

ALLENDALE SCHOOL
PARENT TEACHER ORGANIZATION
BY-LAWS

ARTICLE 1
NAME

The name of this group shall be the Allendale Parent Teacher Organization (P.T.O.)

ARTICLE 2
OBJECTIVES

The objectives of the Allendale P.T.O. shall be:

- A. To promote the physical, mental and social educational welfare of children and youth in the school.
- B. To provide a forum where parents, principal, and teachers may share ideas and carry out projects for the benefit of our children and our community.
- C. The PTO will give parents a meaningful voice in the operation of their school and will serve the principal and teachers as a source of information for community interest and needs and vice versa.
- D. The PTO will plan, organize, and conduct; informational, social, fundraising, and other appropriate activities to improve community awareness and involvement.

Revised Feb. 1989
Nov. 1999
Oct. 2007
Nov. 2012

ARTICLE 3
BASIC POLICIES

Section 1

This organization shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse a commercial enterprise or candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose than the regular work of the organization.

Section 2

This organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise, with the exception of educational issues.

Section 3

This organization shall not seek to direct the administrative activities of the school, nor to control its policies.

Section 4

This organization may cooperate with other organizations and agencies in child welfare, such as conference groups or coordinating councils, provided its representative makes no commitments that bind the organizations he/she represents.

Section 5

The former treasurer will ensure the books are all in order and balanced. This will be signed off by the principal, president(s), and treasurer. An audit shall be conducted every other year.

ARTICLE 4
MEMBERSHIP DUES AND VOTING

Section 1

Any person directly involved with an Allendale student and interested in the objectives of the organization, and willing to uphold its basic policies and subscribe to its by-laws, may become a voting member upon payment of dues.

Section 2

The annual dues shall be five (\$5.00) dollars for each single membership and the same for family membership. Membership dues will be placed in a specific line item in the budget; "membership dues", to be used as the P.T.O. deems necessary.

Section 3

An annual enrollment of members shall be conducted. Additional voting members may be accepted at any time.

Section 4

Only members of the organization shall be eligible to serve in any of its elective or appointed positions.

Section 5

The privilege of voting, holding office, and introducing motions shall be limited to members of the P.T.O.

Section 6

Proxy voting and absentee ballots shall be permitted. These votes must be submitted to the P.T.O. presidents, and/or a member of the Executive Board, prior to the time of elections/nominations.

ARTICLE 5
MEETINGS

Section 1

Regular meetings of this organization will be held each month.

Section 2

All meetings of the P.T.O. shall be conducted in accordance with Roberts Rules of Order, or in accordance with an appropriate adaptation thereof.

ARTICLE 6
OFFICERS AND THEIR ELECTION

Section 1

- A. The officers of this organization shall be president/vice president, secretary, and treasurer, which will constitute the executive committee.
- B. The President and Secretary will be voted on every other year (two year terms). The Vice President and Treasurer will be voted on every other year (two year term). Election will be held yearly and nominations in April for the officer's term that is up, unless a vacancy occurs. 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. Newly elected officers shall assume their official duties on June 1st and shall serve 2 full school calendar years.

Section 2

- A. Attendance at 50% of the P.T.O. meetings shall be mandatory for election as an officer.
- B. When Possible, the president(s) shall request nominees for each office and committee chair to be nominated in the month of April.
- C. Only those who have consented to serve shall be eligible for election.

Section 3

A vacancy occurring in any office, shall be filled for the unexpired term, by a person appointed, by the president and approved by the P.T.O. In case of a vacancy in the office of president or the co-president, the co-president or vice president shall serve for the remainder of the term.

ARTICLE 7
DUTIES OF THE OFFICERS

Section 1

The president/co-president shall preside at 90% of all meetings of the P.T.O. He/She/they shall uphold and guide the P.T.O under the objectives, as outlined by the bylaws. He/she/they shall perform such duties, as may be prescribed in these by-laws or assigned to him/her/them by the P.T.O. He/she/they shall coordinate the work of the officers and committees in order that the objectives of the P.T.O. shall be promoted. He/she/they shall be ex-officio, a member(s) of all committees. The president(s) shall be a parent representative(s) and under no conditions should the president be the school's principal. The P.T.O. president will assist they School Principal in P.A.C. (Parent Advisory Council) matters, when requested, if a parent volunteer(s) does not serve on the P.A.C. The P.T.O. President will collect information from the P.A.C. to report to the P.T.O., if P.A.C. parent volunteer does not attend P.T.O. monthly meeting.

