

ROSEHILL ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION CONSTITUTION AND BY-LAWS

ARTICLE I – NAME

The name of this organization shall be Rosehill Elementary School PTO.

ARTICLE II – OBJECTIVES

- A. To promote the welfare of the children in the school, home and community.
- B. To promote close communications, understanding and cooperation among the students, faculty and parents, in English and Spanish.
- C. To support and improve the school environment through positive action.

ARTICLE III – POLICIES

- A. This organization is self-governing, self-supporting, non-commercial, non-sectarian, non-profit and non-partisan.
- B. This organization shall seek neither to direct the administrative activities of the school nor to control its policies.
- C. This organization shall aid the school through projects and the dissemination of public information.
- D. The fiscal year shall run from August 1 through July 31.
- E. A kitty of a minimum of \$2,000.00 shall remain in the treasury over the summer to begin the next year's PTO program.

ARTICLE IV – MEMBERSHIP

- A. Membership in the organization is open to parents or guardians who have a child or children enrolled in Rosehill Elementary School, faculty members of the school and any other adult interested in the school who will uphold the policies of this organization and agree to this constitution and the by-laws.
- B. An annual fall membership drive shall be conducted with additional members accepted at any time.
- C. Eligible persons shall become members upon paying the prescribed membership dues per family per school year.

ARTICLE V – DUES

Any person eligible to become a member of this organization may join by paying an annual fee, the amount of which shall be established by the Executive Board.

ARTICLE VI – ELECTED OFFICERS AND DUTIES

- A. Positions.
 - 1. The President shall (A) preside at all meetings of the organization and of the Executive Board; (B) act as an ex-officio member of all committees; (C) coordinate the work of the Officers and Committees in order that the objectives may be

- promoted; (D) appoint (prior to the last general meeting) an Auditing Committee of not less than 3 members in good standing as described in Article XI (D) ; and (E) perform such other duties as may be assigned by the Executive Board.
2. The First Vice-President shall (A) act as a chairman of the Membership Committee by coordinating and facilitating all aspects of the annual PTO Membership Drive; (B) assume the duties of the President in the event of the President's temporary inability to serve; (C) perform such other duties as may be assigned by the organization or the Executive Board; (D) in the event of a vacancy of any officer or chairperson position, the First Vice President shall temporarily fill the vacancy until a new officer or chairperson can be installed; (E) work with the Treasurer in receiving monies of the organization; and (F) maintain a current list of all members of the organization.
 3. The Second Vice-President shall (A) devise and coordinate all fall fund raising projects; (B) work with the Treasurer in receiving monies of the organization; (C) work with the Treasurer in developing an annual budget, which shall define the year's expenses and fund-raising expenditures; and (D) perform such duties as may be assigned by the organization or by the Executive Board.
 4. The Third Vice-President shall (A) devise and coordinate all spring fund raising projects; (B) work with the Treasurer in receiving monies of the organization; and (C) work with the Treasurer in developing an annual budget, which shall define the year's expenses and fund-raising expenditures; and (D) perform such duties as may be assigned by the organization or by the Executive Board.
 5. The Secretary shall (A) record the minutes of all meetings of the organization and of the Executive Board, including attendance and furnish copies of the minutes to the President within one week following the meeting; (B) maintain an attendance record of all members of the PTO Board at all organization meetings; and (C) take care of all correspondence relating to the organization.
 6. The Treasurer shall be the financial officer of the organization and shall present the proposed budget at the general membership meeting in the fall. In the name of the organization the Treasurer shall (A) together with the Vice-Presidents receive all monies of the organization and deposit said monies in a bank designated by the Executive Board; (B) keep an accurate record of receipts and expenditures; (C) pay out funds with proper vouchers in accordance with the approved budget; (D) present a financial report at every meeting of the organization and at other times as requested by the Executive Board; and (E) present a written statement of the accounts for annual examination by an Auditing Committee, who satisfied that the Treasurer's final report is correct, shall sign a statement of the fact at the end of the report.
- B. Terms. Elected officers will serve a one-year term to begin on June 15th and run to June 14th at which time all documentation shall become the property of the newly elected members. Elected Officers may continue to serve in their positions if re-elected by the general membership annually. President and Treasurer may only serve two consecutive terms.
- C. Notebooks. All Elected Officers and Standing Committee Chairpersons will maintain a current notebook of procedures, activities, and reports which they shall turn over to the incoming President after the final meeting in May.

ARTICLE VII- EXECUTIVE BOARD

- A. Members. The Executive Board shall consist of the President, First Vice President, Second Vice President, Third Vice President, Secretary, and the Treasurer.
- B. Duties. The activity and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact any necessary business in the intervals between organization meetings and any other such business presented to the

Executive Board by school officials or the organization itself. The Executive Board may create Standing or Special Committees, and approve work plans presented by Chairpersons, or special committees. The Executive Board may present reports and recommendations at the meetings of the organization and will prepare a budget proposal for presentation to the organization for approval. The Executive Board will appoint persons to serve the balance of terms for any vacant elected officer or chairperson. The Executive Board will act for the organization in emergency situations and, in general, conduct business and activities as deemed necessary on behalf of the organization.

