

DURBIN CREEK ELEMENTARY SCHOOL

PARENT-TEACHER ORGANIZATION BY-LAWS

ARTICLE I - NAMES

The name of this organization shall be the Durbin Creek Elementary School Parent Teacher Organization (DCE PTO).

ARTICLE II – PURPOSE

The purpose of the DCE PTO shall be to encourage and enhance the educational experience of our children, teachers, and administration. In doing so, we will foster a sense of support, pride, and enthusiasm through the creation of family activities, volunteer based programs that support our teachers, children and parents.

ARTICLE III - POLICIES

The policies of the DCE PTO shall be written within the Articles of Incorporation. The Articles of Incorporation supercede the PTO By-Laws as they relate to a Legal Not-For-Profit Organization.

ARTICLE IV - MEMBERSHIP AND DUES

Section 1 Members Defined

The members shall be parents or guardians of students, patrons, teachers, and administration who take an interest in Durbin Creek Elementary. Membership in this organization shall be available without regard to race, color, creed, or national origin.

Section 2 Enrollment of Members

The organization shall conduct an annual enrollment of members, but new members may be admitted to the organization's membership at any time.

Section 3 Members in Good Standing

Only members in good standing of the organization shall be eligible to participate in its general membership meetings or to serve in any of its elective or appointive positions. Good standing of membership means the member has paid dues at least 14 days prior to meeting and demonstrates acceptable code of conduct. Removal of any member would need 2/3 vote with case by case basis.

Section 4 Membership Dues

Each member of the organization shall pay annual dues to the organization, collected by the membership chairperson and deposited in the treasurer's account of the DCE PTO. The dues structure is determined by a General Membership Vote at the year end during the Annual Meeting. Prorating of the dues will be a standing rule on a quarterly basis for new members. Dues will not be prorated.

ARTICLE V – EXECUTIVE OFFICERS AND THEIR ELECTION

Section 1 Executive Officers

- a. The executive officers of this organization shall include a minimum of President, Treasurer, and Secretary with options of additional Co- Presidents, or President, 1st Vice-President, 2nd Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Fundraising Treasurer, and Partners-in-Learning Coordinator with a maximum of 8 executive officers.
- b. Executive officers shall be elected by popular vote and installed annually in the month of May. However, if there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the organization for the nominee.
- c. Executive officers shall assume their official duties at the beginning of July and shall serve for a term of one year. A standing rule for exiting executive officers will be for them to transition the newly appointed officers in the months of May and June.
- d. A person shall not be eligible to serve more than two consecutive terms in the same executive board position unless there is no one for that position; then same person may hold office for said position.

Section 2 Nominations and Elections

- a. There shall be a nominating committee composed of at least 3-5 members, one chosen from the executive officer and 2 from the general members to be elected by the organization at the January general membership meeting. If 2 members are not available, executive officers may fill the nominating committee. This committee will elect its own chairperson.
- b. The nominating committee shall nominate one eligible person for each office to be filled and report its nominees at the regular meeting in March, at which time additional nominations from the floor may be made. Election of these nominees shall take place in April. Installation of the new officers shall be

completed at the General PTO meeting in May. The outgoing and incoming board will work as one until the end of the school year.

c. Only those persons who have signified their consent to serve if elected shall be nominated or elected to such office.

Section 3 Appointments

A person appointed by the president and approved by the executive board members and executive committee chair members shall fill a vacancy occurring in any office for the unexpired term. If there is a vacancy in the office of president, the vice president will become the president.

Section 4 Vacancies

A vacancy shall be declared to exist in an office should its holder miss three consecutive meetings without good reason or approved by the executive board.

Section 5 Removal from Office

Any elected executive officer who fails to perform his/her duties may be asked to resign. Should he/she refuse, he/she may be removed by a majority vote at the next meeting of the organization.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 President(s)

The president shall preside at all meetings of the organization and of the executive board. The president shall perform such other duties as may be prescribed in these by-laws, the Articles of Incorporation, and or assigned to him/her by the organization or by the executive board committee. The president shall coordinate the work of the officers and committees so the objectives of the DCE PTO for the year may be promoted.

Section 2 Vice-President(s)

The vice-president shall act as aid to the president and shall perform the duties of the president in the absence or inability of that officer to serve. The vice-president shall assist the work and coordination of committees so the objectives of the DCE PTO for the year may be promoted.

Section 3 Secretary

The recording secretary shall keep all records of the organization, take and record minutes, take and record agenda and tally all votes and ballots. The correspondence secretary shall handle correspondence, issue ballots that go out to entire membership and assist in the notification of meetings to the membership. The secretaries also keep a copy of the minute's book, by-laws, Articles of Incorporation, rules, membership lists and any other necessary supplies and brings them to meetings. The secretary shall assist the work and coordination of committees so the objectives of the DCE PTO for the year may be promoted.

Section 4 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/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. The treasurer will provide structured guidelines for all sub committees to use relative to the collection and processing of any monies/transactions attained on behalf of the said subcommittee. The treasurer shall assist the work and coordination of committees so the objectives of the DCE PTO for the year may be promoted. The fundraising treasurer will handle the recording of receipts and expenditures for the fundraisers. They will provide a financial statement for each fundraiser.

