

BY-LAWS
HUDDLESTON ELEMENTARY SCHOOL P.T.O.
Approved ??/??/2012

Article I – The name of this organization shall be the Huddleston Elementary School Parent Teacher Organization of the Fayette County School System. The P.T.O. shall operate under authority of the Principal.

Article II -- Objectives

Section 1: The objectives shall be:

- a. To promote the welfare of children and youth in home, school and community.
- b. To bring into closer relationship the home and the school so that parents and teachers may cooperate intelligently in the training of the child.
- c. To develop between educators and the community a united effort that will secure for every child the highest advantages in physical, academic and social education.
- d. To engage in fundraising activities for the educational and recreational benefits of Huddleston Elementary School, its students, teachers and staff, as determined by the P.T.O.

Article III – Basic Policies

Section 1: This organization shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 2: The P.T.O. may cooperate with community agencies and representatives active in child welfare, provided they make no binding commitments with that agency, unless approval is given by the Executive Board.

Section 3: The purposes for which the Huddleston Elementary School P.T.O. is organized are exclusively charitable, scientific, literary and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue law.

Section 4: Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding provision of any future United States Internal Revenue law.

Article IV – Membership

Section 1: Any parent/legal guardian of a Huddleston Elementary School student, or faculty member who is willing to uphold the basic policies and objectives of the P.T.O. is considered a member.

Section 2: The membership year will run from the first day of school to the last day of school.

Article V – Officers and their Election

Section 1: The Executive Board is defined as: President, Vice President, Secretary, Treasurer and school Principal (or his/her designee).

Section 2: The officers of this organization will be a President, or two Co-Presidents, a Vice President, a Secretary, a Treasurer and a P.T.O. Auditor. Each elected Officer shall be in good standing and shall have paid their annual membership donation.

Section 3: Nominations will be made by the Nominating Committee appointed by the Executive Board at the regular March P.T.O. Business meeting. A list of nominees shall be made public one week prior to the May P.T.O. Business meeting. All nominees will have given their consent for nomination prior to the May P.T.O. Business meeting. An election shall be held immediately following the close of nominations. The duties of the office will be assumed July 1 of the upcoming school year.

Section 4: Election shall be by ballot when there is more than one nominee for an office. Election results will be announced within 24 hours.

Section 5: In the event a vacancy occurs in an office, the Executive Board may appoint a P.T.O. member to fill the vacancy for the remainder of the year.

Article VI – Duties of Officers

Section 1: The President or Co-Presidents shall preside at all business and Executive Board meetings and shall be a member ex-officio of all committees, shall appoint special committees and shall perform all other duties usually pertaining to the office. If the President or Co-Presidents cannot preside at the said meetings, he/she may appoint someone to preside at that time or reschedule the meeting.

Section 2: The Vice President will act as aide to the President and will perform the duties of the President in the absence of that officer. Additional duties will be assigned to the Vice President at the discretion of the President. It shall be assumed that the Vice President will fill the position of President the following year, unless otherwise declared.

Section 3: The Secretary shall keep a record of all meetings of the organization and Executive Board. The Secretary will have the minutes approved by the President and the Principal. After their approval, the Secretary will copy the minutes to the Executive Board and committee chairs, as well as post them in the P.T.O. workroom. It shall be assumed that minutes are approved by the general membership unless otherwise notified by any Executive Board, committee or P.T.O. member.

Section 4: The Treasurer shall keep an accurate record of the receipts, expenditures and deposits and shall pay out funds only in such manner as authorized by the organization. Two authorized signatures shall be required on each check prior to payment. The Treasurer shall reconcile all accounts monthly, including chair reconciliations, and make an accurate reporting to the P.T.O. Auditor. The Treasurer may call any meeting deemed necessary in regards to any accounting issues. The Treasurer shall present a statement of account at every

general business meeting of the organization and at other times when requested by the Executive Board or the P.T.O. Auditor.

