

**BYLAWS OF THE DENTON ELEMENTARY SCHOOL
PARENT-TEACHER ORGANIZATION
(PROPOSED AMENDMENTS ARE SIGNIFIED IN RED.)**

ARTICLE I: NAME

The Denton Elementary School Parent-Teacher Organization (PTO) is a local non-profit organization.

ARTICLE II: ARTICLES OF ORGANIZATION

This organization exists as an unincorporated organization of its members. These bylaws, as from time to time amended, shall govern the organization.

ARTICLE III: PURPOSE

The purposes of the Denton Elementary School PTO are promoted, in cooperation with school personnel, through an education program directed toward parents, teachers, and the general public, and developed through conferences, committees, projects and programs toward the following goals:

- a. To support, promote, and recognize academic performance and achievement.
- b. To solicit community support and promote positive public relations between school and community.
- c. To assist the school in planning and implementing academically and culturally enriching activities and programs.
- d. To supplement resources of the school for the benefit of all students.
- e. To promote the welfare of children and youth through the united efforts of parents, teachers, staff and the community.

ARTICLE IV: BASIC POLICIES

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The organization shall cooperate with other schools, organizations, and agencies concerned with child welfare to support the improvement of education in ways that will not interfere with administration of the school(s) and shall not seek to control their policies or to make binding commitments.
- c. In the event of the dissolution of the organization, its assets 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 time to time amended.

ARTICLE V: MEMBERSHIP

- a. Any individual who subscribes to the purpose and basic policies of this organization may become a member, subject only to compliance with the provisions of the bylaws. Only members in good standing shall be eligible to participate in business meetings or to serve in any of its elective or appointive positions.
- b. The PTO shall conduct an annual enrollment of members but persons may be admitted to membership at any time with the payment of annual dues.
- c. The membership year of the Denton Elementary School PTO shall begin on September 1 and end on the following August 31.

ARTICLE VI: OFFICERS

- a. The officers of this organization shall consist of a President, President-Elect, Secretary, **Secretary-Elect**, Treasurer and Treasurer-Elect. These officers shall be elected annually at the spring meeting and shall assume their official duties following the close of the school year. They will serve a term of two years and until the election and qualification of their successors. The President-Elect, Treasurer-Elect **and Secretary-Elect** shall be elected each year and shall serve one year as such and the remaining year as President, Treasurer **and Secretary**, respectively.
- b. A person shall not serve more than two consecutive terms in the same office.

ARTICLE VI. ELECTION OF OFFICERS

- a. There shall be a nominating committee composed of the outgoing PTO President, a teacher representative and a member of the Advisory Council. The Principal will serve as ex-officio.
- b. The nominating committee shall nominate one eligible person (who has consented to serve) for each office to be filled and report its nominees at the regular PTO meeting in the spring, at which time additional nominations may be made from the floor.
- c. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive committee, notice of such election having been given.

ARTICLE VII: DUTIES OF OFFICERS

- The **President** will preside at PTO business meetings held in the school for officers and the principal and over school-wide PTO business meetings. The President will be responsible for signing all correspondence sanctioned by the PTO.
- The **President-Elect** shall substitute for the President during his or her absences and perform other duties with the cooperation of the President. The President-Elect shall work closely with the President to prepare for that position the following year.
- The **Secretary** shall record all minutes from each PTO meeting. The minutes of each previous meeting shall be read and approved at the following scheduled PTO meeting. The minutes shall be recorded and stored in the school office at the end of each school year. In addition, the Secretary shall perform other duties as assigned by the President.
- **The Secretary-Elect shall substitute for the Secretary during his or her absences and perform other duties with the cooperation of the Secretary. The Secretary-Elect shall work closely with the Secretary to prepare for that position the following year.**
- The **Treasurer** shall have charge and responsibility for all funds received by the PTO and shall be the custodian of all PTO financial records. All funds shall be receipted and deposited in the name of the PTO in a local bank. Written financial reports shall be made at each PTO meeting. In addition, financial information shall be provided to the principal for publication in the school newsletter. The PTO checkbook and financial records shall be stored in the school office at the end of each school year. In addition, the treasurer shall perform other duties as assigned by the President.
- The **Treasurer-Elect** shall substitute for the Treasurer during his or her absences and perform other duties with the cooperation of the Treasurer. The Treasurer-Elect shall work closely with the Treasurer to prepare for that position the following year.

All officers shall deliver to their successors all official material *no later than two weeks* following the end of the school year.

ARTICLE IX: EXECUTIVE COMMITTEE

- a. The executive committee shall consist of the officers of the organization, the chairperson of the standing committees and the principal of the school or his or her appointed representative.
- b. The duties of the executive committee shall be to:
 - (a) transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
 - (b) create standing and ad-hoc committees;
 - (c) review minutes of committee meetings and approve committee work plans;
 - (d) present a report at regular organization meetings;
 - (e) audit the treasurer's report;
 - (f) prepare and submit to the organization for approval a budget for the fiscal year; and
 - (g) approve routine expenditures within the limits of the budget.
- c. Standing committees shall include membership, fundraising, food and volunteer and others as determined by the executive committee.

ARTICLE X: MEETINGS

- a. Regular meetings of the organization shall be held three times during the school year (fall, winter and spring) unless otherwise provided by the association or by the executive committee. Ten days notice shall be given of change of date.
- b. The executive committee may call special meetings. Five days notice shall be given.
- c. A majority of members present shall constitute a quorum of the transaction of business in any meeting of this organization.

ARTICLE XI: ORDER OF BUSINESS

The current edition of *Robert's Rules of Order, Newly Revised Edition* shall be followed unless otherwise ordered by the organization by a two-thirds vote.

ARTICLE XII: AMENDMENTS

These Bylaws may be amended at any meeting of the organization by a two-thirds vote of the members present and voting provided that such amendment have been made available prior to the meeting at which the vote is to be taken. Such amendments shall be posted at least ten (10) days prior to meeting on the organization website and bulletin board located on main hall of school building across from auditorium.

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Date: _____
PTO 2008-2009