

**CONSTITUTION AND BYLAWS  
OF THE  
RUMSEY STATION PARENT TEACHER ORGANIZATION**

**ARTICLE 1. NAME.**

The name of this organization is the Rumsey Station Parent Teacher Organization (PTO). It is a local PTO unit.

**ARTICLE II. OBJECTIVES.**

Section 1. The objectives of the PTO are:

- a. To promote welfare of children in the home, school, and community.
- b. To foster communication between families, teachers, and school staff.
- c. To develop between educators and families such united efforts as will secure for all children and youth the highest advantages and opportunities in physical, mental, and social education.

Section 2. These objectives are promoted through a variety of programs including membership meetings, family-based activities, and communication tools.

**ARTICLE III. BASIC POLICIES.**

Section 1. The PTO shall be noncommercial, nonsectarian, nonpartisan, and nonprofit. All monies raised shall be spent directly for the benefit of students and school.

Section 2. The PTO shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 3. The PTO shall work with the school teaching and administrative staff to provide quality education for all children but shall not seek to participate in establishing school policy except through constructive dialogue with the Board of Education.

Section 4. 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 this PTO.

Section 5. The Constitution and Bylaws will be reviewed and voted upon by the General Membership at the first meeting of the academic year.

Section 6. There shall be two (2) signatures required 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 committee chair.

Section 7. 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.

Section 8. In the event of the dissolution of the organization, its assets shall be used to purchase goods or materials for use by students, teachers, and all support staff of Rumsey Station Elementary as recommended by a committee composed of the Principal and at least three teachers.

Section 9. All non-consumable items purchased through PTO Funds shall remain at Rumsey Station Elementary.

#### **ARTICLE IV. ARTICLES OF ORGANIZATION.**

The PTO exists as an unincorporated association of its members. Its articles of organization comprise these bylaws, as from time to time amended, and its articles of association. In the absence of separate articles of association the bylaws shall be deemed to be the articles of the association. In the event of any conflict between these bylaws and the articles of association, these bylaws govern.

#### **ARTICLE V. MEMBERSHIP AND DUES.**

Section 1. Regular Membership. All parents and legal guardians of currently enrolled students and current faculty and staff are eligible for PTO membership. All members will subscribe to the objectives and policies without regard to race, color, creed, religion, or national origin.

Section 2. Voting Membership. Voting Members shall have the right to vote on all issues before membership, to elect officers, to be a committee chair, and to hold elected office.

Section 3. The PTO will hold an annual membership drive. Members may be admitted at any time during an academic year. Membership is for the school calendar year.

Section 4. The Executive Board shall determine the amount of membership dues in the PTO annually. Dues will be paid by the membership on an annual basis.

Section 5. Financial Hardship. No Regular Member shall be denied Regular Member status due to financial hardship. The Executive Board shall establish a procedure for financial waivers.

#### **ARTICLE VI. MEETINGS.**

Section 1. A minimum of three (3) general membership meetings shall be held during the academic year. The Executive Board will determine dates and times.

Section 2. The Executive Board or President may call special meetings with written notice given five (5) days in advance notice of the meeting date.

Section 3. The quorum for general membership meetings shall be no less than ten (10) members. If a quorum is not achieved, no business can be conducted and the meeting must be rescheduled. All quorums will be noted in the minutes.

Section 4. A simple majority vote of current PTO members in good standing 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.

#### **ARTICLE VII. EXECUTIVE BOARD AND THEIR ELECTION.**

Section 1. Each officer shall be a Regular Member of the PTO.

Section 2. Officers and their elections:

- a. The Executive Board shall consist of elected officers to include the President or Co-Presidents, Vice President, Secretary, Treasurer, and Member-At-Large. The school Principal will act as Executive Advisor. The members of the Executive Board shall serve until the election and qualification of their successors.
- b. Officers shall be elected by secret ballot annually at the March meeting. If there is only one nominee for any office, that officer may be elected by acclamation.
- c. Officers shall assume their official duties following the close of the school year in which elected and serve for a term of one year, encompassing the school year that follows and the months leading up thereto.
- d. In case of resignation, or vacancy, the Member-At-Large shall assume the duties of the vacated office until a successor is elected, except in the office of the President, the Co-President or Vice President shall serve the remainder of the term.
- e. A vacancy occurring in any office, except President, shall be filled by a person elected by a majority vote of the remaining members of the PTO Board.
- f. The office of President or Co-President may be held for up to two terms by the same individual, but the individual(s) must be elected each year to the office by the general assembly. However, an individual may be elected to the offices of Vice President, Treasurer, Secretary, and Member-At-Large for as many consecutive years as desired and elected by the general assembly.
- g. Only those persons who have consented to serve shall be nominated for an office.
- h. All officers shall deliver all official material to their successors not later than thirty (30) days after the conclusion of the school year.

#### **ARTICLE VIII. DUTIES OF EXECUTIVE BOARD OFFICERS AND ADVISORS.**

Section 1. The President/Co-President shall preside at all meetings of the PTO and Executive Board; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the general membership or Executive Board; and shall coordinate the work of the officers and the committees of the PTO in order that its

objectives may be promoted. The President/Co-President shall be authorized to sign all warrants for the disbursement of funds in the absence of the Treasurer. The President/Co-President shall be a non-voting member of the membership.

