable and are in conflict with these by-laws.

ARTICLE XII-AMENDMENTS

These by-laws may be amended at any general meeting of the organization by a two thirds vote of the members present and voting. In order to propose an amendment to the current by-laws, one must first submit any proposed amendment(s) to the Secretary for distribution to the membership and discussion at the next general meeting.

ARTICLE XIII-REVISION OF THE CONSTITUTION AND BY-LAWS

The Constitution and By-Laws of this organization may be revised when deemed necessary by the recommendation of the Executive Board and accepted by two-thirds (2/3) of those present at a general membership meeting, with sufficient notice having been given. The revisions shall supersede all previously accepted Constitution and By-laws.