

**CONSTITUTION AND BYLAWS
OF THE
G. STANLEY HALL ELEMENTARY
PARENT TEACHER ORGANIZATION
(Approved April 20, 2006)**

ARTICLE I - NAME

The name of this organization shall be called G. Stanley Hall Parent Teacher Organization (PTO)

ARTICLE II - PURPOSE AND MISSION

*The G. Stanley Hall PTO is a volunteer run organization, consisting of the families, guardians, and staff at G. Stanley Hall. These members are dedicated to providing multifaceted resources, all aimed at improving the overall experience of students, families and teachers alike. Our efforts serve to enhance the education of every child while aiding them in realizing their highest potential. The PTO sponsors assistance to teachers in classroom settings, holds fund-raisers for supplemental educational materials on and off campus experiences, supports school and family social interaction and provides a non-biased forum for sharing information on issues that impact our children. We believe that it is through this sharing of our innovation, time and talents that we create the most dynamic school experiences for the G. Stanley Hall community as a whole.

ARTICLE III - POLICY

Section 1. The basic policies of the PTO are:

- A. The PTO shall be noncommercial, nonsectarian, nonpartisan and nonprofit making. All monies raised shall be spent directly for the benefit of the students and school.
- B. The PTO shall at no time endorse or recommend any candidate for public office, nor shall it take any action on partisan or religious questions or on legislative matters that do not directly impact the students at G. Stanley Hall Elementary School.
- C. The PTO shall work with the school to provide quality education for all students and seek to participate in the decision making process establishing school policy in an advisory capacity. The PTO recognizes that the legal responsibility for making decisions on the school policy has been delegated by the people to the Board of Education.
- D. The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall not make any commitments binding the PTO.

*** ARTICLE II - OBJECTIVES Revised 12/13/2011**

- E. It is not the purpose of the organization to consider personal grievances of teachers, parents, and students. These matters should be channeled through the appropriate administrative offices of the school or district.
- F. There shall be two (2) signatures on all contracts and binding agreements. One must be that of the President and the second will be that of another elected officer or designated chairperson.
- G. In the event of the dissolution of the organization, its assets shall be used to purchase goods or materials for use by students and/or teachers of G. Stanley Hall Elementary as recommended by a committee composed of the school Principal and at least three teachers.

ARTICLE IV-MEMBERSHIP

Section 1. Membership in this PTO shall be made available to any adult individual who subscribes to its objectives and basic policies without regard to race, color, creed, religion or national origin, and under such rules and regulations not in conflict with the provisions of these bylaws.

Section 2. Only persons with natural, adopted, step or foster children enrolled in and/or attending the G. Stanley Hall Elementary School, teachers at the school or the Principal shall be eligible to participate in the business meeting or serve in any of its elective or appointive positions.

Section 3. A notice of all PTO meetings will be announced in the G. Stanley Hall newsletter and any eligible person who attends will be considered a member in good standing. No dues will be charged.

ARTICLE V-MEETINGS AND PROCEDURE

Section 1. Meetings

- A. The Parent Teacher Organization of G. Stanley Hall Elementary will hold a monthly meeting at 7:00 PM during the school year in the school library. The Executive Board may cancel a meeting when they feel it may be necessary. Cancellation of school for inclement weather would cancel the PTO meeting that night. Rescheduling is up to the majority of the Executive Board.
 - B. All Executive, monthly, and special meetings will be held at G. Stanley Hall Elementary, located at 7600 S 72nd Street. Monthly Executive Board meetings will be held prior to the monthly PTO meetings.
 - C. A minimum of 5 days shall be given for any "special" general membership meetings called by the PTO Executive Board.
 - D. Those persons present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.
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- E. A simple majority vote of members present constitutes approval or rejection of any matter brought to vote. In the case of a tie, the Principal's vote is the deciding one.

Section 2. Procedures. Robert's Rule of Order, "Newly" revised shall constitute the parliamentary authority of the conduct of meeting of the members and the Executive Committee of this organization.

ARTICLE VI-EXECUTIVE BOARD AND REPRESENTATIVES

Section 1. The Executive Board shall consist of a President, Vice President, Secretary, and Treasurer elected annually. The school Principal will act as an Advisor. The members of the Executive Board shall serve until the election and qualification of their successors.