Section 2. The Vice President shall act as assistant to the President/Co-President and shall perform the duties of the President/Co-President in the absence, disability, or resignation of the President/Co-President. The Vice President will oversee all standing and ad hoc committees.

Section 3. The Secretary shall keep accurate records of all meetings to be presented at the following meeting. The coordination of all correspondence/communication is the responsibility of the Secretary to include email, website, and newsletter.

Section 4. The Treasurer:

- a. The Treasurer shall have custody of all the funds of the PTO; shall keep a full and accurate account of receipts and expenditures; and, in accordance with the budget adopted by the PTO, shall make disbursements as authorized by the General Membership or Executive Board.
- b. The Treasurer shall present a financial statement at every meeting of the PTO and at other times as requested by the Executive Board.
- c. The Treasurer shall keep a current list of members in good standing.
- d. The Treasurer shall ensure that an account is established and maintained at a financial institution offering the best and most suitable services to the PTO at the best and most competitive rates.
- e. The Treasurer shall be responsible for the timely filing of appropriate IRS Form 990 following each fiscal year.

Section 5. The Member-At-Large shall succeed to the office of Treasurer, Secretary, or Vice-President in the case of vacancy in that office and shall serve as such until the end of that term or until another officer is elected. The Member-At-Large will also coordinate committees and volunteers.

Section 6. The Past President shall serve as an advisor to the Executive Board and is encouraged to attend all General Assembly meetings and Executive Board meetings.

Section 7. The Principal will be appointed as the Executive Advisor and will be invited to attend all general assembly, executive, and special meetings. The Executive Advisor will consult with the organization on all PTO school activities and organizational projects. If the Principal is unable to serve as Executive Advisor, the Principal will designate a member of the school staff to serve as the Executive Advisor. The Executive Advisor will cast a vote only to break a tie.

## **ARTICLE IX. EXECUTIVE BOARD.**

Section 1. The Executive Board shall consist of five/six (5/6) officers of the PTO. 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 PTO meetings.
- e. To select an auditing committee to audit the Treasurer's accounts.
- f. To prepare and submit a budget to the PTO for adoption.
- g. To approve payments for routine bills within budget limits.

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

#### **ARTICLE X. STANDING AND AD HOC COMMITTEES.**

Section 1. Standing and Ad Hoc Committees. The Executive Board as deemed necessary to promote PTO objectives should create standing and ad hoc committees. Committee chairpersons may volunteer for their positions at the end of each academic year. It is recommended that a committee chair retain his/her position for no longer than two years. The Vice President will oversee all standing and ad hoc committees. Members of each committee will be recruited through annual PTO volunteer recruitment surveys and the committee chair. At the end of the academic year, each committee must provide a final report of activities for the Executive Board.

- a. Standing Committees
  1. Back to School Night
  2. General Mills Box Tops
  3. Skating Parties
  4. Yearbook
  5. Working Wednesday
- b. Ad Hoc Committees
  1. Spring Community Event
  2. DARE Graduation
  3. Fundraisers
  4. School Directory
  5. Staff Appreciation
  6. Teacher Conference Meals

Section 2. Special Committees. The President or Executive Board may create Special Committees for specific purposes. Regular Members may be appointed as chairperson(s). A Special Committee will exist only for the duration of the stated need.

Section 3. No committees will be formed or undertake work without the consent of the Executive Board.

#### **ARTICLE XI. FISCAL YEAR.**

The fiscal year shall be July 1 through June 30.

#### **ARTICLE XII. PARLIAMENTARY AUTHORITY.**

*Robert's Rule of Order Newly Revised* (current edition) shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with these bylaws.

#### **ARTICLE XIII. FINANCES.**

Section 1. 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 2. The General Membership shall review all monetary requests by faculty and staff. These requests will be reviewed at PTO meetings. The Executive Board, at times in between the PTO meetings, may approve requests for less than \$200. All request \$200 or greater must have approval of the general membership.

Section 3. 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. The Executive Board should endeavor to ensure at least \$1000.00 remains from each fiscal year's budget to be carried over to the next fiscal year.

Section 4. Two authorized signatures must appear on all checks or bank drafts at or over \$200.00 with the exception of checks made payable to Rumsey Station for reimbursement. Checks made payable to Rumsey Station can be drawn with one signature.

Section 5. 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 collection.

#### **ARTICLE XIV. AMENDMENTS TO THE BYLAWS.**

The bylaws of this PTO may be amended during any general membership meeting by a two-thirds majority vote of the members present, provided a quorum is present. The proposed amendment must have been presented at the previous general membership meeting.

Revision History

Date	Name	Change
4/12/2019 Approved changes during 3/19/19 meeting then distributed to teachers for further approval.	Stacy Brigham	<ul style="list-style-type: none"> <li>Removed committees that were not formed in 2018-2019.</li> <li>Changed bylaw about 2 signatures on checks – exempted checks made to RS.</li> </ul>