

CONSTITUTION AND BYLAWS

OF THE ARCHIE R-V SCHOOL

PARENT TEACHER

ORGANIZATION

WE, THE PARENTS AND TEACHERS OF THE ARCHIE SCHOOL, IN ORDER TO FOSTER A SPIRIT OF COOPERATION AMONG THE PARENTS AND FACULTY, PROMOTE AND ENCOURAGE ACTIVITIES FOR THE BEST INTEREST OF THE SCHOOL, AND AID IN PROMOTING A PROGRAM THAT WILL BENEFIT THE SCHOOL AND ALL PUPILS OF THE SCHOOL, DO HEREBY ESTABLISH THIS CONSTITUTION FOR THE ARCHIE R-V PARENT TEACHER ORGANIZATION.

ARTICLE I

(NAME)

SECTION 1: THE NAME OF THE ORGANIZATION SHALL BE

ARCHIE R-V SCHOOL PARENT TEACHER

ORGANIZATION.

ARTICLE II

(PURPOSE)

SECTION 1: THE PURPOSE OF THIS ORGANIZATION SHALL

BE:

1. 1. TO PROMOTE COOPERATION BETWEEN PARENTS AND TEACHERS.
1. 2. TO PROMOTE A BETTER UNDERSTANDING OF THE ROLE AND THE POLICIES OF THE SCHOOL.
1. 3. TO STRENGTHEN THE RELATIONSHIP BETWEEN THE HOME AND THE SCHOOL, SO THAT PARENTS AND TEACHERS MAY WORK COOPERATIVELY FOR THE BEST TRAINING FOR THE CHILD.
2. 4. TO ASSIST IN ANY WAY IN PROVIDING BETTER TRAINING AND BETTER EDUCATIONAL FACILITIES FOR THE PUPILS.
3. 5. TO PROMOTE THE WELFARE OF CHILDREN AND YOUTH IN HOME, SCHOOL, CHURCH AND COMMUNITY.
4. 6. TO SPONSOR ACTIVITIES THAT THE SCHOOL ADMINISTRATION WOULD SUGGEST BEING NEEDED OR BENEFICIAL TO THE SCHOOL.
5. 7. TO SPONSOR ACTIVITIES FOR THE SOCIAL BENEFIT OF THE ARCHIE SCHOOL DISTRICT.

ARTICLE III

(POWERS GRANTED)

SECTION 1: THIS ORGANIZATION SHALL HAVE NO AUTHORITY TO MAKE POLICIES FOR THE SCHOOL NOR TO DIRECT ADMINISTRATIVE ACTIVITIES OF THE SCHOOL.

SECTION 2: THIS ORGANIZATION MAY ORGANIZE AND CARRY ON THE PROGRAMS THAT WILL SECURE FOR ALL CHILDREN THE BEST POSSIBLE EDUCATIONAL AND SOCIAL ADVANTAGES.

SECTION 3: THIS ORGANIZATION SHALL BE NON-COMMERCIAL, NON-SECTARIAN AND NON-PARTISAN. IT SHALL NOT ENDORSE A COMMERCIAL ENTERPRISE OR A POLITICAL CANDIDATE.

ARTICLE IV
(MEMBERSHIP DUES)

SECTION 1: ANY PERSON INTERESTED IN THE PURPOSE OF THE ARCHIE R-V SCHOOL PARENT TEACHER ORGANIZATION WHO IS WILLING TO UPHOLD ITS POLICIES AND TO SUBSCRIBE TO ITS BYLAWS MAY BECOME A MEMBER UPON PAYMENT OF DUES.

SECTION 2: THE ANNUAL DUES SHALL BE \$4.00 PER FAMILY OR \$2.00 PER INDIVIDUAL.

SECTION 3: ANNUAL ENROLLMENT OF MEMBERS SHALL BE CONDUCTED DURING THE EARLY PART OF EACH SCHOOL YEAR, HOWEVER, ADDITIONAL MEMBERS MAY BE ACCEPTED AT ANY TIME.

