

# Fox Meadow Elementary School

Parent Teacher Organization  
September 11, 2012

By-laws

## **ARTICLE I- NAME**

The name of the organization will be the Fox Meadow Elementary School Parent Teacher Organization (PTO).

## **ARTICLE II- PURPOSE/OBJECTIVES**

The purpose/objectives of the Fox Meadow School Parent Teacher Organization are:

**Section 1:** 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.

**Section 2:** The objectives of the Fox Meadow Elementary School Parent Teacher Organization which are promoted through a variety of activities directed toward families, teachers and the general public are developed through meeting, committees, project and programs. These are governed and qualified by the basic policies set forth in Article III.

## **ARTICLE III- BASIC POLICIES/ PROCEDURES**

- The Fox Meadow Elementary School Parent Teacher Organization shall be noncommercial, not-for-profit, nonsectarian, and nonpartisan. This organization has a 501(c) IRS designation.
- The name of the Fox Meadow Elementary School Parent Teacher Organization or the names of any members in their capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not directly related to the objectives of the Fox Meadow Elementary School Parent Teacher Organization.
- The Fox Meadow Elementary School Parent Teacher Organization shall not directly or indirectly participate or intervene ( in any way, including the publishing and distributing of statements) in any political campaign on behalf or, 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.
- The Fox Meadow Elementary School Parent Teacher Organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision-making process in establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.
- The Fox Meadow Elementary School Parent Teacher Organization agrees to adhere to all School District U-46 Board of Education policies and administrative procedures and recognizes that the school district is not responsible for the organization or conduct of its members.
- The Fox Meadow Elementary School Parent Teacher Organization may cooperate with other organizations and agencies concerned with child welfare, but person representing The Fox Meadow Parent Teacher Organization in such matters shall make no commitments that bind The Fox Meadow Elementary Parent Teacher Organization.
- The Fox Meadow Elementary School Parent Teacher Organization agrees to maintain liability insurance and to protect its finance by regular audits and by obtaining a bond.

- The Fox Meadow Elementary School Parent Teacher Organization agrees to keep its Federal Employer Identification Number (FEIN) on record with the school.
- The Fox Meadow Elementary School Parent Teacher Organization recognizes that, per Board of Education policy, money given to the school cannot be earmarked for any particular expense, though the PTO may make recommendations.
- In the event of the dissolution of The Fox Meadow Elementary School Parent Teacher Organization, its Assets shall be distributed 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.

#### **ARTICLE IV-MEMBERSHIP**

Membership in The Fox Meadow Elementary School Parent Teacher Organization is open and unrestrictive; the parents, teachers, and staff of Fox Meadow Elementary School are all members.

#### **ARTICLE V- OFFICERS**

The officers of this organization shall be:

- Co-President 1
- Co-President 2
- Vice President 1
- Vice President 2
- Secretary
- Treasurer

The Executive Board which shall act for the good of the organization shall consist of the officers, a teacher representative and two at-large members.

#### **ARTICLE VI- DUTIES OF THE OFFICERS**

**Section 1:** A President shall preside at all meetings of the organization and of the officers and the chairpersons of the standing committees, except the Nomination Committee, and shall appoint special committees as needed. A President shall sign checks and all contracts of The Fox Meadow Elementary School Parent Teacher Organization.

**Section 2:** The Vice Presidents shall act as aides to the President and shall perform the duties of the President in the absence of that officer. The Vice Presidents shall attend committee meetings. The Vice President shall co-chair the Nominating Committee. The positions of Vice President are of equal ranking.

**Section 3:** The Secretary shall keep a correct record of all meetings of The Fox Meadow Elementary School Parent Teacher Organization and of all Executive Board meetings and shall perform such duties as may be delegated. An Executive Board member shall act in place for minutes record in an absence of the Secretary.

**Section 4:** The Treasurer shall receive all monies of The Fox Meadow Elementary School Parent Teacher Organization and shall keep true and accurate records of receipts and expenditures, and shall pay out local funds as authorized by the Executive Board.

The Treasurer shall provide a statement of account at every meeting of The Fox Meadow Elementary School Parent Teacher Organization, and at other times, as requested by the Executive Board. When writing checks, the checks must be signed by two authorized signatures. Those authorized are the Presidents and the Treasurer.

#### **ARTICLE VII-ELECTION OF OFFICERS**

**Section 1:** Officers shall be elected by voice vote and installed at the last meeting of the school year for a term of one year. A secret ballot vote will be taken and accounted for in regards to the appointed of The Executive Board.

**Section 2:** A vacancy occurring in an office shall be filled by that of PTO Executive Board and the general assembly.

### **ARTICLE VIII- MEETINGS**

**Section 1:** Meetings will be held each month on the second Tuesday, unless notice is given at least one week prior.

**Section 2:** Six members, of whom two must be officers, shall constitute a quorum.

**Section 3:** Executive Board meetings shall be on a need be basis throughout the year with the exception of a mandatory meeting in both April and August.

### **ARTICLE IX-EXECUTIVE BOARD**

**Section 1:** The Executive Board shall consist of the Presidents, Vice Presidents, Secretary, and a Treasurer.

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

- To transact necessary business in the intervals between PTO meetings
- To create special interest committees
- To approve the plans of work of the standing and special interest committees
- To appoint an auditor or an auditing committee to audit the Treasurer's books. The Treasurer shall also prepare his/her accounts for aid annual audit and signed statement that the report is correct. It will be attached to the report by the auditor or auditing committee and turned in no later than October 15th of that year.

### **ARTICLE X- STANDING COMMITTEES AND SPECIAL INTEREST COMMITTEES**

**Section 1:** Such standing committees shall be created and may be required to promote the objects and interests of The Fox Meadow Elementary School Parent Teacher Organization.

**Section 2:** The chairpersons of the standing committees shall present plans of work to the Executive Board. No committee work shall be undertaken without the approval of the Executive Board.

**Section 3:** A President shall be a member ex-officio of all committees except the Nominating Committee.

**Section 4:** The Principal shall be informed in any events and/or plans made by The Fox Meadow Elementary School Parent Teacher Organization.

**Section 5:** The power to form special interest committees and appoint their members rests with The Fox Meadow Elementary School Parent Teacher Organization (unless by-laws make other provisions or unless power is delegated by The Fox Meadow Elementary School Parent Teacher Organization to the Executive Board. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

### **ARTICLE XI-AMENDMENTS**

These "by-laws" may be amended at any regular meeting of The Fox Meadow Elementary School Parent Teacher Organization by a two-thirds(2/3) vote of the members present and voting. Notice

of proposed amendments shall have been given.

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Date**