

Creekside Elementary School
Parent Teacher Organization By-Laws

ARTICLE I - NAME

The name of this organization will be the Creekside School Parent-Teacher Organization (PTO). It is an independent group organized by parents and staff of Creekside Elementary School.

ARTICLE II - OBJECTIVES

The objectives of the PTO are:

- A. To promote knowledge and the welfare of students in home, school, and community.
- B. To bring into closer relation the home and the school, that parents and teachers may cooperate in the education of students.
- C. To develop between educators and the school family such united efforts as will secure for every child the highest advantages in physical, mental, social, and community support.
- D. To promote a variety of activities directed toward families, teachers, and the general public, to be developed through meetings, committees, projects, and programs. These are governed and qualified by the basic policies set forth in Article III.

ARTICLE III - BASIC POLICIES

The following are the basic policies of this organization:

- A. The organization shall be noncommercial, not for profit, nonsectarian, and nonpartisan.
- B. The organization or the names of any members in their official capacities shall not be used in connection with any commercial concern, any partisan interest, or for any purpose not appropriate to promotion of the objections of the organization.
- C. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than a substantial part of its activities to attempting to influence legislation.
- D. The organization agrees to adhere to all U-46 School Board and Administrative policies
- E. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
- F. All funds shall be spent by the end of the school calendar year, allocated towards a specific project, or rolled over for start up purpose for the next school calendar year.
- G. In the event of the dissolution of the organization, its assets shall be distributed to Creekside School for the one or more exempt purposes specified in Section 50 (a)(30) of the Internal Revenue Code of 1954 as from time to time amended.

- H. School District U-46 is not responsible for the organization's business or the conduct of its members.

ARTICLE IV - MEMBERSHIP AND DUES

Section 1: Membership

- A. The parents and teachers of Creekside School are members of the organization.
- B. Active participation in the organization will be encouraged by signing up for committees and programs.

Section 2: Dues

There shall be no membership dues for this organization.

ARTICLE V - OFFICERS

Section 1: Officers

- A. The officers of this organization shall be President/Co-President, Vice President/Co-Vice President, Secretary, and Treasurer. These officers shall be elected annually.
- B. Officers of this organization must have a student currently enrolled in Creekside School.
- C. An officer shall not be eligible to serve more than two consecutive elected terms in the same office. He/She may run again after not holding that office for at least one year.
- D. A past officer or committee chairperson should hold himself/herself available to serve in an advisory capacity if asked by the current officers or committee chairpersons.
- E. All officers shall perform the duties prescribed in the parliamentary authority, in addition to those outlined in these by-laws and those assigned from time to time.
- F. All officers shall deliver to their successors all official materials no later than ten days following the last of the school year.

Section 2:

A vacancy occurring in any elected office, except President/Co-President, shall be filled for an unexpired term by a person elected by a majority vote to the remaining members of the PTO officers, with notice of such election having been given.

ARTICLE VI - DUTIES OF THE OFFICERS

Section 1: President/Co-Presidents

- A. The President/Co-Presidents shall preside at all meetings of the organization.
- B. The President/Co-Presidents shall perform such other duties as may be prescribed in these by-laws or assigned to them by the PTO.

- C. The President/Co-Presidents shall coordinate the work of the officers, committee chairpersons, and members at large of the PTO in order that the objectives may be promoted.
- D. The President/Co-Presidents shall be a member of ex officio of all committees except the Nominating Committee.
- E. The President/Co-Presidents shall appoint special committees.
- F. The President/Co-Presidents shall call Executive Board meetings as needed.
- G. The President/Co-Presidents shall sign checks and all contracts of the organization along with the Treasurer.

Section 2: Vice President/Co-Vice Presidents

- A. The Vice President/Co-Vice Presidents shall act as an aide to the President/Co-Presidents.
- B. The Vice President/Co-Vice Presidents shall perform the duties of the President/Co-Presidents in absence or resignation of that officer.
- C. The Vice President/Co-Vice Presidents shall attend committee meetings.
- D. The Vice President or one Co-Vice President will be chairperson of the Nomination Committee.

Section 3: Secretary

- A. The Secretary shall keep a correct record of all meetings of the organization and of all Executive Board meetings
- B. The Secretary shall perform such duties as may be delegated.