- C. Meetings. Special meetings may be called by the President or by two or more members of the Executive Board. Notice of at least 7 days should be given to all members of the Executive Board, in the absence of an emergency.
- D. Quorum. A majority of members of the Executive Board shall constitute a Quorum.
- E. Voting. Voting by the majority of the members of the Executive Board present at a meeting which a quorum is established shall be required for action to take place. The President shall have a vote when sitting as a member of the Executive Board.

ARTICLE VIII – PTO BOARD MEMBERS

- A. Members. The PTO Board Members shall consist of the Executive Board, Standing Committee Chairpersons, faculty representative(s), and the principal of the school.
- B. Duties. The Board Members will work collaboratively to conduct the business and carry out the objectives of the organization. Members of the Board must inform the President in advance of a regular monthly meeting if they need to be on the agenda to report information back to the group. Board Members are responsible for adhering to the approved budget for the school year.
- C. Quorum. Fifteen members of the PTO Board will constitute a quorum.
- D. Voting. Voting by the majority of the members present at a meeting in which a quorum is established shall be required for action to take place. The President shall abstain from voting when sitting as a member of the PTO Board or in a General Membership Meeting.
- E. Absences. Three absences from a Board Meeting shall be deemed a resignation and a replacement shall be assigned by the Executive Board. If there is a co-chair, only one chairperson is required to be present at any scheduled meeting.
- F. Notebooks. All PTO Board members will maintain a current notebook of procedures, activities, & reports which they shall turn over to the incoming President at the last meeting of the school year in May.

ARTICLE IX – STANDING AND SPECIAL COMMITTEES

- A. Standing Committees.
 - 1. Standing Committees shall be created by the Executive Board and/or the PTO Board as deemed necessary to promote the objectives and carry on the work of the organization. Chairpersons of the Standing Committees shall be appointed by the Executive Board. Their terms shall be one year starting on July 15th and ending the following July 14th.
 - 2. The Chairman of each Standing Committee shall be selected by the newly elected Executive Board. The Executive Board will meet during the summer and select Chairpersons for each Standing Committee.
 - 3. The Chairperson of each Standing Committee will present a plan of work to the Executive Board for approval. No work shall be undertaken without the consent of the Executive Board.
 - 4. The Chairperson of each Standing Committee will recruit members for his/her committee.

5. The President shall be an ex-officio member of all Standing Committees.
6. Chairperson Positions:
 - (a) *Hospitality*: The Chairperson(s) shall be responsible for coordinating the PTO-sponsored events such as meals for the teachers and staff and for other activities as requested by the PTO Board.
 - (b) *Cultural Arts*: The Chairperson(s) shall develop and coordinate, with the Principal's approval, programs and activities in the areas of art, music and dramatics.
 - (c) *Publicity*: The Chairperson(s) shall be responsible for creating/updating the monthly calendar and bulletin board. The Chairperson(s) will report meetings, programs and special events to area newspapers as requested by the Executive Board. The Chairperson(s) will make posters and coordinate signage for special events.
 - (d) *Donations*: The Chairperson(s) shall be responsible for the solicitation and collection of donated prizes for the fundraisers which the organization sponsors during the year. The Chairperson(s) will plan and coordinate events involving donations from businesses such as, but not limited to, Kroger Share cards, Restaurant nights, and Bowling nights.
 - (e) *Room Parents*: The Chairperson(s) shall be in charge of all homeroom parents and shall oversee that all parties and class activities comply with school policies. The Chairperson(s) will assist the Volunteer Coordinator during special events and organize the Room Parents and Grade Level Representatives for volunteering activities.
 - (f) *Property*: The Chairperson(s) shall be responsible for cataloging and supervising the property of the organization.
 - (g) *Historian/Yearbook*: The Chairperson(s) shall (1) collect and preserve items of historical interest; (2) maintain a PTO/School scrapbook; (3) take pictures of school and PTO sponsored activities; and (4) coordinate the publication of a school yearbook.
 - (h) *Parliamentarian*: The Chairperson shall attend all general and PTO Board meetings to advise the President on governing procedures based upon Robert's Rules of Order, Newly Revised.
 - (i) *Volunteer Coordinator*: The Chairperson(s) shall be responsible, upon request by faculty or staff member or the PTO Board, to coordinate volunteer needs for the school.
 - (j) *Bilingual Representative*: The Chairperson(s) shall act as a liaison for the bilingual community and attend meetings specified by the Executive Board to ensure PTO information is available for the bilingual community.
 - (k) *Workroom Liaison*: The Chairperson(s) shall (1) oversee that all PTO information needing copies & distribution is completed on the PTO copy day designated by RES personnel and then distributed to classrooms for Wednesday Folders; (2) organize and assign duties to Work Room Volunteers in order to support the RES workroom personnel; and (3) keep the PTO Board abreast of the volunteer or supply needs in the workroom.
 - (l) *Library Liaison*: The Chairperson(s) shall (1) Organize parent volunteers in the Library; and (2) keep the PTO Board abreast of the volunteer or supply needs in the Library.

