

North Andrew School District

Parent Teacher Organization (PTO)

Bylaws

Article I. Name

The name of the organization shall be North Andrew Parent Teacher Organization (NA PTO).

Article II. Mission Statement

Supplying our school and students with educational tools for success.

Article III. Membership

Any family member and/or legal guardian of a student, faculty and staff of North Andrew School District may become a member of the PTO. Each member shall pay annual membership dues of \$5.00 to the PTO. The membership year and the fiscal year will be July 1st to June 30th.

The officers, by a majority vote, may expel any member for cause after an appropriate hearing. The officers, by a majority vote, may terminate the membership of any member who has become ineligible according to the definition of a member.

Article IV. Voting

Only members in good standing shall be eligible to vote. Each individual paying member shall have one vote. Voting may take place by voice, upon request, or by written ballot. An executive voting session (PTO officers only) will be enacted when a fund proposal conflicts with the NA PTO mission statement.

Article V. Meetings

General meetings of the PTO shall be held as designated by the officers. Special meetings may be called by the officers, as needed with appropriate notice. All regular meetings shall be open to the public. Meetings shall be held at North Andrew School or any place the officers may designate.

Article VI. Officers

- A. The officers of the NA PTO shall consist of a President or Co-President(s), Vice-President, Secretary and Treasurer.
- B. If an officer demonstrates inability or not completing tasks of their position they may be considered for removal of office.
- C. To be eligible for an officer position a member must have been in good standing for one year in the organization.

- D. Any officer may resign by filing a written resignation letter with the highest officer position.
- E. No officer shall be compensated by the NA PTO for his/her service.
- F. No two members of the same family, such as; husband/wife, brother/sister, mother/daughter, father/son, etc. shall occupy positions as officers of the NA PTO during the same term.
- G. If current members do not choose to be elected for future officer positions, then members with less than 1 year in PTO can be considered eligible for officer positions.

President/Co-President(s):

- Presides over meetings.
- Coordinates the agenda for all meetings.
- Represents the organization at meetings outside the organization.
- Coordinates the work of all the officers and committees so the purpose of the NA PTO is served.
- In the absence of the treasurer, keep possession of all bank account books.
- Be familiar with parliamentary procedure.

Vice-President: (if applicable)

- Assist the president and carry out the president's duties in his/her absence or inability to serve.
- Be familiar with parliamentary procedure.

Secretary:

- Prepare minutes of all meetings. The minutes will include all topics discussed and all actions taken and to be taken.
- Keep a record of all attendance at the meetings.
- Maintain all records of the NA PTO and keep an organized file of said minutes.
- Track eligibility of current members and maintain a current list.
- See that current bylaws are available upon request to any PTO member.
- Be familiar with parliamentary procedure.

Treasurer:

- Responsible for funds of NA PTO.
- Have possession of NA PTO bank accounts books and statements.
- Maintain a full and accurate account of receipts and expenditures of NA PTO.
- Make disbursements as authorized.
- Receive all funds of the NA PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
- Provide a current financial report of the receipts and expenditures to member and officers only at each NA PTO meeting.

Article VII. Executive Board

The membership of the Executive Board shall consist of the President/Co-President(s), Vice-President, Secretary, and Treasurer. 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, approve routine bills and prepare reports and recommendations to the membership.

Article VIII. Elections

Procedure:

- Nominations/elections will be performed in May during a general NA PTO meeting each school year.
- The vote shall be conducted by ballot, and the ballots counted by two (2) people, immediately following collection of ballots.
- When there is but one candidate for an office, the ballot for that office may be dispensed with and the election may be held by a voice vote.
- A majority vote shall be required for the election.

Term of Office:

- A term of each officer shall be one year beginning at the start of the fiscal year—July 1st.

Vacancies:

- If there is a vacancy in the office of the President, the Co-President or Vice-President will become the President.
- At the next scheduled general meeting, a new Co-President or Vice-President will be elected.
- If there is a vacancy in any other office, a member will fill the vacancy through an election at the next general meeting.

Removal from Office:

- Officers can be removed from office with cause by a two-thirds vote of members present at a general meeting where previous notice has been given.

Succession:

- All officers both current and newly elected shall work in tandem to close out and finish the current school year's financial and NA PTO activities.
- All officers shall deliver all official materials to their successors in a timely manner.
- New officers shall take an oath of office at the start of the new fiscal year during the next scheduled general meeting.

Article IX. Committees

Special committees may be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or at the conclusion of the school year, whichever comes first. No committee work shall be undertaken without the consent of the officers.

Article X. Finances

All officers shall have signatory eligibility, with two (2) signatures required on checks for the payment of money on behalf of the NA PTO. No two members of the same family may be on the signature card for the NA PTO. All accounts shall have two authorized signatures to open and close any NA PTO account. The Treasurer and/or President shall make all deposits to the credit of the NA PTO.

Article XI. Basic Policies

- The policies shall be developed through meetings, conferences, and committees and shall not direct or control the administrative activities of the school.
- The organization shall be noncommercial, nonsectarian, and nonpartisan.
- The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to the purpose of the NA PTO.
- The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way including publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or public office, or devote more than a insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- No part of the net earnings of the organization shall be to the benefit of, or be distributed to its members, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered to make payments and distribution in furtherance of the purposes set forth I Article II hereof.
- Members/officers are responsible for choosing all fundraisers.

Article XII. Amendments

These bylaws may be amended by the members at any general or executive meeting, by a two-thirds vote of the membership present and voting, provided that notice of the proposed amendments has been provided to the membership thirty (30) days prior to the meeting, by the Executive Board, by written notice.

Article XIII. Dissolution

- Notice of pending consideration of dissolution of the NA PTO organization requires thirty (30) day written notice to all members/officers prior to meeting.
- A two-thirds vote in favor of dissolution by members present at a general meeting is required.
- Upon dissolution of the organization, any remaining funds will be used to pay any outstanding debts.
- A special regular membership meeting must be called to determine the final distribution of the NA PTO remaining funds.