Section 4: Treasurer

- A. The Treasurer shall receive all monies of the organization and shall keep true and accurate records of receipts and expenditures.
- B. The Treasurer shall pay out local funds as authorized by the Executive Board. When writing checks for the organization, the checks must be signed with two authorized signatures. The Treasurer along with the President or one Co-President will sign all checks.
- C. The Treasurer shall sign all contracts along with the President or one Co-President.
- D. The Treasurer shall provide a statement of account at every meeting of the organization and at other times as requested by the Executive Board, and shall make a full report at the annual meeting.
- E. The Treasurer's accounts shall be examined annually by an Auditor(s) who, when satisfied that the Treasurer's annual report, shall sign a statement of that fact at the end of the report. The Auditor(s) shall be appointed by the Executive Board.
- F. A tax return needs to be filed with the IRS by January 15th.

ARTICLE VII - NOMINATIONS AND ELECTION OF OFFICERS

Section 1: Nominations

- A. Two months prior to the election, a form shall be distributed at the February PTO meeting asking for person interested in running for office.
- B. Only those persons who signify their consent to serve, if elected, shall be nominated for or elected to such office.
- C. A Nominating Committee will be appointed by February 1st by the President/ Co-Presidents.
- D. The Nominating Committee shall consist of the Vice President or one Co-Vice President, who will serve as its chair, and at least two members from the general membership.
- E. The Nominating Committee will accept all volunteers for each office for inclusion on the ballot as a result of the form distributed at the February PTO meeting.
- F. The Nominating Committee will nominate at least one person for each office to be filled should there be no volunteers for that office, and will notify the Executive Board of the nominations no later than March 15th.
- G. The Nominating Committee's slate will be announced at the March PTO meeting.

Section 2: Elections

Elections of officers will be held at the April PTO meeting. Additional nominations will be accepted from the floor. In uncontested elections, a voice vote will be used. In contested elections, a secret ballot will be used.

ARTICLE VIII - MEETINGS

Section 1: The regular meetings will be held each month and will be open to general membership.

Section 2: Six members of which two must be officers shall constitute a quorum.

Section 3: The annual meeting shall be in April, new officers installed in May, and annual reports shall be turned in by June 30th.

Section 4: Executive Board meetings shall be called by the President/Co-Presidents as needed. Fifty one (51%) or greater shall constitute a quorum.

ARTICLE IX - EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the President/Co-Presidents, Vice President/Co-Vice Presidents, Secretary, and Treasurer.

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

- A. To Transact necessary business in the intervals between PTO meetings and such other business as may be referred to it by the organization.
- B. To create special interest committees.
- C. To approve the plans of work of the standing and special interest committees.
- D. To present a report at the regular PTO meetings.
- E. To appoint an Auditor(s) to audit the Treasurer's accounts. The Treasurer shall also prepare his/her accounts for said annual audit and a signed

- statement that the report is complete will be attached to the report by the Auditor(s) and turned in no later than December 15th of that year.
- F. To approve routine bills within the limits of the budget.
 - G. To acquire necessary liability and bond insurance for the organization.

ARTICLE X - STANDING COMMITTEES

Section 1: Such standing committees shall be created by the Executive Board as may be required to promote the objects and interests of the organizations. The chairperson of the standing committee shall be elected by the Executive Board. Their term of office shall be one year. Standing committees may include but not be limited to:

- A. Ways and Means
 - a. Fundraising
 - b. Market Day
 - c. Campbell's Labels and General Mills
 - d. Box Tops
- B. Hospitality
- C. Enrichment Program (Assembly)
- D. Newsletter

Section 2: The chairperson of the standing committees shall present plans of work to the Executive Board.

ARTICLE XI - SPECIAL INTEREST COMMITTEES

Section 1: The Executive Board may create such Special Committees as it may deem necessary to promote the objectives and carry on the work of the organization.

Section 2: The chairperson of each special committee shall present a plan of work to the PTO for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section 3: The power to form special committees and appoint the members rests with the Executive Board unless the by-laws make other provisions or unless this power is delegated by the organization to the President/Co-Presidents.

Section 4: A special committee is created and its members appointed for a specific purpose and it is disbanded when its work is done and the final report is received.

ARTICLE XII - PARLIAMENTARY AUTHORITY

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

ARTICLE XIII - AMENDMENTS

Section 1: These by-laws may be amended at any regular meeting of the PTO by a two-thirds (2/3) vote of the members present and voting, provided notice of a proposed amendment shall have been given previously in writing.

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 meeting of the PTO. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.