

**BYLAW'S of  
EAST ELEMENTARY SCHOOL  
PARENT TEACHER ORGANIZATION**

- 1. NAME:** The name of the organization shall be the East Elementary School Parent Teacher Organization.
  
- 2. PURPOSE:** The purpose of the organization shall be to aid the students of East Elementary School by providing support for their educational and recreational needs and to promote open communication between the administrations, teachers and parents.
  
- 3. MEMBERSHIP:**
  - A. Regular Membership: Each member of this PTO shall pay annual dues of \$8.00 per family to the organization. Regular Members shall have the right to attend and participate in all meetings and activities of the organization.
  - B. Voting Membership: Members shall have the right to vote on all issues, except as otherwise covered in the Bylaws, to elect officers, and to hold office.
  
- 4. MEETINGS:**
  - A. Regular Meeting: At least three (3) General Membership Meetings of the organization shall be held during each school year, including an open house, to be coordinated with the Principal.
  - B. Special Meetings: Additional meetings of the organization may be called, either by vote of the Executive Committee or by petition of a majority of the Voting Members.
  - C. Quorum: Those persons present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.
  - D. Voting: A majority vote of the Voting Members present at any meeting shall be required for all action to be taken by the organization.
  
- 5. OFFICERS:**
  - A. Positions: The officers of the organization shall consist of a President, one (1) First Vice President, three (3) Vice Presidents, a Secretary, and a Treasurer.

B. President: The President shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall, in general, supervise and control all of the activities of the organization. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall select and appoint the chairpersons of all special committees and shall be an ex-officio member of all committees of the organization.

C. First Vice President: In the absence of the President, the First Vice President shall perform the duties of the President. The First Vice President shall assume the office of President the following school year. This position will coordinate all communications with the homeroom mothers for assistance with school wide events, such as teacher appreciation week; in addition to other duties.

D. Vice Presidents: The three Vice Presidents shall be members of the Executive Committee. The three Vice Presidents shall perform such other duties as are assigned by the President or the Executive Committee. The 3 Vice Presidents include: VP of Fundraising, VP of Membership and VP of Projects.

E. Secretary: The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, and prepare the official list of Voting Members, shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee.

F. Treasurer: The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks and other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall be responsible for all bank deposits. Each check should be categorized, imaged and recorded in the appropriate ledger. The Treasurer also shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Committee.

## **6. ELECTIONS:**

A. Procedure: The election of officers shall take place in April of each school year. All Voting Members of the organization may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

B. Term of Office: The term of each officer shall be one (1) year, beginning on June 15 and ending on June 14 of each year. A person may be elected to the same or other office for more than one term.

C. Nominating Committee: The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are Voting Members and otherwise eligible to serve in the office.

D. Selection: A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a runoff between the two (2) persons who received the largest number of votes shall immediately be held.

E. Vacancies: Any vacancy in office because of death, resignation or inability to serve shall be filled by the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the First Vice President shall immediately assume the office. Should a vacancy occur in the office of the First Vice President for any reason, the vacancy shall be filled by the Second Vice President at the next regular meeting of the membership, consistent with the procedures established herein.

## **7. EXECUTIVE COMMITTEE:**

A. General Powers: The affairs, activities and operation of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of Standing and Special Committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

B. Membership: The membership of the Executive Committee shall consist of the President, the First Vice President, three (3) Vice Presidents, Secretary, Treasurer and Past President. The principal of the school shall serve as ex-officio member and shall be entitled to vote. The immediate past president should be the parliamentarian at all meetings, enforce by-laws and governing rules established by the group. This position shall serve in advisory capacity.

C. Meetings: Regular meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. When possible, notice of the meetings should be announced to all regular members of the organization. Any Regular, Voting or Honorary Member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body.

D. Quorum: A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

E. Voting: The act of the majority of the regular and ex-officio members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

## **8. STANDING AND SPECIAL COMMITTEES:**

A. Nominating Committee: The Nominating Committee shall be composed of three (3) persons, consisting of a teacher, a parent and the Principal, who shall be selected by the Executive Committee at the beginning of each year. In addition, the First Vice President shall be an ex-officio member of the committee and shall be entitled to vote. The committee shall carry out its responsibilities, as specified in Section 6.

B. Other Standing Committees: The Executive Committee may establish such other Standing Committees as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees, who shall serve as ex-officio members of the Executive Committee. Only Voting Members may serve as chairpersons. The Chairperson of each committee shall recruit the members for his or her committee. Any Regular Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

C. Special Committees: The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on June 14 of each year, whichever comes first. The President shall appoint the chairpersons of all Special Committees. Only Voting Members may serve as

chairpersons. Any Regular Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

## **9. FINANCES:**

A. Budget: The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This Budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.

B. Obligations: The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter such agreements on behalf of East Elementary School, nor should they hold themselves out as having such authority.

C. Loans: No loans shall be made by the organization to its officers or members.

D. Commercial Paper: All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or by any other person as authorized in writing by the Executive Committee.

E. Deposits and/or Disbursements: The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies, or other depositories as the Executive Committee may select. Each check for deposit shall be categorized, imaged and recorded in the appropriate ledger prior to deposit. The Treasurer shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits shall be made within a maximum of ten (10) business days from the receipt of the funds and all disbursements shall be made within a maximum of thirty (30) days from the orders of payment.

F. Financial Report: The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the year. The Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

**10. MEMBERSHIP DUES:** Each member of this PTO shall pay annual dues of \$8.00 per family to the organization.

**11. AMENDMENTS:** These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Voting Members after two (2) consecutive Regular and Special Meetings.

**12. AUTHORITY:** If any part of these Bylaws shall conflict with the decisions, policies, or procedures adopted by the Cullman City School Board, they shall be deemed null and void and the decision of the Cullman City School Board shall, in all cases, control.

Revised 8/24/2009