ANY PERSON INTERESTED IN THE PURPOSES OF
THE ORGANIZATION MAY BECOME A MEMBER
UPON PAYMENT OF DUES. THIS GIVES EACH
MEMBER THE PRIVILEGE OF MAKING MOTIONS,
VOTING, HOLDING OFFICE AND SERVING ON
COMMITTEES.

BYLAWS

ARTICLE I

(OFFICERS AND ELECTION)

SECTION 1: A. OFFICERS SHALL BE ELECTED ANNUALLY IN
THE MONTH OF APRIL.

B. OFFICERS SHALL ASSUME THEIR OFFICIAL
DUTIES JUNE 1 AND SERVE FOR ONE YEAR.

SECTION 2: A. THERE SHALL BE A NOMINATING
COMMITTEE CONSISTING OF THREE OFFICERS.

B. THE NOMINATING COMMITTEE SHALL
PRESENT ANY PRELIMINARY BYLAW CHANGES

AND A SLATE OF OFFICERS AND REPORT AT THE MARCH EXECUTIVE MEETING. THEY SHALL THEN SELECT A SLATE OF OFFICERS AND BYLAW CHANGES AND REPORT AT THE APRIL EXECUTIVE MEETING AND APRIL PUBLIC 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 FOR NOMINATION.

E. TO BE ELECTED PRESIDENT, A PERSON MUST HAVE BEEN AN ACTIVE OFFICER THE PREVIOUS YEAR.

SECTION 3: A. A VACANCY OCCURRING IN ANY OFFICE SHALL BE FILLED FOR THE UNEXPIRED TERM BY A PERSON ELECTED BY THE EXECUTIVE BOARD.

ARTICLE II

(DUTIES OF THE OFFICERS)

SECTION 1: THE PRESIDENT SHALL PRESIDE AT ALL MEETINGS OF THE ORGANIZATION AND OF THE EXECUTIVE BOARD AND SHALL PERFORM ALL DUTIES ASSIGNED TO HIM/HER BY THE BYLAWS OR BY THE ORGANIZATION.

SECTION 2: THE 1ST VICE PRESIDENT SHALL ACT AS AN AIDE TO THE PRESIDENT, SHALL PRESIDE IN THE ABSENCE OF THE PRESIDENT AND SHALL BE IN CHARGE OF THE SANTA SHOP.

SECTION 3: THE 2ND VICE PRESIDENT SHALL BE IN CHARGE OF THE FALL BOOK FAIR.

SECTION 4: THE SECRETARY SHALL RECORD ALL MINUTES OF THE MEETINGS OF THE ORGANIZATION AND THE EXECUTIVE BOARD. THE SECRETARY MUST ALSO DISTRIBUTE A WRITTEN OR TYPED COPY OF THE EXECUTIVE BOARD MINUTES, INCLUDING THOSE PRESENT, TO EACH OFFICER FOR THEIR NOTEBOOK. THE SECRETARY SHALL BE RESPONSIBLE FOR SECURING THE CALENDAR WHICH INCLUDES SECURING PROGRAMS FOR PUBLIC MEMBERSHIP

MEETINGS.

SECTION 5: THE TREASURER SHALL RECORD AS RECEIVED ALL MONIES OF THE ORGANIZATION, SHALL KEEP AN ACCURATE RECORD OF RECEIPTS AND EXPENDITURES AND SHALL PAY OUT OF FUNDS IN ACCORDANCE WITH APPROVED BUDGET AS AUTHORIZED BY THE ORGANIZATION. THE TREASURER MUST ALSO DISTRIBUTE A WRITTEN OR TYPED COPY OF THE MONTHLY AND ANNUAL FINANCIAL STATEMENT AT BOTH THE EXECUTIVE BOARD AND PUBLIC MEETINGS.

SECTION 6: THE MEMBERSHIP CHAIRPERSON SHALL ENROLL MEMBERS, COLLECT DUES, RECORD MEMBERSHIP AND DISTRIBUTE MEMBERSHIP CARDS.

