

# **RIVER OAKS ELEMENTARY PTO BY-LAWS**

## **ARTICLE I. NAME**

Section 1. The name of this organization shall be The River Oaks Elementary School Parent-Teacher Organization, hereinafter referred to as the "Organization."

## **ARTICLE II. THE PURPOSE**

Section 1. To foster better understanding of the learning process through communication between parents and/or guardians and faculty/professional staff.

Section 2. To help meet the needs of the students through cooperation between family and school.

Section 3. To support the school through volunteer and financial assistance.

Section 4. To promote gifted and talented education.

Section 5. To operate exclusively for charitable, educational, scientific and literary purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 as provided in the Articles of Incorporation of the PTO.

## **ARTICLE III. MEMBERSHIP**

The membership of the Organization shall consist of the parents and/or guardians of the students of River Oaks Elementary School and the members of the faculty and professional staff. Said membership shall hereinafter be referred to as "Members."

## **ARTICLE IV. OFFICERS AND DIRECTORS**

Section 1. The officers of the Organization shall be a President, a Past-President, a Vice-President, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by the By-laws.

Section 2. A vacancy occurring in office for a position of Director shall be filled for the unexpired term by a person elected by ballot by a two-thirds (2/3) majority vote of the Board. A vacancy for the office of President shall be filled by the Vice-President. A vacancy for Teacher Representative shall be filled by faculty and staff. If there is but one nominee for any office, election for that office shall be by voice vote.

Section 3. In the event that an elected member of the Board is absent from two (2) or more properly called Meetings of the Membership of the Board, which are not thereafter excused by the Board, that office shall be declared vacant and filled as provided herein for the remainder of the term.

## **ARTICLE V. DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings of the Organization and the Board of Directors. The President shall be an ex-officio member of all committees except the Election Committee. In the absence of the Treasurer, the President shall be empowered to issue checks for the Organization. The President shall perform other duties prescribed by the By-laws, the Board of Directors, and by parliamentary authority adopted by the Organization.

Section 2. The Past-President shall act for the President or Vice-President in their absence. The Past-President shall perform other duties as may be assigned by the President and prescribed by these By-laws, the Board of Directors, and by parliamentary authority adopted by the Organization.

Section 3. The Vice-President shall act for the President in the President's absence. The Vice-President shall perform other duties as may be assigned by the President and prescribed by these By-laws, the Board of Directors, and by parliamentary authority adopted by the Organization.

Section 4. The Secretary shall record the minutes of all General Meetings, Special Meetings, and meetings of the Board of Directors. Minutes shall be prepared by the Secretary and made available for distribution to the Members. The Secretary shall be custodian of these minutes and the minutes of Standing Committees. The Secretary shall perform other duties prescribed by these By-laws, the Board of Directors, and by parliamentary authority adopted by the Organization.

Section 5. The Treasurer shall: a) receive all moneys and pay all bills of the Organization, b) keep an accurate record of all receipts and expenditures, and c) render a report at each General Meeting of the Organization, and meetings of the Board of Directors. The Treasurer shall serve as a member of the Budget and Finance Committee.

The Treasurer shall perform other duties prescribed by these By-laws, the Board of Directors, and by parliamentary authority adopted by the Organization.

## **ARTICLE VI. BOARD OF DIRECTORS**

Section 1. The organization shall function under the general guidance and direction of a Board of Directors consisting of a maximum of twenty (20) members selected in the following manner:

The President	Elected by the Membership
The Past-President	Appointed by the President, with elected Board approval
The Vice-President	Elected by the Membership
The Secretary	Elected by the Membership
The Treasurer	Elected by the Membership
The Kindergarten Representative	A Kindergarten Level Parent/Guardian Elected by the Membership
The First Grade Representative	A First Grade Level Parent/Guardian Elected by the Membership
The Second Grade Representative	A Second Grade Level Parent/Guardian Elected by the Membership
The Third Grade Representative	A Third Grade Level Parent/Guardian Elected by the Membership
The Fourth Grade Representative	A Fourth Grade Level Parent/Guardian Elected by the Membership
The Fifth Grade Representative	A Fifth Grade Level Parent/Guardian Elected by the Membership
The Ways & Means Chair	Appointed by the President, with elected Board approval
The Volunteer Coordinator Chair	Appointed by the President, with elected Board approval
The School Life Chair	Appointed by the President, with elected Board approval
The Budget & Finance Chair	Appointed by the President, with elected Board approval
The After School Program Chair	Appointed by the President, with elected Board approval
Teacher Representative	Elected by Faculty
Teacher Representative	Elected by Faculty
The Principal	Ex-Officio Member
The Vanguard Coordinator	Ex-Officio Member

Section 2. The Elected Officers and Directors shall be elected through a written ballot distributed to the membership. If there is but one nominee for any office, election for that office shall be by voice vote either at the Spring General Meeting, or at the April Board of Directors Meeting. Grade Level Representative shall be elected based upon their fall grade level designations for the following school year.

Section 3. The Kindergarten Grade Level Representatives shall be elected by written ballot to the membership of that grade level within sixty (60) days of commencement of the Fall school year.

Section 4. Election of the Teacher Representatives shall occur prior to the commencement of the Fall school year.