Section 5: The P.T.O. Auditor shall conduct a monthly/yearly audit of the Treasurer's books and committee reconciliations. He/She is responsible for retrieving the official, unopened bank statement from the school office and comparing that information to the reconciliations. The P.T.O. Auditor shall assist and support the Treasurer and committee chairs in fulfilling their accounting responsibilities. He/She may review accounting documentation and inventory at his/her discretion. The P.T.O. Auditor is responsible for reporting any discrepancies to the Treasurer and/or Executive Board and may be required to attend Executive Board meetings.

Section 6: Any executive board member may represent the P.T.O. at faculty, leadership and/or committee meetings and report back to the P.T.O. Board.

Article VII – Duties of Executive Board

Section 1: An Executive Board meeting shall be called by the P.T.O. President or the Principal only.

Section 2: Its duties shall be to transact necessary business between general business meetings of the organization and such other business as may be referred to it by the organization; to approve plans of work of standing committee chairmen; and to fill vacancies. The President shall present a report at regular business meetings of the organization when such meetings have taken place, for information and any necessary action.

Article VIII – General Business Meetings

Section 1: The meetings of this organization shall be held monthly unless otherwise designated by the Executive Board. Change notices of organization meetings will be disseminated as soon as possible. Special meetings may be called by the Executive Board. The year-end meeting shall be in May and annual reports and installation of new officers shall be presented.

Section 2: The President/designee may conduct the business meeting in a fashion deemed by the P.T.O. organization as he/she sees fit.

Article IX – Standing Committees

Section 1: There shall be created and approved by the Executive Board, standing committees on, but not limited to:

Book Fair	Clinic/Exploratory Coord.	Constant Contact
Cultural Arts	Directory	Fall Festival
Fall Fundraiser	Gift Cards	Grocery Cards
Historian	Hospitality	Huddleston Green
Box Tops	Landscaping	Media Center Coord.
Membership	Volunteer Coordinator	Reading Counts
PAWS Running Prog.	School Supply Kits	Spirit Nights
Spring Picnic	Spring Basket Auction	

Section 2: The Chair of each standing committee will be approved by the Executive Board. Committee work undertaken by said Chairs will be conducted within approval of the Executive Board.

Section 3: Committee Chairs will be required to sign and follow designated procedural agreements. Committee Chairs are required to present a financial reconciliation either monthly or during the duration of their project. Any Chair may be required to meet the additional requests of the Executive Board at any time.

Section 4: Committee Chairs may be removed for noncompliance of Article IX. Committee Chairs who are not able to provide required documentation and/or work within these parameters must forfeit their position or will be instructed by the Executive Committee or the PTO President's designee to resign their position as Chair. A new Chair will be appointed by the Executive Committee or the designee of the PTO President.

Section 5: Specific Committee Chair responsibilities shall be recommended to and subsequently approved by the Executive Board and/or P.T.O. President.

Article X – Reading By-Laws

A copy of these By-Laws shall be available upon request in the school office and will be posted in the P.T.O. Workroom.

Article XI – Amending By-Laws

Section 1: Amendments to the bylaws may be proposed by any P.T.O. member. Amendments presented at a P.T.O. meeting shall be considered for voting at a subsequent meeting. Two-thirds approval of all members present and voting is required to adopt an amendment to the bylaws.

Section 2: A committee may be appointed to submit a revised set of By-Laws as a substitute for these By-Laws only by a majority vote at a general business meeting of the organization, or by two-thirds vote of the Executive Board. The procedure for action on amendments in Article XI, Section 1 shall then be followed.

Article XII – Parliamentary Authority

Robert's Rule of Order, revised, shall govern this organization in all cases in which they are applicable.

Article XIII – Standing Rules

Section 1: Suggested Order of Business

Call to Order
Statement of Treasurer
Principal's Report
Report of Executive Board
Reports of Standing Committees
Old Business
New Business
Announcements
Adjournment

Section 2: Any invited guest and/or presenter shall be approved by the President of the P.T.O. and the Principal.