

Emerson Elementary School PTO Bylaws

Article I - Name

The name of this organization is Emerson Elementary School Parent Teacher Organization (hereafter called Emerson PTO).

Article II – Mission

Emerson PTO is committed to being an active, inclusive and effective member of the Emerson Elementary School community by working in partnership with parents and families, teachers and staff, volunteers and students to “Enrich the Experience”. Emerson PTO does this by collaborating with the Emerson community to raise funds and coordinate volunteers to support academic and creative enrichment as well as community and citizenship building efforts.

Article III –Membership and Dues

Section 1. Membership is open to any adult family member of an Emerson student, any Emerson staff member, and others who have an interest in the Emerson Elementary community.

Section 2. Emerson PTO conducts an annual membership campaign, but may admit members at any time.

Section 3. All members must pay dues annually (see standing rule 2.c.). Membership expires annually on September 30.

Section 4. Only current members may participate in business meetings and serve as elected officers or in appointed positions.

Section 5. The President, Recording Secretary, Communications Coordinator, and Membership chairpersons have a list of current members. This list is used for Emerson PTO purposes only.

Section 6. Only members of Emerson PTO who have paid their dues for the current membership year are eligible to motion, debate, and vote at meetings.

Article IV – Basic Policies

Section 1. The organization is noncommercial, nonsectarian, and nonpartisan.

Section 2. This Emerson PTO is a non-profit organization as outlined under Section 501(c)(3) of the IRS code, and adheres to those guidelines.

Section 3. The fiscal year is from July 1 through June 30. An annual audit is conducted after the financial books are closed on June 30.

Section 4. The annual audit and proposed budget are presented at the September General Meeting.

Section 5. All income belongs to the Emerson PTO, and no member or officers are paid by the organization.

Section 6. Upon dissolution of the Emerson PTO, and after all debts have been met, remaining assets may be donated to one or more non-profit organizations per Article 12 of the bylaws.

Section 7. Bylaws and standing rules are to be reviewed once a year and revised as needed.

Article V – Election of Officers

Emerson PTO members elect the following officers: President, three Vice-Presidents, Recording Secretary, Communications Coordinator, and Treasurer. The President and Vice-Presidents may be shared positions.

Section 1. Nominating Committee

- A. A Nominating Committee is elected annually at the January General Meeting. Nominations are taken from the floor. Five members, including the building Principal and one alternate are elected by a ballot or voice vote. The chairperson is that member receiving the most votes, or who volunteers. The President may not serve on this committee. The building Principal is a permanent committee member.
- B. The committee meets and secures one nomination for each office. Nominees must consent to serve if elected.
- C. The committee posts the nominees in the March Chalk Talk.
- D. Nominations are presented at the March General Meeting. Additional nominations may be made from the floor at that time.

Section 2. Elections

- A. The election is held at the March General Meeting.
- B. A voice vote is held if there is only one nominee for each office; a ballot vote is held if there is more than one nominee for **any** office.

Section 3. Terms

- A. Newly elected officers assume official duties following the last general meeting of the year and serve a one-year term.
- B. An office may not be held for more than two (2) consecutive terms. Holding an office for more than half a term constitutes a term.
- C. A member may hold only one elected office.
- D. Officers-elect shadow current officers to facilitate training.

Section 4. Vacancies

- A. Vacancies are filled by a majority vote of the General Board. The General Board must be notified three (3) days prior to the vote.
- B. When the office of President is vacant, the 1st Vice President serves as President until the General Board votes to fill the office.

Section 5. Removal of Officers

- A. Officers may be subject to removal from office by 2/3 majority of the Executive Board if they fail to fulfill the duties of their elected office.

Article VI – Duties of Officers

All officers must know the Mission statement, Standing Rules and Bylaws of Emerson PTO. They are responsible for their outlined duties and maintain procedure books and stay within their budget. Officers share the responsibility of training their successors.

Section 1. The President

- A. Presides at all General, Executive, and Special meetings.
- B. Is responsible for educating the membership and officers about the mission statement, Standing Rules and Bylaws of Emerson PTO.
- C. Assures that officers are trained for their positions.
- D. Supervises and advises all officers and committees.
- E. Serves ex-officio on all committees except nominating and audit committees.

Section 2. The first Vice-President

- A. Performs all duties of the President in the absence of the President.
- B. Serves as the In-School program coordinator and may appoint program chairpersons and committees.
- C. Actively explores and evaluates programs.

Section 3. The Second Vice-President

- A. Performs all duties of the President in the absence of the President and 1st Vice-President.
- B. Is the Ways and Means chairperson and coordinates all activities for raising operating and enrichment funds.

