

Bylaws of the Parents and Teachers Organization Sweet Home I.S.D.

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Typed by:
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P.T.O. Secretary 2002 - 2003

Bylaws of the Parents and Teachers Organization Sweet Home I.S.D.

ARTICLE I: NAME

The name of this organization shall be Parents and Teachers Organization of Sweet Home I.S.D.

ARTICLE II: OBJECTIVES

The objectives of the Parents and Teachers Organization of Sweet Home I.S.D. shall be:

To promote the welfare and development of children and youth in home, school, church, and community.

To promote positive relationships between home, school, and community.

To fund programs and activities that benefit students.

ARTICLE III: BASIC POLICIES

1. The objective of the Parents and Teachers Organization of Sweet Home I.S.D. shall be promoted through educational programs directed toward parents, teachers, and the general public; shall be developed through conferences, committees, and projects: and shall be governed and basic policies set forth in this article.
2. This organization shall be nonsectarian and nonpartisan. It shall not endorse any candidate of any party.
3. This organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in 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 otherwise.
4. This organization shall not authorize or condone the consumption of drugs or alcohol at any organization function.
5. This organization shall seek neither to direct the administrative activities of the school nor to control its policies.
6. This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representative makes no commitments that bind the group he or she represents.

7. In the event of dissolution of this organization, the assets of the organization shall be distributed for one or more of the exempt purposes specified in section 501 (c) (3) of the Internal Revenue code of 1954 as from the time to time amended.

ARTICLE IV: MEMBERSHIP DUES

1. Any person interested in the objectives of the Parents and Teachers Organization of Sweet Home I.S.D. who is willing to uphold its basic policies and subscribe to its bylaws may become a member upon payment of dues, as hereinafter provided.
2. The annual dues shall amount to \$ 2.00 (two dollars) per member. A receipt shall be given upon request.
3. An annual enrollment of members shall be conducted. Additional members shall be accepted at any time.
4. Duties of a member include attending and participating in meetings, thus helping to form association policies and plan activities.

ARTICLE V: OFFICERS AND THEIR ELECTION

1.
 - a. The officers shall consist of a President, Vice-President, Secretary, Treasurer, and a Parliamentarian.
 - b. The officers shall be elected at the last general meeting of the year to serve one year. They shall assume their duties after the closing of school that year.
 - c. No member shall hold the same office for more than two consecutive years.
 - d. A plurality vote of the members present shall elect to office.
2. A vacancy in any office except President shall be filled by an election at a general meeting. If the office of President becomes vacant, the Vice-President shall succeed to that office.
3.
 - a. There shall be a nominating committee consisting of three members elected by the executive committee. The President shall appoint one of the three to serve as chairman of the committee.
 - b. The nominating committee shall elect one nominee for each office to be filled and report at the last general meeting of the year.
 - c. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor.
 - d. All persons nominated must agree in person or in writing that they will serve if voted into office.

ARTICLE VI: DUTIES OF OFFICERS

1. The President shall preside at the meetings of both the organization and the executive committee, and shall appoint all standing and special committees. (See Article XI, Sections 1 and 2). The President shall have the power to call special meetings and shall perform such other duties as pertain to the office.
2. The Vice-President shall preside in the absence of the President. The Vice-President shall be chairman of the standing ways and means committee whose duty shall be to submit plans for raising funds.
3. The Secretary shall keep the minutes of the organization and the executive committee, and shall prepare from them an order of business for each meeting for the use of the President. The Secretary shall notify committees of their appointment, keep the membership roll, record all donations, conduct the correspondence, read communications, file important letters, and at the end of the year give a written report.
4. The Treasurer shall: receive all money of the organization; keep an accurate record of receipts and expenditures. The Treasurer shall prepare an annual budget for adoption by the organization. The Treasurer shall pay out local funds authorized by the organization. The Treasurer shall present a statement of accounts at every meeting of the organization and at other times when requested by the executive committee.
5. The Parliamentarian will advise the organization on parliamentary procedure and bylaw legality. The Parliamentarian shall be a teacher representative.

ARTICLE VII: MEETINGS

The first general meeting shall be held within one month of school opening. The Parents and Teachers Organization of Sweet Home I.S.D. shall meet in no fewer than two general meetings a year. The meeting shall be held at the school buildings or at a place designated by the executive committee. Seven members shall constitute a quorum for the transaction of business.

ARTICLE VIII: EXECUTIVE COMMITTEE

The officers of the organization with the Superintendent and the standing committee chairman shall form an executive committee to plan and direct the work of the organization. A majority shall constitute a quorum. The board shall have the power in an emergency to act for the organization.

ARTICLE IX: AMENDMENTS

1.
 - a. These bylaws may be amended at any general meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting. All amendments must be dated.
 - b. A committee may be appointed to submit a revised set of bylaws only by a majority vote at a general meeting of the organization or by a two-thirds vote of the executive committee. The procedure for action on amendments in Section 1, a, should then be followed.

ARTICLE X: PARLIAMENTARY AUTHORITY

Robert's Rule of Order Revised shall govern this organization in all cases to which they are applicable.

ARTICLE XI: SPECIAL AND STANDING COMMITTEES

1. Such special committees shall be created by the President, with the approval of the executive committee, as may be required to promote the objectives and interest of the organization. The chairman of the special committee shall be selected by the officers of the organization and the Superintendent of the school or his or her representative.
2. Members for the standing committees shall be appointed by the President, with the approval of the executive committee, as may be required to carry out the objectives of such committees.
3. The chairman of a special or standing committee shall present plans of work to the executive committee and no committee work shall be undertaken without the approval of the executive committee.
4. The standing committees are the ways and means committee, publicity committee, and the scholarship committee.
The duties of the standing committees are as following...
 - a. Ways and Means – this committee shall be chaired by the Vice-President and shall be responsible for planning fund raising. Special committees shall be formed to conduct each fund raising event.
 - b. Publicity – this committee shall be chaired by an appointed person and shall be responsible for advertising all meetings, fund raising efforts, and special events.

- c. Scholarship – this committee shall be chaired by the Treasurer and assisted by other appointed persons and shall be responsible for maintaining scholarship records, determining eligibility of recipients, and dispersing funds.
5. Folders containing information about each committee’s objectives and procedures will be passed down at an annual meeting.

ARTICLE XIII: ARTICLES OF ORGANIZATION

The bylaws of this organization shall be deemed to be part of its articles of organization.

STANDING RULES

Regulations Regarding Faculty. The teachers shall make purchases only within their annual appropriations. Receipts and documentation of purchases will be maintained by the Treasurer. Purchases thus made shall be the property of the school.