SECTION 7: THE ROOM MOTHER CHAIRPERSON WILL BE RESPONSIBLE FOR GETTING INDIVIDUAL GRADE SCHOOL MOTHERS/FATHERS AND ASSISTANTS FOR FOUR PARTIES EACH YEAR: FALL FESTIVAL, CHRISTMAS, VALENTINE'S DAY AND TEACHER APPRECIATION AND ALSO HAVING PAPER SUPPLIES AVAILABLE.

SECTION 8: THE FUNDRAISER CHAIRPERSON IS

RESPONSIBLE FOR ORGANIZING FUNDRAISERS
FOR THE ORGANIZATION AND BOX TOPS FOR
EDUCATION.

SECTION 9: THE HISTORIAN/PUBLICITY CHAIRPERSON

SHALL KEEP A HISTORY OF THE

ORGANIZATION, PUBLICIZE ALL ACTIVITIES AND A BI-MONTHLY
NEWSLETTER, AS WELL AS UPKEEP OF THE PTO BULLETIN BOARD.

SECTION 10: THE HOSPITALITY CHAIRPERSON SHALL SEND

ALL NEW FAMILIES WELCOME LETTERS,

PROVIDE REFRESHMENTS WHEN NEEDED AND

BE RESPONSIBLE FOR THE MEET AND GREET

PARTY. HE/SHE SHALL ORGANIZE A STAFF

APPRECIATION LUNCHEON FOR THE STAFF OF THE CURRENT SCHOOL
YEAR.

SECTION 11: THE SOCIAL SECRETARY SHALL BE IN CHARGE OF
ORGANIZING SOCIAL EVENTS INCLUDING OPEN HOUSE AND ELECTION
NIGHT PROGRAMING.

SECTION 12: THE TALENT SHOW CHAIRPERSON SHALL BE IN CHARGE
OF ORGANIZING, PROMOTING AND OVERSEEING THE TALENT SHOW.

ARTICLE III

(COMMITTEES)

SECTION 1: THE EXECUTIVE COMMITTEE SHALL BE

COMPOSED OF THE OFFICERS OF THE

ORGANIZATION.

SECTION 2: THE DUTIES OF THE EXECUTIVE COMMITTEE

SHALL BE:

A. TO TRANSACT NECESSARY BUSINESS IN THE

INTERVALS BETWEEN MEETINGS OF THE

ORGANIZATION.

B. TO CREATE STANDING COMMITTEES

CONSISTING ONLY OF PTO MEMBERS.

1. **C.** TO APPROVE A PLAN OF WORK OF THE
STANDING COMMITTEES.

1. **D.** TO APPROVE ROUTINE BILLS WITHIN THE
LIMIT OF THE BUDGET.

1. **E.** TO APPOINT AN AUDITING FIRM TO
AUDIT THE BOOKS IN JUNE OF EACH YEAR.

SECTION 3: SUCH STANDING COMMITTEES AS SHALL BE
DEEMED NECESSARY TO CARRY THE WORK OF
THE ORGANIZATION SHALL BE CREATED BY
THE EXECUTIVE BOARD.

ARTICLE IV

(MEETINGS)

SECTION 1: PUBLIC MEETINGS: EXECUTIVE BOARD SHALL CALL ONLY SPECIAL EVENT MEETINGS (I.E. ELECTION NIGHT, TALENT SHOW AND ETC.) WHEN DEEMED NECESSARY. THESE PUBLIC MEETING DATES, AS WELL AS EXECUTIVE BOARD MEETING DATES WILL BE PROVIDED TO THE MEMBERSHIP THROUGH THE MEMBERS ONLY NEWSLETTER. ANYONE WHO HAS BUSINESS BEFORE THE BOARD MAY ATTEND THE OPEN SESSION OF THE EXECUTIVE BOARD MEETING OR CONTACT US THROUGH THE ELEMENTARY OFFICE MAIL BOX. MEMBERS WILL RECEIVE ADVANCE WRITTEN NOTICE OF THE ELECTION SLATE AND ANY PROPOSED BY-LAW CHANGES THROUGH THE MEMBERS ONLY NEWSLETTER.

SECTION 2: EXECUTIVE MEETINGS: THIS ORGANIZATION SHALL MEET ONCE A MONTH AS CALLED BY THE PRESIDENT, WITH THE EXECEPTION OF JULY AND JANUARY.