Section 5. Responsibilities of the Board shall include but not be limited to the following:

- a) Approval of the general annual program of activities and initiatives.
- b) Approval of an annual budget including revenue and expenses.
- c) Approval of proposals from Members for expenditures.
- d) Approval of chairs of Standing Committees.

Section 6. Any Officer or member of the Board may be removed by a 2/3 majority vote of a quorum of the Board of Directors whenever, in its judgment, the best interests of the Organization are served by the removal.

Section 7. Officers and Directors shall serve for a term of one (1) year from May 15 to May 15 of the following year and shall remain in office until their successors are duly installed. The Officers and Directors shall not be eligible to hold the same office for more than two (2) consecutive term. Officers and Directors may hold only one (1) elected position at any one time. No member of the Board shall have more than one vote regardless of the number of Board positions held by that Member.

Section 8. A simple majority of the Board membership shall constitute a quorum of the Board.

## **ARTICLE VII. STANDING COMMITTEES**

Section 1. There shall be the following Standing Committees chaired by members appointed by the President:

- a) The Ways and Means Committee: shall be responsible for funding activities. The Chair shall be a member of the Budget and Finance Committee.
- b) The Volunteer Coordination Committee: shall be responsible for identifying needs, and for recruiting and training people to meet those needs.
- c) The School Life Committee: shall be responsible for enhancing the morale, welfare, communication, and sense of community among students, parents, guardians, faculty, and staff.
- d) The Budget and Finance Committee: shall be responsible for estimating revenue and evaluating expenditure proposals from Members, and shall recommend a budget to the Board of Directors based upon the Board-approved annual program of activities and initiatives.
- e) The Audit Committee: shall be responsible for recommending to the Board financial procedures to insure fiscal accountability, conducting periodic audits of the financial condition of the Organization and reporting its findings annually or as otherwise directed by the Board.

Section 2. Each Chair shall preside at all meetings of that committee, and insure that minutes are recorded and submitted to the Secretary of the Organization within fourteen (14) days following each committee meeting. Except for Budget and Finance, each committee Chair shall appoint members of their respective committees.

Section 3. Budget and Finance Committee shall consist of its Chair, Treasurer, Chair of the Ways & Means Committee, The President and other member of the Board of Directors as selected by the Chair.

Section 4. The Principal and Vanguard Coordinator may be ex-officio members of any and all committees except the Election Committee.

## **ARTICLE VIII. ELECTION**

Section 1. The Nominating Committee shall consist of the six (6) Grade Level Representatives and the Volunteer Coordinator Chair. The Vice-President will Chair the Nominating Committee and may select other Board Members to join the committee.

Section 2. The Nominating Committee shall solicit nominations from the general membership by written announcement. All members nominated will be contacted by the Committee in order to verify the member's desire to hold office. Members may not accept nomination for more than one (1) office. The Nominating Committee shall make known by written announcement to the General Membership the verified list of nominees for each office. the date, time, place, and election procedures for the Election two (2) weeks (14 calendar days) prior to the Election.

Section 3. Officers and Directors shall be elected through a written ballot distributed to the membership. If there is but one nominee for any office, election for that office shall be by voice vote either at the Spring General Meeting, or at the April Board of Directors Meeting. No proxies will be allowed.

Section 4. A nominee shall be elected to office by a majority vote.

## **ARTICLE IX. MEETINGS**

Section 1. There shall be at least two General Meetings during each school year:

- a) a Fall General Meeting shall be held before November 1.
- b) a Spring General Meeting shall be held before May 15.

Section 2. Other meetings may be called by: (a) the President, (b) a simple majority vote of the Board, or (c) upon written request to the Board by twenty (20) Members.

Section 3. Written notice of the General Meetings, and meetings of the Board shall be given to the Membership at least one week (7 calendar days) in advance.

Section 4. Twenty Members present at a General Meeting shall constitute a quorum.

Section 5. All meetings shall be open to the General Membership of the Organization.

#### **ARTICLE X. ORDER OF BUSINESS**

Section 1. The order of Business at General Meetings, and Board Meetings shall be as follows unless changed by the Board:

- 1) Call to order
- 2) Reading and distribution of the minutes of the last meeting
- 3) Treasurer's Report
- 4) Reports of officers and committees
- 5) Unfinished business
- 6) New business
- 7) Adjournment

#### **ARTICLE XI. AMENDMENTS AND PARLIAMENTARY AUTHORITY**

Section 1. The By-Laws of the Organization may be amended by a two-thirds (2/3) majority vote of the Officers and Directors. Written notice of amendments to the by-laws shall be made to the Membership at the next General meeting or in writing, at the Boards discretion.

Section 2. Except as provided herein, the rules contained in Robert's Rules of Order Newly Revised shall govern the Organization.

#### **ARTICLE XII. ACTION WITHOUT A MEETING**

Any action required or permitted to be taken at a meeting of the Board or any committee may be taken without a meeting if a written consent setting forth the action so taken is agreed to by a majority vote of the Board members, or committee members, as the case may be; and such action shall have the same force and effect as if it were approved by a unanimous vote at a meeting thereof, duly and regularly called.

- Revised June 1992
- Amended April 2008