

# **BYLAWS OF THE IRONIA ELEMENTARY SCHOOL PTO**

**Established November 2010**

## **Article I: Name**

The name of the organization shall be the Ironia Elementary School Parent Teacher Organization (PTO).

## **Article II – Purposes**

The corporation is organized for the purpose of supporting the academic, cultural, and recreational opportunities for students and staff at Ironia Elementary School through fostering relationships among the students , staff, and parents.

## **Article III – Members**

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student 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.

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.

## **Article IV – Officers and elections**

Section 1. Officers. The officers shall be a President, Executive Vice President, Administrative Vice President, Family Services Vice-President, Fundraising Vice-President, Programs Vice-President, Secretary, and Treasurer.

### **a. President**

The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex-officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees in order that the purpose of the organization be served.

### **b. Vice-Presidents**

The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. They will oversee all PTO committees.

### **g. Secretary**

The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary should keep a copy of the minutes book, bylaws, rules, and membership list.

#### h. 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.

#### Section 2. Nominations and Elections.

Elections will be held at the last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

#### Section 3. Eligibility.

Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

#### Section 4. Terms of office.

Officers are elected two years and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

#### Section 5. Vacancies.

If there is a vacancy in the office of president, the executive-vice president shall act as 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.

The regular meeting of the organization shall be held on a Wednesday of each month during the school year at 9:15 a.m., or at a time and place determined by the executive board at least one month before the meeting. The secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

#### 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 the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls.

#### Section 3. Quorum.

The quorum shall be 2/3 of members present when the vote is taken. All votes will take place during a meeting as defined above.

## **Article VI – Executive Board**

### Section 1. Membership.

The Executive Board shall consist of the officers of the Ironia Elementary School PTO.

### 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.

Regular meetings shall be held monthly, during the school year, the time to be fixed by the board at its first meeting of the year. Special meetings may be called by any two board members, with 24 hours notice.

### Section 4. Quorum.

Half the number of the board members plus one constitutes 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, with the president acting as an ex-officio member of all committees.

### Section 2. Standing committees.

The following committees shall be held by the organization: Author Visit, Book Fair, Communications (email, newsletter, website), Courtyard Habitat, Cultural Arts, Food Drive, Holiday Shop, Hospitality, Library, Membership, Science Fair, Staff Appreciation, Spirit Wear, Welcome Committee, and Yearbook.

### 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 Executive board shall approve all expenses of the organization.

Section 4. The Treasurer shall prepare a financial statement at the end of the year to be reviewed by the Audit Committee.

Section 5. 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.

Section 6. The fiscal year will begin on August 1st.

### **Article IX — Parliamentary Authority**

“Robert’s Rules of Order” shall govern meetings when they are not in conflict with the organization’s bylaws.

### **Article X – 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 XI – Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two thirds vote of those present at a meeting.

### **Article XII – 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.

**Adopted: 11/30/10**