SECTION 3: A MAJORITY OF OFFICERS MUST BE PRESENT AT THE EXECUTIVE BOARD MEETINGS TO HAVE A QUOROM.

SECTION 4: THIS CONSTITUTION AND BYLAWS MAY, BY A 2/3 VOTE FROM MEMBERS PRESENT AND VOTING, BE AMENDED AT ANY PUBLIC MEETING, PROVIDING WRITTEN NOTICE OF THE PROPOSED AMENDMENT SHALL HAVE BEEN INCLUDED IN THE PREVIOUS MONTHS MEMBERS ONLY NEWSLETTER.

ARTICLE V

(OFFICERS)

SECTION 1: THE OFFICERS OF THIS ORGANIZATION SHALL BE A PRESIDENT, 1ST VICE PRESIDENT, 2ND VICE PRESIDENT, SECRETARY, TREASURER, MEMBERSHIP CHAIRPERSON, ROOM MOTHER

CHAIRPERSON, FUNDRAISER CHAIRPERSON, HISTORIAN/PUBLICITY CHAIRPERSON,

HOSPITALITY CHAIRPERSON, TALENT SHOW CHAIRPERSON, AND SOCIAL SECRETARY.

SECTION 2: OFFICERS MUST BE PRESENT AT A MAJORITY OF THE EXECUTIVE MEETINGS, JUNE THROUGH MAY WITH THE EXECEPTION OF JULY AND JANUARY. THEREFORE AFTER MISSING THREE MEETINGS THE OFFICER WILL BE CONTACTED

BY THE PRESIDENT TO SEE IF THEY WISH TO
RETAIN THEIR OFFICE. ANY FURTHER ACTION
NECESSARY WILL BE DECIDED BY THE
EXECUTIVE BOARD OFFICERS.

SECTION 3: OFFICER'S SIGNATURE ON THE BYLAWS SHALL
CONSTITUTE A CONTRACT WITH THE
ORGANIZATION.

SECTION 4: ANY DECISION ON ARTICLE V SECTION 2 WILL
BE SOLELY KEPT WITH THE EXECUTIVE BOARD
MEETING.

SECTION 5: IF ANY OFFICER IS REMOVED FROM THE BOARD
HE/SHE WILL BE INELIGIBLE TO RUN FOR ANY
OFFICE UNTIL ONE FULL TERM HAS PASSED.

SECTION 6: NO OFFICER OR OFFICERS FAMILY MEMBER MAY
SELL GOODS TO OR THROUGH PTO FOR PERSONAL
GAIN OR ESTABLISHMENT. NOR MAY THEY RECEIVE
PERSONAL BENEFITS FROM THE SERVICE OF THEIR
OFFICE.

ARTICLE VI

(FINANCIAL)

SECTION 1: IN ADOPTING A BUDGET EACH YEAR THE
FOLLOWING CONSIDERATIONS SHALL BE
MADE:

A. MAJORITY OF ALL PROFITS FROM MONIES RAISED

EACH YEAR BY THIS ORGANIZATION SHALL
BE RETURNED TO THE ARCHIE R-V SCHOOL
DISTRICT IN SOME FORM. WHETHER THE
MONIES ARE DISTRIBUTED FOR PURCHASES
FOR THE SCHOOL OR THEY ARE GIVEN AS A
LUMP SUM FOR THE SCHOOL TO DISTRIBUTE
AS THEY SEE NEED. THIS IS OUR MISSION AS
AN ORGANIZATION SEEKING BENEFITS AND
ADVANCEMENTS FOR OUR SCHOOL.

1. **B.** ALL SCHOOL ORGANIZATIONS OR SCHOOL
SPONSORED FUNCTIONS SEEKING FUNDS FROM
THIS ORGANIZATION SHALL SUBMIT A DONATION FORM WITH THEIR
REQUEST. UPON
SUBMISSION OF THIS FORM THE EXECUTIVE
COMMITTEE WILL VOTE REGARDING THEIR
REQUEST.

SECTION 2: ALL MONIES COLLECTED WILL BE COUNTED BY TWO
OFFICERS.