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

- A. To transact all necessary business in the intervals between PTO meetings and such other business as may be referred to it by the general membership.
- B. To create standing and special committees.
- C. To approve the plans of work of the standing committees.
- D. To present a report at general membership meetings of the PTO.
- E. To prepare and submit a budget to the general membership for adoption.
- F. To approve payments for routine bills within budget limits.
- G. To select an auditing committee to audit the Treasurer's accounts.

Section 3. Regular meeting of the Executive Board shall be held during the year at times determined by the Executive Board.

Section 4. School Representatives

- A. The Principal will be appointed as the advisor. The duties of the advisor are as follows:
 - 1. Attend all monthly, Executive, and special meetings.
 - 2. To consult with the organization on all PTO school activities and organizational projects.
 - 3. In the absence of the school Principal, a designated member of the school staff (selected by the Principal) will serve as advisor.
 - 4. Will cast a vote only to break a tie.

ARTICLE VII-DUTIES OF OFFICERS

Section 1. All elected officers shall serve a term of one year, but no more than two consecutive terms per office. Each officer shall be a voting member of the PTO general membership.

Section 2. Duties of elected officers.

A. President: The duties of the President are as follows:

1. Supervise the activities of the Organization.
2. Issue the call for, arrange for, and preside at all of the executive, monthly, and special meetings.
3. Be an ex-officio member of all committees standing and appointed.
4. Solicit topics from the Executive Committee for the agenda to be presented at the monthly meetings.
5. To co-sign checks with the Treasurer to disburse the funds as needed.
6. Conduct or supervise all correspondence relating to the organization and all committees.

B. Vice President: The duties of the Vice President are as follows:

1. Shall succeed to the office of President in case of a vacancy in that office and shall serve as President until the end of that term after said vacancy occurs and retains eligibility for the office of President.
2. Perform the function of the office of President in the absence or disability of the President.
3. Serves as host or hostess at all monthly meetings.
4. Introduces new guests and visiting dignitaries.
5. Co-signs checks with the Treasurer to disburse the funds as needed.

C. Secretary: The duties of the Secretary are as follows:

1. Attend all monthly meetings, executive, and special (not committee) meetings.
 2. All correspondence outgoing and incoming will use the school's address, 7600 S 72nd Street, LaVista, Nebraska 68128.
 3. Enter in proper books all resolutions and proceedings of the monthly, executive, and special meetings.
 4. Compile a brief summary of the minutes of the monthly meetings.
 5. Retain a copy of membership attendance and financial reports from monthly, executive, and special meetings to be held with the recorded minutes.
 6. Responsible for the membership sign-in sheet.
 7. Co-signs checks with the Treasurer to disburse the funds as needed.
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D. Treasurer: The duties of the Treasurer are as follows:

1. Pay out money only on original bills and vouchers approved by the organization at board and general membership meetings.
2. All checks will require two (2) signatures of any elected official or representative
3. Keep in proper books accurate accounts of all financial transactions of the organization.
4. Deposit all monies in the name and to the credit of the organization in such depositories as may be designated by the Executive Committee.
5. Provide a monthly financial report at all monthly meetings and present a copy to the Secretary to keep with the records.
6. Give any budget information to committees as needed with a one week notice.
7. Have financial ledgers available for inspection at all monthly, executive, and special meetings.
8. Prepare and have financial ledgers available for audit at the close of each fiscal year (August 1 to July 31 of the succeeding year) for audit committee which will consist of one staff teacher and two parent members outside of the Executive Board.
9. Check register should be accessible for quarterly review at Executive Board meetings.

ARTICLE VIII-ELECTION OF OFFICERS

Section 1. Each officer of this organization shall be a member of the G. Stanley Hall PTO.

