

BY-LAWS

OF THE

**Deer Creek/Willow Glen
Parent Teacher Organization**

March 1, 2006

Article I: Name

This organization shall be known as the Deer Creek/Willow Glen Parent Teacher Organization (PTO). The PTO is strictly a local organization which has no affiliation with any other parent organization whether inside or outside of the boundaries of the St. Francis School District.

Article II: Objectives

Section 1: The PTO shall exist solely for the purpose of maintaining and/or improving the conditions which relate to the children who attend the Deer Creek/Willow Glen schools or, as the Executive Committee shall consider appropriate, any other school within the boundaries and under the jurisdiction of the St. Francis School's Board of Education. More specifically, these objectives include:

Subsection A: To promote the welfare of the children in the home, school and community.

Subsection B: To secure adequate laws for the care, protection and education of children.

Subsection C: To bring the home and school closer together so that parents, teachers and administrators may work together in the process of educating the children of the District.

Section 2: The objectives of the Deer Creek/Willow Glen PTO are governed and qualified by the basic policies set forth in Article III.

Article III: Basic Policies

The basic policies of this organization are as follows:

Section 1: This organization shall be non-sectarian, nonprofit and nonpartisan.

Section 2: The name of this organization shall not be used for any purpose not related to the organization, the school or the District.

Section 3: This organization shall work with the school administrators, the School Board and with other schools within the District to provide a quality education for all children within the District; and it shall seek to participate in the decision-making process of establishing school and District policy, recognizing that the legal

responsibility to make decisions has been delegated to boards of education by the people (State).

Section 4: This organization is free to cooperate with other organizations and agencies concerned with child welfare, but persons representing this organization shall not make commitments that bind the organization without first getting the organization's (Executive Committee's) approval.

Section 5: In the event of the dissolution of this organization, its assets shall be distributed in a manner which will directly benefit the children attending Deer Creek/Willow Glen schools. The decision to distribute and method of distribution shall be made by the Executive Committee and ratified by a simple majority of the General Membership.

Article IV: Articles of Organization

This organization exists as an unincorporated organization of its members. In the absence of separate Articles of Organization, these By-Laws shall be deemed to be the Articles of Organization.

Article V: Membership and Dues

Section 1: Membership in this organization shall be made available to any individual who resides within the boundaries of the St. Francis School District or, as in the case of Chapter 220 students, any individual who has a child in attendance at Deer Creek/Willow Glen schools. Eligibility of membership to the Deer Creek/Willow Glen PTO shall also include parents, grandparents and/or legal guardians of Deer Creek/Willow Glen students, as well as Deer Creek/ Willow Glen teachers, teachers' aides, (both paid and volunteer), school administrators, administrative assistants and any other employees of the St. Francis School District which may have a vested interest in the education of the students of Deer Creek/Willow Glen without regard to race, color, creed or national origin.*

Section 2: Only members of this organization shall be eligible to participate (vote) in the business meetings or to serve in any of this organization's elected or appointed positions.

Section 3: This organization shall conduct an annual enrollment of members however persons may be admitted

to membership at any time.

Section 4: Each member of this organization shall pay annual dues to this organization of \$1.00.

**Article V, Section 1 was modified by the General Membership on September 3, 1997 to expand membership eligibility to be more inclusive of any individual with vested interests in the education of the students of Deer Creek Elementary (n/k/a Deer Creek/Willow Glen).*

Article VI: Officers and Their Election

Section 1: Each Officer of this organization shall be a dues-paying member of this organization.*

Article V, Section One was modified by the general membership on September 3, 1997 to expand membership eligibility to be more inclusive of any individual with investigated interest in the education of the students of Deer Creek/Willow Glen.

Subsection A: The offices of this organization shall consist of a president, two vice-presidents (a representative of Deer Creek and a representative of Willow Glen), a secretary, a treasurer and a parliamentarian.

Subsection B: Nominations for officers shall be

open beginning at the March meeting. Only these persons who have agreed to serve if elected shall be nominated for or elected to such office.

Subsection C: Officers shall be elected by ballot in the month of April; however, if there is but one nominee for any office, election for that office may be by voice vote.

Subsection D: Officers shall assume their official duties following the close of the May meeting; however, the newly-elected officers shall assist outgoing officers through the May meeting in order to provide for a smooth transition and uninterrupted service to the school.

Subsection E: The term of any officers shall be one year or until their resignation is submitted at a regular business meeting. An officer shall serve a maximum of two (2) consecutive terms in the same office; however, additional terms in different offices are allowable.

Section 2: A vacancy that occurs in any office shall

be filled for the unexpired term by a person elected by a majority vote of the Executive Committee and the membership present. Notice of such election shall be given at the meeting following the resignation of the said officer. If a vacancy occurs in the office of the president, the vice-presidents shall serve notice of the election.

Article 7: Duties of Officers

Section 1: The president shall preside at all meetings of the Executive Board; shall perform such other duties as may be prescribed by these By-Laws or assigned to him by this organization or by the Executive Board; and shall coordinate the work of the other officers and committees of this organization in order that the objectives of the PTO may be promoted.

