

EAST HELENA PTO, INC. BYLAWS

Article I – East Helena PTO, Inc.

Article II – Purpose

The corporation is organized for the purpose of supporting the education of children at the East Helena Public Schools by fostering relationships among the school, parents, and teachers.

Article III – Members

Section 1. Any past/present/future parent, guardian, community member standing in to support a student or teacher at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. Membership in this PTO shall be made available without regard to race, color, creed or national origin.

Section 2. Dues, if any, will be established by the Executive Board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Section 3. A member of this corporation is not, as such, personally liable for the debts, liabilities or obligations of the corporation.

Article IV – Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, secretary, treasurer, school representatives. All Officers shall complete background checks thru Central Office.

a. President. The president shall prepare the agenda and preside over meetings of the organization and executive board, keeps the articles of incorporation, bylaws, rules, handles correspondence, coordinate the work of all the officers and committees in order that the purpose of the organization be served, and represent the organization at meetings outside the organization.

b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

c. Secretary. The secretary shall take and record minutes and send notices of meetings to the membership. The secretary also keeps a copy of the minutes and the membership list.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year. All funds of the corporation shall be deposited from time to time to the credit of the corporation in a bank or financial institution as the board of directors may select.

e. School Representatives. Each school representative will be the primary contact for the school's principal, teachers, and other staff. He or she will ensure PTO related activities are being scheduled and coordinated for their school. The school representatives will present school issues and needs to the board at regular meetings.

Section 2. Nominations and Elections. Elections will be held at the April annual meeting. At that meeting, nominations will be taken from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, co-positions shall be assigned.

Section 3. Eligibility. Members are eligible for office if they are members in good standing .

Section 4. Terms of office. Officers are elected for a one year term and may be elected for additional terms.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal from office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V – Meetings.

Section 1. Regular meetings. There should be at least 6 regular meetings during the school year at a time and place determined by the Executive Board at least one month before the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that shall arise. Notices of meetings will be posted on the school web site.

Section 2. Special meetings. Special meetings may be called by the president, any two members of the executive board, or five members submitting a written request to an Executive Board member. Previous notice of the special meeting shall be sent to the members at least 5 days prior to the meeting by written notice and phone calls.

Section 3. Quorum. The quorum shall be 2/3 of the members present at the meeting.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principals, and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. See Article V, Sections 1 and 2.

Section 4. Quorum. Two-thirds of the board members present at the meeting constitute a quorum.

Section 5. Removal and vacancies. See Article IV, Sections 4 and 5.

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members.

Section 2. Standing committees. The following committees shall be held by the organization: Fundraising and School Grants.

Section 3. The board may appoint additional committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president, vice president and treasurer.

Section 5. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report available at the end of the year for audit purposes.

Section 6. The fiscal year shall coordinate with the school year.

Section 7. No compensation is to be paid to any member or board member for services performed for the organization. Members are only entitled to direct reimbursement for items purchased by the member with preapproval by the board for a school activity of school supply.

Article IX – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article X – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a meeting. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school. Such distribution shall be made in accordance with applicable provisions of state law.

Article XI – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given at the prior meeting in writing and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.