Section 4. The Third Vice-President

- A. Performs all duties of the President in the absence of the President, 1st Vice-President and 2nd Vice-President.
- B. Serves as the Special Projects Coordinator and coordinates all activities for Special Projects.
- C. May appoint project chairpersons and committees.
- D. Actively explores and evaluates all projects

Section 5. The Recording Secretary

- A. Keeps accurate minutes of all meetings according to Robert's Rules of Order.
- B. Reports the previous meeting minutes at General Meetings and submits the final meeting of the year minutes for Executive Board approval.
- C. Makes available a copy of the minutes for the President and membership in a timely manner.
- D. Keeps a copy of the Standing Rules and Bylaws and current membership list with the minute's notebook.

Section 6. The Communications Coordinator

- A. Handles all outgoing correspondence for the organization.
- B. Coordinates all PR efforts (including timely copies for events and fundraisers)
- C. Maintains and updates all communications vehicles (electronic and otherwise)
- D. Develops and updates relationships with local news media to promote Emerson PTO activities that "Enrich the experience".
- E. Sends out a reminder notice for all General Meetings via all mediums.
- F. Leads Chalk Talk Committee and is responsible for all contents and deadlines.

Section 7. The Treasurer

- A. Has charge and accountability of all the funds of the organization
- B. Keeps accurate account of all income and expenses.
- C. Presents a financial report and updated budget at every General Meeting.
- D. Disburses only expenses authorized by the current year's budget.
- E. Files all required tax information at the close of the fiscal year.
- F. Has the accounts examined annually, or upon a change of Treasurer, by (an) auditor (s) or an auditing committee of no less than three members. Auditors will be approved by members at the May General Meeting. A signed statement on the audit report is required.

Section 8. School Board Representation

- A. A member of the Emerson PTO attends the monthly Lakewood City School Board meetings and makes a report at the next General Meeting.
- B. At the September General Meeting, Emerson PTO members will sign up to attend a monthly meeting. If the member is unable to attend, that member will find a replacement.
- C. In the event that there are no volunteers, the President will assign members to attend the monthly meetings.

Article VII – General Meetings

Section 1.

- A. General Meetings of the Emerson PTO are held on the second Thursday of every school month, with the time and day to be decided by the Executive board.
- B. Seven days notice is required to change the date of a General Meeting.
- C. A quorum of the Executive Committee **must** be in attendance in order for a vote to take place. (See article VII, sec. 3.)

Section 2.

- A. A Special Meeting can be called by the President or by a majority of the General Board with two days notice.

Section 3.

- A. General Meetings are open to all, but only current members may introduce motions, debate, and vote.

Article VIII – Executive Board

Section 1. The Executive Board consists of all elected officers.

Section 2. The Executive Board may transact necessary and emergency business between meetings. Executive Board meetings are called with a minimum of three days notice. Meeting minutes are available at the next General Meeting.

Section 3. A majority of the Executive Board constitutes a quorum.

Article IX – General Board

Section 1. The General Board consists of the Executive Board, all standing committee chairpersons, the principal and the teacher representative.

Section 2. The General Board holds meetings as needed during the school year with a minimum of three days notice. Meeting minutes are available at the next General Meeting.

Section 3. A majority of the General Board constitutes a quorum

Section 4. The General board

- A. Creates Standing Committees.
- B. Approves the plans and work of officers and committees.
- C. Prepares and submits a yearly calendar.
- D. Fills vacancies in elected and appointed positions.

Article X – Standing and Special Committees

All committees present a plan to be approved by the General Board.

Section 1. The Executive Board creates standing committees and appoints committee chairpersons as deemed necessary.

Section 2. The authority to form special committees rests with the organization (motion and vote by membership).

Section 3. A budget committee consists of the incoming and outgoing Presidents and Treasurers and others deemed necessary by the incoming President (chairperson).

Article XI – Parliamentary Authority

The rules contained in Robert’s Rules of Order, Newly Revised govern the Emerson PTO in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

Article XII – Disbanding

Section 1. If a motion to disband is presented and seconded, it must be deferred for vote until the next General Meeting. All members must be notified of the motion to disband 20 days prior to the meeting at which the vote will take place.

Section 2. At the next General Meeting, the motion is opened for discussion. Prior to the vote, members decide how to dispose of property and assets in accordance with Section 501 (c)(3) of the IRS code.

Section 3. A 2/3 vote of members present and voting is required for the motion to pass.

Section 4. The Treasurer notifies the IRS that the organization has disbanded.

Article XIII – Amendments

These Bylaws may be amended at any General Meeting of the organization by a 2/3 vote of the members present and voting. Notice of the proposed amendment must have been given at the previous General Meeting.