

## BYLAWS OF THE CALVIN LEETE ELEMENTARY SCHOOL P.T.O.

### ARTICLE I-NAME:

The name of the organization shall be the Calvin Leete Parent Teacher Organization.

### ARTICLE II-OBJECTIVES:

The purpose of this organization shall be to provide a forum for discussion between parents and the school community: to encourage positive and supportive parental activity within the school community: and, to achieve these goals, to select and to implement fund raising activities and to vote on the disbursement of these funds.

### ARTICLE III-POLICIES:

This organization is non-profit and will support and/or participate in only those activities which will further its objectives as stated in ARTICLE II.

### ARTICLE IV-MEMBERSHIP AND DUES:

Any parent, legal guardian, or teacher of a Calvin Leete Student shall become a member of this organization upon payment of such dues as may be established by the Board of Directors.

### ARTICLE V-OFFICERS AND THEIR DUTIES:

1) The officers of this organization are: President, Vice President, Secretary and Treasurer. Such officers shall constitute the Executive Committee. In the event that Co-presidents are elected, the office of Vice President shall be optional as determined by the Nominating Committee.

2) The President shall preside at all meetings of the organization and shall be an ex officio member of all committees except the Nominating Committee.

3) The Vice President shall perform all of the duties of the President in the absence or inability of the President to act and shall assist the President.

4) The Secretary shall keep a record of the meetings of the Board of Directors and the Membership Meetings and shall be responsible for all correspondence. The Secretary shall post the Minutes of each of the meetings in the Calvin Leete School. The Minutes of the Board of Directors shall specify the time and date of the next meeting of the Board of Directors.

5) The Treasurer shall receive all monies of the organization and shall keep an accurate record of receipts and expenditures and shall pay out funds only in such manner as authorized by the organization. The Treasurer shall present a written statement of account at each meeting of the Board of Directors and at other times when requested by the Executive Committee to do so. The Treasurer shall present, at a meeting of the Board of Directors, a statement of financial position for the 12 month period ending June 30<sup>th</sup>.

### ARTICLE VI-THE NOMINATION COMMITTEE AND THE ELECTION OF OFFICERS:

1) The Nominating Committee shall be selected by the Executive Committee and shall consist of one parent from each of the 5 grades. No more than two members of the Board of Directors of this organization may be on the Nominating Committee.

2) The Nominating Committee will publicize the available positions and post the slate of officers at least two weeks prior to the election. The new slate of officers will be presented at a regularly scheduled P.T.O. Board of Directors meeting, and nominations from the floor will be accepted at this time. Any person nominated from the floor must be present at this meeting.

3) The officers will be elected by a simple majority of the members present at this regularly scheduled Board of Directors meeting.

4) The officers shall be elected for a one year term effective July 1. No officer shall be eligible to hold the same office for more than two consecutive years.

5) A vacancy in any office shall be filled by the Executive Committee for the remainder of the term.

### ARTICLE VII-MEMBERSHIP MEETINGS:

A membership drive will be conducted in the fall. An overview of the purpose and activities of the P.T.O. will be provided at Back-to-School-Night.

ARTICLE VIII-BOARD OF DIRECTORS:

- 1) The Board of Directors of this organization shall consist of its Officers, the Principal, two Teacher Representatives, and the Chairpersons of the Standing Committees.
- 2) The Board of Directors of this organization shall meet monthly during the school year. All members of this organization are encouraged to attend these monthly meetings but only members of the Board of Directors shall be entitled to vote.
- 3) Special meetings of the Board of Directors may be called at the discretion of the President and notice of such special meetings shall be given to each of the members of the Board of Directors.
- 4) 50% of the entire membership of the Board of Directors shall constitute a quorum for the transaction of business and a simply majority of those present shall be required to pass a resolution; provided however, that in no event may action be taken which would result in the expenditure of an amount greater than \$500 unless more than 50% of the entire membership of the Board of directors votes in favor of such actions at the meeting.

ARTICLE IX-STANDING COMMITTEES:

- 1) The Board of Directors shall create Standing Committees to promote the objectives of this organization.
- 2) The Chairperson(s) of each Standing Committee shall be appointed for a one year term effective July 1 by the Executive Committee. A vacancy occurring during the year shall be filled by a vote of the Executive Committee.
- 3) The Chairperson(s) of all Standing Committee are member of the Board of Directors.
- 4) The Chairperson(s) shall give a report at the monthly meetings of the Board of Directors.
- 5) The chairperson(s) of each Standing Committee shall provide a written report at the end of the year.
- 6) The Chairperson(s) of a Standing Committee shall serve for a maximum of two consecutive years.

ARTICLE X-SPECIAL COMMITTEES:

- 1) Special Committees may be formed at the discretion of the Board of Directors.
- 2) The Chairperson of each Special Committee shall report to the Board of Directors. No committee work shall be done without the approval of the Board of Directors.
- 3) The Chairperson of the Special Committee shall submit a written report to the Board of Directors on completion of the Special Committee's work.

ARTICLE XI-AMENDMENTS:

These Bylaws may be amended at any Board of Directors meeting by a vote of at least two-thirds of the members present. Notice of the proposed amendments and/or changes to amendments must be given three weeks prior to the meeting by a method reasonably expected to reach all the members of the organization.