Section 2: The vice-presidents shall act as aides to the president and shall perform the duties of the president in the absence or disability of that officer.

Section 3: The secretary shall record the minutes of all meetings of this organization and of the Executive Board; shall keep a running list of the general membership; and shall perform such other

duties as may be delegated to him/her.

Section 4: The treasurer shall have charge of all funds belonging to the organization; shall keep a full and accurate account of receipts and expenditures; and, in accordance with the budget adopted by this organization, shall make timely disbursements as authorized by the Executive Committee. Failure to adequately maintain the bank account in good standing and to provide up-to-date statements and reports will result in the termination of officer. Any misappropriation of any funds will result in criminal prosecution. Major disbursements (>\$100) shall be ratified by the general membership. Two signatures are required for disbursements >\$100. Disbursements considered to be minor (<\$100) can be authorized by the president and/or the Board. In a given year if gross receipts are above \$25,000, an IRS form 990 series must be filed. The treasurer shall present a financial statement at every meeting of this organization and at other times as requested by the Executive Committee and shall make full reports at the meeting at which new officers officially assume their duties. The treasurer shall be responsible for the maintenance of such books of account and records as in conformity to the

requirements of the Executive Committee. An auditing committee shall be selected by the Executive Committee at least two (2) months prior to the meeting at which new officers assume their duties. The treasurer's accounts shall be examined annually by a committee of not less than three (3) members who, satisfied that the treasurer's annual report is correct, shall sign a statement to that effect at the end of the report. Section 5: The parliamentarian is to ensure that Robert's Rules of Order are applied during meetings of this organization.

Section 6: All officers shall:

Subsection A: Perform the duties prescribed in the parliamentary authority in addition to those outlined in these By-Laws and those assigned from time to time.

Subsection B: Deliver to their successors all official material not later than ten (10) days following the meeting at which the new officers assume their duties.

Subsection C: Shall assist their successors in any and all means possible to provide for a smooth transition and uninterrupted service to

the school.

Article VIII: Executive Committee

Section 1: The executive committee shall consist of the officers of this organization, the chairmen of any standing committees, a teacher representative and the principal of the school or a representative appointed by him/her. The chairmen of the standing committees shall be voted for by the membership present.

Section 2: The duties of the Executive Committee shall be:

Subsection A: To transact all business referred to the executive committee.

Subsection B: To create standing and special committees.

Subsection C: To select an auditing committee for the purpose of auditing the treasurer's annual report.

Subsection D: To prepare an annual budget for adoption by the membership present.

Subsection E: To approve routine bills within

the limits of the budget

Section 3: Regular meetings of the Executive Committee shall be held during the year, the time to be fixed by the committee. A majority of the Executive Committee members shall constitute a quorum. The special meetings of the committee may be called by the president or by a majority of the members of the committee.

Article IX: Meetings

Section 1: Regular meetings of this organization shall alternate between Deer Creek and Willow Glen. The regular meeting time shall be 6:30 p.m. but may be revised to accommodate off-shift parents or for other reasons that the Executive Committee considers appropriate. Notice of such change shall be made as early notice as possible, preferably at the regular meeting on month prior to the considered change.

Section 2: Special meetings may be called by the Executive Committee upon request of any officer.

Section 3: The membership present shall constitute a quorum of the transaction of business in any meeting of this organization.

Section 4: The privilege of holding office, introducing motions, debating and voting shall be limited to members of this organization whose dues are paid.

Section 5: All meetings of this Executive Committee shall be open to members of this organization. Opinions of the membership shall be accepted with the final vote on all business matters being made by the Executive Committee.

Section 6: Special meetings of the Executive Committee may be called by the president or by a majority of the Executive Committee. A minimum of five (5) day's notice for any special meeting shall be given to the membership. This includes Executive Committee and general membership meetings.

Article X: Standing and Special Committees

Section 1: Only members of this organization whose dues are paid shall be eligible to serve in any elected or appointed positions.

Section 2: The Executive Committee may create such standing or special committees as it may deem necessary to promote the objectives and to carry out

the work of this organization. Terms of each chairman of such committees shall be one (1) year or until said committee has completed its objective, whichever is less.

Section 3: The chairman of each standing or special committee shall present a plan of action to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.

Section 4: The power to form special or standing committees and appoint their members rests with this organization and the Executive Committee.

Section 5: The president shall be a member ex-officio of all committees.

Article XI: Parliamentary Authority

Robert's Rules of Order Newly 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: Amendments

Section 1: These By-Laws may be amended at any

regular meeting of this organization by a two-thirds (2/3) vote of the membership present and voting, provided that notice of the proposed amendment shall be given at the previous regular meeting

Section 2: A committee may be appointed to submit a revised set of By-Laws as a substitute for the existing By-Laws only by a majority vote at a regular meeting of this organization or by a two-thirds (2/3) vote of the Executive Committee. The requirements for adoption of a revised set of By-Laws shall be the same as in the case of an amendment.

Section 3: Amendments to these By-Laws shall be posted to this document and shall be distributed to the Executive Committee, and any membership present, no matter than the next regular meeting.

These By-Laws have been presented to and approved by the Executive Committee and by the membership present on this First day of March, 2006.