ARTICLE VII - MEETINGS

Section 1 Executive Officer Meetings

There shall be at least eight (8) executive officer meetings of this organization during the school year. There will be at least two (2) officer meetings for each chair and co-chair office on as needed basis conducted by the executive board member sponsor for each committee. There will be at least three (3) general membership meetings per school year. Committee Chairs are expected to attend a minimum of 2/3 of the general membership meetings. One week's public notice including an agenda shall be given before a general membership meeting.

Section 2 Special Meetings

The executive officers may call special meetings with five days notice given to the general membership.

Section 3 Planning Meetings

The executive officers, principal, and/or vice principal, shall convene prior to each general membership meeting to discuss pending business including appropriations, approval of routine bills, preparation of reports, and recommendations to be submitted to the membership at the next meeting.

Section 4 Annual Meeting

The annual meeting shall be in March.

Section 5 Quorum

In any meeting of the organization, a majority vote by members in attendance shall constitute a quorum for the transaction of business. Two of the organization's officers must be present.

Section 6 Membership Privileges

The privilege of holding office, introducing motions, debating, sitting on committees, and voting shall be limited to the organization's members who are members in good standing.

ARTICLE VIII - EXECUTIVE COMMITTEE

Section 1 Executive Committee

The executive committee shall consist of the executive officers of the organization, the standing committee chairpersons, and standing co-chairpersons.

Section 2 Duties of Executive Committee

The duties of the executive committee shall be:

a. To transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by the actual committee's responsibilities.

b. To create standing sub-committees.

c. To approve the plans of work of the standing sub-committees.

d. To report at the general membership meetings said sub-committee actions and initiatives.

ARTICLE IX – COMMITTEES

Section 1 Membership

Committees may consist of members and board members with the president acting as an ex-officio member of all committees.

Section 2 Standing Committees

Standing Committees will be created by the executive board as deemed necessary to promote the objectives of the organization. The following committee categories shall be held by the organization: fundraising; membership; educational enrichment; communication and school support; hospitality; student and family events; arts and enrichment; nominating; and, auditing.

Section 3 Appointment of Special Committees

The executive board shall appoint special committees as needed.

Section 4 Committee Chairs and Co-Chairs

Committee Chairs and co-chairs are required to work together as a team with their board sponsor to realize the objectives of the organization. The chair and co-chair will keep the board sponsor updated on all issues to report to the board and administration and receiving any necessary approvals that sponsor. Any chair or co-chair who fails to perform his/her duties may be asked to resign.

ARTICLE X – FINANCES

Section 1 Budgeting

A tentative budget shall be drafted in the spring for the following school year and approved by a majority vote of the general members present at the First General PTO Membership Meeting of the School Year.

Section 2 Reporting

The treasurer shall keep accurate records of any disbursements, income, and bank account information in a timely manner.

Section 3 Expense Approval

The executive officers shall approve all expenses of the organization as stated in the authorization of expenditures.

Section 4 Authorization of Expenditures

The executive officers of DCE PTO have the authority to spend up to \$150 in expenditures not included in the budget relative to any subcommittee fundraising effort without prior approval of the general membership. Any items over \$150 will be submitted as appropriations to the executive officers. Any items over \$750 will be submitted to the general membership for approval via private ballot. Any appropriation that is not directly educational and over \$2,000.00 will be submitted to the entire membership in the form of a private ballot that will need to be returned to the PTO by a designated time. The correspondence secretary will issue this ballot and the recording secretary will be responsible for collecting and tallying ballots with a general member and a DCE staff member.

All appropriation requests may be made in person (along with proper paperwork) by a teacher, chair, staff or administration needing the funds, at a general membership meeting, so that the general membership understands what and why the funding is needed.

Section 5 Signature Authorization

Two authorized signatures are required on all checks. These signatures must be inclusive of the president and treasurer.

Section 6 Year End Statement – Audit Function

The treasurer shall prepare a financial statement for approval by the audit committee. The audit committee shall consist of 2 executive officers, the school principal or vice principal and one member at large.

Section 7 Dissolution

Dissolution of DCE PTO must be approved by a 2/3 vote of the entire general membership. Any remaining funds shall be used to pay all outstanding bills, with the remaining funds spent to benefit of the school.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these by-laws.

ARTICLE XII – STANDING RULES

The officers may approve standing rules and the secretary shall keep a record of the standing rules for future reference.

ARTICLE XIII – DISSOLUTION

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of the entire general membership.

ARTICLE XIV – AMENDMENTS

These by-laws 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 executive officers. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present at the meeting, assuming a quorum.

AMENDMENTS:

ARTICLE X Section 4 Revised 2006

ARTICLE V Section 1.d Revised 2011

ARTICLE V Section 1.a Revised 2012

ARTICLE IV Section 3, 4 Revised 2019

ARTICLE V Section 1.a, 1.c Revised 2019

ARTICLE V Section 2.a Revised 2019

ARTICLE VII Section 6 Revised 2019

ARTICLE X Section 4 Revised 2019