Section 2. Elections. The election of officers for the next one year term will be done at the April meeting. All voting will be done by secret ballot. The requirements for holding an elective office of the organization are as follows:

- A. Has complied with Article IV of the Constitution.
 - B. A member in good standing.
 - C. Has attended at least 4 general membership monthly meetings.
 - D. Only one teacher may hold a position of office in the school year.
 - E. There will be a transition period between the outgoing and incoming officers. Elected officers will assume duty August 1.
 - F. Officers may not reside in the same household, with the exception of co-positions. Members from the same household may only serve as officers at the same time by sharing the same position (President, Vice President or Secretary) as co-officers.
 - G. The Treasurer position may not be shared as a co-position.
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- H. Officers will be elected by secret ballot annually at the April meeting, however, if there is only one nominee for any office, it will be in order to move that the nominee be elected by acclamation.
- I. Officers will assume their official duties on August 1 of the year elected and serve for a term of one year.
- J. In case of resignation, one of the remaining officers shall assume the duties of the vacated office until a successor is elected.
- K. A person shall not be eligible to serve more than two consecutive terms in the same office. The only exception to this rule is if there are no nominees, then the current officer may continue to stay in office. If there are nominees for the office, then the current officer may not run for re-election if he/she has served two consecutive terms in the same office.
- L. Nominations for April elections will be accepted at the March general membership meeting. Only those persons who have signified their consent to serve and willingness to attend all or a majority of PTO meetings and Board meetings if elected, shall be nominated for, or elected to, such office.

Section 3. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, with a minimum two-week notice having been given. Volunteers for the vacancy will be considered from the membership. In case a vacancy occurs in the office of President, the Vice President shall serve notice of the elections.

ARTICLE IX-STANDING AND SPECIAL COMMITTEES

Section 1. The executive Board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the PTO. The standing committees may include, but are not limited to:

- Audit
- Box Tops for Education
- Campbell Soup Labels
- Carnival Committees
- Courtesy
- Holiday Boutique
- Popcorn/Cotton Candy Sales
- Room Parties
- Scholarship
- School Directory
- Skating Parties

Section 2. The Chairperson of each standing committee will present a plan of work to the Executive Board for approval and no committee work will be undertaken without the consent of the Executive Board. The term of the Chairperson shall be one year or until the selection and qualification of their successor by the incoming officers. At the end of the

academic year, each committee must provide a final report of activities to the Executive Board.

Section 3. The power to form special committees and appoint their members rests with the PTO and the Executive Board. Only those persons who have signified their consent shall be appointed to serve as the Chairpersons of, or serve on, any standing or special committee.

Section 4. The President shall be a member ex-officio of all committees.

ARTICLE X-FINANCES

Section 1.

- A. Two authorized signatures must appear on all checks or other bank drafts. Board member signatures are required on all PTO bank records including:
 - 1. Checking account.
 - 2. Savings account.
 - 3. Certificates of Deposit (CD's).
- B. Transfer of account signatures must be made prior to August 1.

Section 2. A written operating budget, herein after referred to as the budget, shall be prepared annually by the incoming Executive Board and presented to the general membership of the organization. It shall include a carefully estimated list of expenditures for its year of work. The budget shall be approved by a majority vote of the general membership at the first meeting of the academic year.

Section 3. The Executive Board, including the principal, shall review all monetary requests by faculty and staff. Requests for less than \$200 may be approved by the Executive Board at times in between PTO meetings. All requests \$200 or greater must have approval of the general membership.

Section 4. Counting/Depositing of cash. All income must be counted and verified by two (2) PTO members. A receipt with both counting members' signatures must accompany the cash. Monies will be deposited in the bank within seven (7) days after the collection.

Section 5. Any money still in the treasury at the end of the fiscal year shall be carried over as available revenue for the next fiscal year. These funds shall be identified as "carry over revenue" in the Treasurer's report.

Section 6. Budget Requirements

- A. Checking account must remain at \$5000 throughout the fiscal year due to unforeseen expenses.

B. Prior to any year-end spending (May meeting), savings account must meet minimum start up of budget for the following fall expenses, plus a \$5000 cash reserve.

ARTICLE XI-AMENDMENTS

Section 1. Procedures to Amend the Constitution and Bylaws are as follows:

- A. All Amendments must be submitted in writing prior to the April meeting.
 - B. Voting will be done by secret ballot for Amendment changes
 - C. All proposed Amendments must have a majority vote of members present to be approved.
 - D. All approved Amendments will take effect the first day of the fiscal year (August 1st to July 31st).
 - E. Last revised date: April 20, 2006.
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