

## Parent Teacher Organization

### By- laws

Revised December 2011

#### ARTICLE I. General

This organization shall be known as the Canyon Creek Parent-Teacher Organization (PTO). Its purpose will be to foster programs that will be a benefit to the students attending Canyon Creek School. The organization will be non-profit, non-partisan, non-sectarian and non-political.

#### ARTICLE II. Membership

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights if they are in good standing. The principal and any teacher employed at the school may be a member and have voting rights. Members will be considered in good standing if they attend 50% of the scheduled meetings.

#### ARTICLE III. Board of Directors/Officers

Section 1: Composition of the Board. The Board of Directors shall be composed of the president, vice-president, secretary, treasurer, committee chairperson, and any co-officer if desired and needed.

Section 2: Any person may serve on the Board of Directors who is a member in good standing of the Canyon Creek Parent Teacher Organization.

Section 3: Annual election of officers. The general membership will annually elect the officers.

Section 4: Term. Each term of the Board of Directions will be for a period of one year. A Board member may be re-elected. Board members shall assume their official duties following the close of the first meeting in November. Names of Board members will be available to all members.

Section 5: Vacancies. Vacancies on the Board of Directors or among the officers, occurring in the term, may be filled by the Board of Directors by a majority vote for the remainder of the term.

Section 6: Policy. The government and policy making responsibility of the organization shall be vested in the Board of Directors who shall be responsible for its finances and direction of its affairs.

Section 7: Quorum. At any meeting of the executive Board, a quorum shall be considered present if three (3) members are present.

Section 8: Duties of Officers. The duties of the officers will be as follows:

President- The president shall preside at all meetings of the organization of the Board of Directors at which he/she may be present; shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization of the Board of Directors; and shall coordinate the work of the officers and committees of the organization in order that the goals and objectives may be promoted. The president will be responsible for determining the agenda of regular and board meeting and serve as a liaison between PTO and the school.

Vice-President- The vice-president shall act as an aide to the president and shall perform the duties of the president in the absence or disability of that officer to act. They will also be responsible for correspondence (incoming or outgoing) on behalf of PTO.

Secretary- The secretary shall record the minutes of all meetings of the organization and the Board of Directors. They shall also perform such other duties as may be delegated to him including flyers and newsletters.

Treasurer- The treasurer shall have custody of all the funds of the organization and shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the organization, the Board of Directors or a special committee. The treasurer shall present a financial statement at every meeting of the organization and other times when required by the Board of Directors. The treasurer shall be responsible for the maintenance of such books or account and records and conform to the requirements for Article VI of the by-laws.

Committee Chairperson- The committee chairperson will be the liaison between the sub-committees and the Board of Directors.

#### ARTICLE IV. Meetings

Section 1: All the regular meetings will be held on regular PTO meeting dates (the 2<sup>nd</sup> Tuesday of every month) unless announced two weeks prior to meeting.

Section 2: Additional meeting of the membership may be called by the Board of Directors at any time they feel it is necessary. At least four (4) day notice shall be given unless there is an emergency.

Section 3: At any meeting of the general membership a quorum shall be considered present if three (3) members are present.

Section 4: The last meeting of the school year will be to elect new officers, conduct normal business of the organization and such other activities as the Board may wish.

#### ARTICLE V. Activities

Section 1: The Board of Directors will promote activities that develop the best relationship between parents, teachers, and students. The Board of Directors may draw upon whatever personnel or committees from within the community that they deem advisable.

Section 2: The first responsibility of the Board of Directors is to establish a set of clear, concise, written goals for the organization to undertake for the entire year. The Board will organize such individuals or committees as is necessary to accomplish these goals. Further, the Board will publicize these goals to the entire membership.

#### ARTICLE VI. Finances

Section 1: Funds. All money paid to the organization shall be placed in the general PTO operating fund. The financial condition of the organization shall be available to the membership at all times. The fund is to maintain a positive balance at all times and have a minimum balance at each term end of \$1500.

Section 2: Disbursement. Any requests by a member for organization funds shall be submitted in writing. Any dollar amount for a specific expense over \$100.00 must be approved by the majority vote of the general membership in attendance at any meeting. Any dollar amount for a specific emergency less than \$100.00 may be left to the discretion of the Board. All funds disbursed must be shown to the general membership via the financial/treasurer report at the general membership and Board meetings.

Section 3: Annual Audit. The accounts of the organization shall be audited on an annual basis. The audit will be done by the outgoing and incoming treasurer and /or one other board member.

#### ARTICLE VII. Parliamentary Procedure

Section 1: Authority. The procedure of the organization shall be governed and conducted according to the latest rules of Roberts Rules of Order.

#### ARTICLE VIII. Amendments

Section 1: Revisions. These by-laws may be amended or revoked and new by-laws adopted by a two-thirds (2/3) vote of the membership present at any regular or special meeting of the membership for that purpose.