Section 2

The vice-president shall act as an aide to the president(s) and shall perform the duties of the president in the absence or inability of that officer to serve. The vice-president will review the By-Laws annually and facilitate meeting on bylaws every two years. The vice-president will bring forward any revisions or concerns for PTO bylaws. (Laws and Regulations will coordinate review/revisions of the P.T.O. by laws to keep them updated and current. As needed, committee will meet to review and bring forth any requested changes/additions to the P.T.O. group for an official vote, this shall be completed biannually, no later than February). The vice-president or selected representative shall represent Allendale School at the Superintendent's Parent Advisory Council (P.A.C.) meetings, 50% of the time and shall report to the P.T.O. on those meetings.

Section 3

The secretary shall record the minutes of all meetings of the P.T.O. and of the executive board and shall make available to the members of the P.T.O. true and correct copies of the minutes of such meetings. He/she shall be the custodian of the P.T.O. by-laws and shall make available to the members of the P.T.O. true and correct copies of the by-laws. He/she shall keep a list of each member of the P.T.O. which. He/she shall keep attendance records and in general, perform the duties associated with this office. He/She shall complete and distribute the PTO monthly calendar and any other information for the Allendale parent(s)/families, as requested by the members of the P.T.O., and approved by the P.T.O. executive committee and Principal. He/She is also responsible for the publicity of events and assisting in making sure parents/community know about P.T.O. sponsored events.

Section 4

The treasurer shall receive all monies of the P.T.O.; shall keep an accurate record of receipts and expenditures and shall pay out local funds in accordance with the approved budget as authorized by the P.T.O. The treasurer shall present a financial statement at every meeting of the P.T.O. and at other times when requested by the P.A.C and or executive board. The treasurer will make all financial records available to an auditor when requested.

- * The Holiday Bazaar funds will be placed in a separate line item in the budget to be used to support Allendale families in need for the holiday's or an emergency. Any/all purchases and amounts will be voting on by the P.T.O. committee prior to distribution.

Section 5

The Cultural Enrichment Chairperson shall be responsible for arranging cultural programs for Allendale School students and their families. (Attendance by family members will be at the performer's discretion.) Coordinating with various vendors and the school to provide presentations, enriching the education goals and objectives of the school and common core standards.

Section 6

The Fundraiser Chairperson shall be responsible for coordinating activities designed for the specific purpose of raising monies for Allendale School. Coordination of Fall and Spring fundraiser, if necessary, also, ensure that there are sufficient funds to cover any needs. This committee will also coordinate box tops, Campbell labels, shopping cards rewards for various retail/grocery store, and others, as needed.

Section 7

The Fifth Grade Committee; preferably fifth grade parent Chairperson and 4th grade parent Co-Chair. The committee will be responsible for the coordination and organization of all fifth grade activities; moving up ceremony, yearbook, and any other activities deemed necessary/related to fifth grade.

Section 8

The Program Committee, shall plan, organize, advertise, and coordinate non-fundraising programs, which are primarily designed to benefit Allendale School students and their families. Committee Chair(s) can coordinate volunteer leaders to lead events and assist in event responsibilities. Chair(s) are not required to attend and lead every event, but to ensure there are volunteer leaders to lead events. Events include:

- **The Book Fair** - Responsible for organizing volunteers and volunteer leaders for; advertising, and carrying out the duties of the annual event. He/She shall assist in the coordination of the use of the book fair funds, based on school needs
- **Halloween Parade** - Responsible for organizing volunteers and volunteer leaders for; carrying

out the duties of the annual event. He/She shall assist in the coordination of the event with the city, P.T.O., and school Principal.

