



Bylaws for the Threadgill Primary School Parent and Teacher Organization

Article I: Name

The name of this organization shall be **Threadgill Primary School Parent and Teacher Organization (PTO)**.

Article II: Objectives

The objectives of the Threadgill Primary School PTO shall be
to promote and aid the academic, artistic, spiritual, and physical development of youth.
to maintain high stands of child-parent and child-teacher relations
to provide an atmosphere here parents and teachers may cooperate intelligently in the training of children.

Article III: Policies

- Section 1 The program of this organization shall be educational.
- Section 2 This organization shall be noncommercial, nonsectarian, and nonpartisan.
- Section 3 This organization shall seek neither to direct the administrative activities of the school nor control its policies.
- Section 4 This organization may cooperate with other agencies and groups active in child welfare.

Article IV: Membership and Dues

- Section 1 Any interested person who is willing to uphold the policies and subscribe to the bylaws of the organization may become a member *upon payment of dues*.
- Section 2 The annual dues shall be \$2.00.
- Section 3 An annual enrollment of members shall be conducted. Additional members shall be accepted at any time.

Article V: Officers and Their Election

- Section 1
 - a. The officers of this organization shall be a president, vice president, a secretary, and a treasurer.
 - b. Officers shall be elected by ballot annually at the last regular meeting. If there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the organization for the nominee.

- c. Officers shall assume their official duties after the May meeting.
- d. The president shall appoint a parliamentarian whose duties shall be to advise the presiding officer and committee on questions of parliamentary law and matters of procedure. The parliamentarian shall serve for a period of one year.

Section 2

- a. There shall be a nominating committee consisting of three members selected by the executive committee. The president shall appoint one of the three to serve as the chairman. The nominating committee shall present their slate of officers at the May meeting.
- b. The nominating committee consisting shall select one nominee for each office to be filled and report at an appropriate regular meeting.
- c. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor.
- d. Only those who have consented to serve if elected shall be eligible to nomination either by the committee or by the floor.

Section 3

- a. A vacancy occurring in any office shall be filled for an unexpired term by appointment by the president. In case a vacancy in the office of the president occurs, the vice-president shall serve as president.

Article VI: Duties of Officers

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| Section 1 | The president shall preside at all meetings of the organization and of the executive committee; shall perform such other duties as may be prescribed in these bylaws or assigned to him by the organization or by the executive committee; and shall coordinate the work of the officers and committees, in order that the objective may be promoted. |
| Section 2 | The vice president shall act as aide to the president and shall perform the duties of the president in the absence or inability of that officer to serve. |
| Section 3 | The secretary shall record the minutes of all meetings of the organization and of the executive committee and shall perform such other duties as delegated. |
| Section 4 | The treasurer shall receive all monies of the organization turning them over to the school secretary to be deposited in a general account' shall keep an accurate record of receipts and expenditures' and shall instruct the school secretary to pay out local funds in accordance with the approved budget as authorized by the organization. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the executive committee. |

PTO accounts shall be examined annually by an auditor or an auditing committee of not less than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the executive committee.

Section 5

All officers shall:

- perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
- deliver to their successors all official material *by February?*

Article VII: Meetings

Section 1

- a. Regular meetings of this organization will be scheduled by the executive committee and once scheduled, change by this committee.
- b. Special meetings shall be called by the executive committee, *sufficient notice having been given.*
- c. *Thirty members* shall constitute a quorum for the transaction of business in any meeting of this organization.
- d. The privilege of holding office, introducing motions, debating, and voting shall be limited to members whose current dues are paid.

Article VIII: Executive Committee

Section 1 The executive committee shall consist of the officers of the organization, and the principal of the school or a representative appointed by him/her.

Section 2 The duties of the executive committee shall be (a) to transact necessary business in the interval between organization meetings and such other business as may be referred to it by the organization; (b) to create standing committees; (c) to approve the plans of work and expenditures of the standing committees; (d) to present a report at the regular meetings of the organization; (e) to appoint an auditor or an auditing committee to audit the treasurer's accounts; (f) to prepare and submit to the organization for approval a budget for the fiscal year by the first meeting date; and (g) to approve routine bills within the limit of the budget.

Article IX: Standing and Special Committees

Section 1 Such standing committees shall be created by the executive committee and deemed necessary to promote the objectives and carry on the work of the association. The

chairman of the standing committee shall be selected by the officers of the organization and the principal of the school or his/her representative. Their term shall be one year.

Section 2 The chairman of each standing committee shall present a plan of work to the executive committee for approval. No Committee work shall be undertaken without the consent of the executive committee.

Section 3 The power to form special committees and appoint their members rests with the organization (unless bylaws make other provisions or unless this power is delegated by the organization to the executive committee or president). 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.

Section 4 The president shall be an ex-officio member of all committees except the nominating committee.

Article X: Parliamentary Authority

Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws.

Article XI: Honorary Membership

All retired teachers and principals shall be honorary members of the PTO.

Article XII: Amendments

Section 1 These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.

Amendment Article XII

No purchase is to be made with PTO funds unless prior authorization by executive committee. All invoices are to be initialed by executive committee members before payment.