

Constitution-By Laws
Arlington PTO

Article I

Name

Section

1. The name of this organization shall be the Arlington Elementary School Parent teacher Organization- hereinafter referred to as the Arlington PTO.

Article II

Purpose

Section

The purpose of Arlington PTO is:

1. Unite all parents, teachers, administrators, and patrons for membership in the organization.
2. Bring into closer relationship the home and the school so that parents and teachers may cooperate together in the training of the child.
3. Develop between the school and the public such united efforts so as to secure for every child the highest advantages in physical, mental, social, and moral education.

Article III

Policies

Section

1. This organization shall be non-commercial, non-sectarian, and non-partisan.
2. The members of this organization shall extend their constitutional rights and liberties.
3. This organization shall seek neither to direct nor control the administrative activities of the school.
4. Individual members shall not represent this organization by word or implication before any school officer or organization unless authorized to do so by the organization.
5. The members of this organization shall take all steps and actions consistent with the bylaws and policies of the Arlington PTO.

Article IV

Membership

Section

1. All parents, teachers, administrators, and/or patrons of the Arlington Elementary School district (resident or non-resident) are members of the Arlington PTO.
2. This organization shall sponsor fund-raising projects with profits to be used toward improving physical and educational facilities, social and cultural awareness.
3. All children and their guardians who participate in selling items for the Arlington PTO fundraisers are responsible for any money due to Arlington PTO for items received. If, for any reason, the PTO does not receive the money owed, the child and any child residing

in that home will no longer be allowed to participate in any fundraising for the remainder of the time that they are enrolled in Arlington Elementary.

4. All receipts must be turned in within 60 days of the activity for reimbursement. All reimbursements require a receipt.

Article V Officers

Section

1. The elective officers of this organization shall be President, Vice President, Recording Secretary and Treasurer. The four elective officers shall be the policy-making body and shall be referred to as the Executive Committee.
2. Any member of the organization shall be eligible for election to hold office.
3. Each officer shall be elected to serve for one school year.
4. In the event that the President cannot complete a term, the Vice President should complete that term.
5. The Executive Committee shall have the authority to fill any vacancies that occur during term of office.
6. The Executive Committee shall have complete authority to act for the organization in accordance with the by-laws. This committee shall meet at the call of the President and handle matters of business.
7. The Executive Committee shall have the authority to approve expenditures up to \$200 without being presented to the organization as a whole.

Article VI Election of Officers

Section

1. There shall be a Nominating Committee consisting of 3 members who will be appointed by the President at the February meeting.
2. Only those who have consented to serve if elected shall be eligible for nominations, either by committee or from the floor.
3. The Nominating Committee shall present a slate of nominees at the regular business meeting in April. Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor. The slate of officers will be accepted or rejected at this time.
4. Any office must be filled by a simple majority of the vote of members present at any election of officers.

Article VII
Duties of Officers

Section

A. Duties of the President:

1. To preside and preserve order at all the meetings of the organization and at the Executive Committee meetings.
2. To enforce due observance of the bylaws and when members are equally divided on an issue shall have the deciding vote.
3. To appoint a Nominating Committee at the February meeting to provide the organization with a slate of nominees at the April meeting.
4. To appoint an auditor at the May meeting to audit the Treasurer's books for a report to be given at the September meeting.
5. Appoint all committees not otherwise provided for and be ex-officio members of all committees excluding the Nominating Committee.
6. All checks will require two signatures; the President is one of the three available.

B. Duties of the Vice President:

1. To assist the President in the discharge of his/her duties and during his/her absence shall perform the duties of President.
2. To be liaison between the administration of the school and parents who volunteer in the school with respect to PTO.
3. To be an ex-officio member of all committees except the Nominating Committee.
4. All checks will require two signatures; the Vice President is one of the three available.
5. To be chairperson of the concession stand unless otherwise provided.

C. Duties of the Recording Secretary:

1. To record the minutes of all meetings of the organization and Executive Committee meetings and to perform such other duties as may be delegated to him/her
2. To handle correspondence as directed by the President of the organization.

D. Duties of the Treasurer:

1. To receive all money due the organization and deposit it in a designated bank account.
2. He/she shall be one of the two signatures on all checks.
3. To keep accurate records of receipts and expenditures and to pay out funds only when authorized by the organization.
4. To keep records in a set of books, this will be the property of the organization.
5. To present written itemized statements at every business meeting and at other times when requested by the Executive Committee.

Article VII
Special Committees

Section

1. Auditor: The duties of the Auditor shall be to annually examine the Treasurer's accounting book and related articles. The Auditor shall be appointed by the President by the May meeting. When satisfied that the report is correct, a statement of that fact will be signed at the end of the report. The report will be presented to the Executive Committee before the new school year begins. The books will then be forwarded to the new treasurer.
2. Standing and Special Committees: These committees may be created by the President as necessary. The President shall appoint chairpersons for all committees whether appointed or volunteer.

Article IX
Meetings

Section

1. Regular meetings of this organization shall be held at 7:00 p.m. on the 4th Monday of the month unless school is not in session that day. If school is not in session an alternate date will be chosen by the PTO President and building principal.
2. Regular meetings of the Executive Committee shall be held monthly during the school year or at the discretion of the President. Special meetings can be called by a majority of the members of the Executive Committee.
3. Roberts Rules of order shall prevail at all meetings unless stated otherwise.

Article X
Bylaw Amendment

Section

1. A request for bylaw amendments must be submitted in writing to the Executive Committee at least two weeks prior to a regular business meeting.
2. The bylaws can be amended at any regular meeting by two-thirds vote of those members present. The proposed amendments shall be read at the regular meeting previous to its presentation for adoption.
3. Copies of the bylaws will be made available upon request.