- **Holiday Bazaar** - Responsible for organizing volunteers and volunteer leaders for; advertising, and carrying out the duties of the annual event. He/She shall assist in the coordination of the event with the P.T.O. and school Principal. He/She shall take and inventory of what the needs for future Bazaar will be (purchasing) and relay all information to the P.T.O.
- **Welcome Back Event** – to be determined - Responsible for organizing volunteers and volunteer leaders for; advertising, and carrying out the duties of the annual event
- **End of the Year Event** – to be determined - Responsible for organizing volunteers and volunteer leaders for; advertising, and carrying out the duties of the annual event
- **Winter Event** – to be determined - Responsible for organizing volunteers and volunteer leaders for; advertising, and carrying out the duties of the annual event
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Section 9

The After-School Enrichment Committee is responsible for coordinating and planning various after-school activities/programs that provide students the opportunity to further enrich their educational experiences in various areas of interest.

Section 10

All officers and chairpersons shall perform the duties prescribed in these by-laws and those assigned from time to time; see that all notices are duly given in accordance with the provisions of these by-laws; and shall deliver to their successors all official materials as soon as possible after the June P.T.O. meeting.

ARTICLE 8 P.T.O. EXECUTIVE BOARD

Section 1

The executive committee of the P.T.O. shall be named the Executive Board.

Section 2

The Executive Board shall consist of:

- A. Officers of the P.T.O.
- B. Chairpersons of standing committees
- C. The principal of the school or a representative appointed by him/her

The members of the executive committee shall serve until their successors are elected.

Section 3

The duties of the Executive Board shall be:

- A. To transact necessary business in the intervals between P.T.O. meetings and other such business as may be referred to it by the P.T.O.
- B. To advise the P.T.O. and play a meaningful role in the decision making process.
- C. To create standing committees and to approve the plans of work of standing committees.
- D. To present a report at the organization's meetings.
- E. To approve routine bills within the limits of the budget.

Section 4

At meetings, 2/3 of Executive Board members must be present to constitute a quorum, for the transaction of business.

Section 5

Special meetings of the Executive Board may be held during the school year. Special meetings may be called by the president(s) or by a majority of committee members.

Section 6

Telephone votes shall be allowed for emergency decisions that need to be made, in the interval between meetings. A quorum telephone vote shall be 2/3 of the Executive Board members. Any cost greater than \$50.00 will necessitate an emergency meeting of the Executive Board.

Section 7

Executive Board members can not hold membership should he/she cease to be a resident of the Allendale School area. A member that moves out of the area will resign his/her relationship with the Executive Board. Membership will automatically terminate for any member who is absent from regular or special meetings for a period of three consecutive Executive Board meetings without due cause.

Section 8

Membership in the Executive Board is not transferable or assignable.

Section 9

Any Executive Board member may resign by filing a written resignation with the Executive Board.

Section 10

Any vacancy on the Executive Board, shall be filled for the unexpired term, by a person appointed by the president(s) and approved by the P.T.O.

ARTICLE 9
STANDING AND SPECIFIC COMMITTEES

Section 1

Standing committees shall be created by the executive committee as deemed necessary to promote the objectives and carry on the work of the organization.

Section 2

The chairperson of each standing committee shall present a plan of work to the P.T.O. for approval. No committee work shall be undertaken without the consent of the P.T.O.

Section 3

The power to form special sub-committees rests with the P.T.O. Since a sub-committee is created and appointed for a specific purpose, it automatically goes out of existence when work is done and its final report is received. Any monies collected by a sub-committee become part of the P.T.O. general fund.

ARTICLE 10
ELECTION OF STANDING COMMITTEE CHAIRPERSONS

Section 1

Chairpersons of the committees identified in Article 7; Sections 5-13, shall be elected every two years, unless the Chair of the committee resigns. Resignations for the upcoming year are requested to be submitted in March for the April meeting nominations. If there is but one nominee for any chairperson-ship, it shall be in order that the secretary cast the elective ballot of the organization for the nominee.

Section 2

Chairpersons shall assume their official duties on June 1st and shall serve their office for a two year term, and/or until their successors are elected.

ARTICLE 11
PARLIAMENTARY AUTHORITY

Parliamentary Procedure shall be referred to only when circumstances deem it necessary. Regular meetings of the P.T.O. and Executive Board shall be conducted informally.

ARTICLE 12
AMENDMENTS

Section 1

These by-laws may be amended at any meeting of the P.T.O. by a 2/3 vote of the members present and voting, provided that:

- A. Notice of the proposed amendment shall have been given at the previous meeting.
- B. The amendment is to further carry out the objectives of the P.T.O.

Section 2

A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws only by a 2/3 vote at a meeting of the P.T.O. and/or Executive Board.