B. Nominating Committee.

1. *Members*. The nominating committee shall consist of three Board members appointed by the Executive Board and a school representative, if available.
2. *Duties*. The nominating committee will carry out the election responsibilities as written in Article XI.

C. Special Committees. The Executive Board and /or PTO Board 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 14th of each calendar year, whichever is first.

- D. Auditing Committee. The President will appoint this Committee at the last general meeting held during the spring. The Committee will consist of the current President, Treasurer, any persons accepting nomination as Treasurer for the following year, one faculty representative, and at least one licensed accountant not sitting on the Board.

ARTICLE X – GENERAL MEMBERSHIP MEETINGS

- A. There shall be at least (2) General Membership Meetings each year. One meeting will be held in the fall and serve as the budget approval meeting. The other meeting will be held in the spring. Twenty members shall constitute a quorum for the transaction of business at any General Membership Meeting.
- B. Advanced notice of seven days for all General Membership Meetings shall be given to the membership.
- C. The Executive Board may call special meetings by giving advanced notice of 7 days to the organization, unless extenuating/emergency situation disallows for the proper notice.
- D. The privileges of holding an office, introducing motions, debating issues and voting on motions shall be limited to the members in good standing.

ARTICLE XI – ELECTIONS

- A. A Nomination Memorandum will be distributed to the General Membership during the 1st week of March. The Memorandum will solicit volunteers from the general membership and current Board, for elected positions along with persons interested in being considered for committee chairs by the newly elected Executive Board. All nomination forms must be returned to the Nominating Committee by the 4th Thursday in March.
- B. Only members in good standing, who have consented to serve if elected, shall be eligible for nomination.
- C. Only a current PTO Board Member, who has served on said Board for at least (1) year is eligible to place their name on a nomination form for the office of President or Treasurer. However, should the office of President or Treasurer not be able to be filled from the current PTO Board, the Nominating Committee shall accept nominations of general members qualified to fill the position for the following year, the term “qualified” to be defined by the current PTO Board.
- D. The nominating committee will devise a ballot that is to list all names in a similar fashion to be circled.
- E. One ballot will be given to each member in good standing. This will be delivered to the members through one child from said family currently enrolled in Rosehill Elementary School during the first week of April. This ballot must be returned to the Nominating Committee. The ballots will be collected on said date and the Nominating Committee shall count said ballots and will inform the current President of the election results for him/her to announce the second week in April.
- F. President and Treasurer Officers may serve no more than two (2) consecutive terms in the same office.
- G. The newly elected Executive Board will be installed at the regular May Board Meeting.
- H. The newly elected Executive Board will take possession of the nominating memorandum and meet in the summer and assign chairpersons to the standing committees.

ARTICLE XII – FINANCES

- A. Budget. The Executive Board shall present the budget of anticipated revenue and expenses for the year to the PTO Board Members prior to the first general membership meeting. Once approved by the Board Members, the Treasurer will present the finalized budget to the general membership for approval. The budget must be approved in advance in a general membership meeting. Any deviation less than \$1000.00 may be changed with advance notice and a majority vote of the current PTO Board Members. Any deviation over \$1000.00 can only occur with a vote of the general membership.
- B. Obligations. The Executive Board may authorize any officer or chairperson to enter into a contract or agreement for the purchase of materials or services on behalf of the organization.
- C. Loans. No loans shall be made by the organization to its officers or members.
- D. Reimbursement. Any member requiring reimbursement by the organization must complete a check request form within 45 days of original purchase.
- E. Signatures. (1) The Treasurer, President, and one additional Executive Board member will have signatures on file with the Organization's Bank Account. (2) All checks over \$250.00 shall be approved by the Treasurer and either the President or other signee on the check request form. Anything under \$250.00 shall require only one signature on the check request forms. (3) The Treasurer will approve all checks under \$250.00. Due to an absence or inability of the Treasurer to issue a needed check, another signee on the account may write checks.

ARTICLE XIII – AMENDMENTS

This Constitution may be amended by a two-thirds vote of the PTO Board.

ARTICLE XIV – DISSOLUTION

This Constitution may be dissolved in the manner provided in Article XIV – Amendments. Upon dissolution, all assets and records become the property of Rosehill Elementary School. However, if the named recipient is not then in existence, or is no longer a qualified distribute, or is unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation, or organization which is organized and operated exclusively for the purposes specified in section 501 © (3) of the Internal Revenue Code.

ARTICLE XV – PARLIAMENTARY PROCEDURES

Robert's Rules of Order, Newly Revised shall be parliamentary authority for this organization and shall govern any procedures not specifically outlined in this constitution or the bylaws.

ARTICLE XVI – PURPOSE

The purposes for which the association is organized are exclusively charitable and educational within the meaning of section 501 © (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 © (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

These By-Laws were revised on August 16th and approved by the PTO Board.

Bobbie Lanch/President _____

Laura Thompson/Treasurer _____

Jackie Scrivens/1st VP _____

Bridey Meinecke/2ndVP _____

June McGee/ 3rd VP _____

Amanda Jones/ Secretary _____