**Article I - Name**

The name of this organization shall be the Bethke Elementary Parent Teacher Organization.

**Article II – Objectives**

The objectives of this organization as a non-profit organization shall be to promote:

1. Fundraisers and donations to support school, community, activities, and events.
2. Community social events to bring home and school into a closer relationship.
3. Volunteer opportunities in the school/community.

**Article III – Policies**

1. The business of the organization shall be educational and philanthropic and shall be developed through committees, projects, and cooperating with other organizations and agencies active in child welfare.
2. The organization shall be noncommercial, nonsectarian, and nonpartisan. It shall endorse no commercial enterprise and no candidate for public office. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any other purpose not appropriately related to the promotion of the objectives of the organization.
3. The organization shall serve in an advisory capacity to the school administration in matters consistent with the objective of this organization.

**Article IV- Membership**

1. The membership of the organization shall consist of all interested parents, guardians, the Principal and all educators of Bethke Elementary School that have an approved background check through PSD.
2. All members of the organization shall be entitled to vote and to hold office.

**Article V - Officers and Their Election**

1. Each officer of this parent teacher organization shall be a member of the organization.
2. The elected officers of this organization shall be president, vice-president, secretary, treasurer, assistant treasurer, and volunteer coordinator, and assistant volunteer coordinator. Two persons may hold any office in a cooperative effort.
3. Officers shall be elected annually by a majority vote in the Spring, at or following the March or April PTO meeting. Voting shall be by voice vote if a single slate of candidates is presented. If more than one person is running for an office, a ballot vote shall be taken.
4. Officers shall serve for a term of one year in their position. No person shall hold a term of office more than two consecutive years (in the same position) with the exception of volunteer coordinator who could have the option to continue. A person who has served in an office for more than six months of a full term shall be deemed to have served a full term in such office.
5. Special provisions apply for filling the treasurer and volunteer coordinator. After a one year term, the assistant treasurer and assistant volunteer coordinator shall ascend (without need for re-election) to the treasurer and volunteer coordinator position. In the event the current assistants do not wish to continue their board service, these two positions will be filled using the nomination and election process described above.
6. The members shall nominate officers at a designated meeting or may submit a completed nomination form in writing.
7. The consent of each candidate shall be obtained prior to having his/her name placed in nomination.
8. Officers may serve an additional term after an absence of a year or more.
9. Additional nominations may be made from the floor during the annual election meeting, provided the consent of each candidate has been obtained.
10. A vacancy occurring in any office shall be filled for the expired term by a person elected by a majority of members present at a designated meeting.
11. If an office remains unfilled after election, it shall be considered a vacant office to be filled by a majority of members present at a designated meeting.
12. The principal shall identify appropriate services for volunteers serving each school per board policy KJ/R.

**Article VI - Duties of Officers**

1. The president shall:

* Preside at all meetings of the organization and the executive board;
* Have general supervision over the affairs of the organization;
* Advertise PTO meetings;
* Prepare and publish PTO meeting agendas;
* Perform such other duties as may be prescribed in these bylaws, or as assigned by the organization;
* Serve on Student Accountability Committee.

1. The vice-president shall:
   * Perform the duties of the president in the absence or inability of that officer to act;
   * Oversee committees, stay in close contact with committees, and report back to board on committee activities;
   * Communicate PTO information, including committee updates, to the parent community (either through PTO newsletter, school newsletter, website);
   * Perform other duties as assigned by the organization.
2. The secretary shall:
   * Keep an accurate record of the proceedings of all meetings of the organization;
   * Publish PTO meeting minutes;
   * Write a short summary of the meeting for the parent newsletter each month;
   * Be prepared to refer to minutes of previous meetings;
   * Maintain PTO bulletin board;
   * Attend to correspondence;
   * Maintain formal copies of all PTO policy guidelines;
   * Provide information to PTO Webmaster for posting on the PTO Website;
   * Perform other duties as assigned by the organization.
3. The treasurer and assistant treasurer shall:
   * Prepare and present the annual budget to the membership for their approval at a designated meeting;
   * Receive all monies of the organization and deposit them in the name of the organization;
   * Keep an accurate record of receipts and expenditures;
   * Pay out funds as authorized by the organization;
   * Present a financial statement at each business meeting of the organization and at other times, when requested by the organization;
   * In monthly updates, publish budget/expenses;
   * Keep the membership informed of expenditures as they relate to the budget adopted by the organization;
   * Make an annual financial report to the organization which includes gross receipts and disbursements for the year.
4. The volunteer coordinator and assistant volunteer coordinator shall:
   * Maintain a current e-mail list of the members of the organization;
   * Provide open communication between Bethke and the PSD volunteer department;
   * Set up new volunteers into the computer system;
   * Log volunteer’s hours for the school;
   * Attend quarterly PSD meetings and report back relevant info;
   * Report hours to district and in communication to parents;
   * Oversees /trains classroom coordinators;
   * Work with committee chairs to recruit volunteers for school events and activities.
5. The Immediate Past President
   * Assist President or any board member in their positions;
   * Serve as historian for the board.
6. The Principal
   * Approve events and activities the Bethke PTO plans
   * Serve as a liaison between PSD, the Bethke Staff and the PTO.
7. The Teacher Representative
   * Serve as liaison between the Bethke Staff and the PTO.
8. Each officer upon the expiration of his/her term or in the case of resignation shall turn over to their successor, without delay, all records, books, and other materials pertaining to the office or position.
9. Each officer upon the expiration of his/her term, or in the case of resignation, shall turn over to the treasurer without delay, all funds and outstanding bills pertaining to the office or position.
10. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular PTO meeting where previous notice has been given.
11. Officers can be removed from office with or without cause by the principal.

**Article VII - Executive Board**

1. The executive board members of this organization shall be the immediate past president, president, vice-president, secretary, treasurer, assistant treasurer, volunteer coordinator, assistant volunteer coordinator, teacher representative, and principal.
2. The president shall serve as chairperson of the board.
3. The executive board shall transact necessary business in person, by phone, or email between meetings of the organization and such other business as may be referred to it by the organization.
4. The executive board shall create committees as are deemed necessary to promote the objectives and to carry on the work of the organization.

**Article VIII – Meetings**

1. Regular meetings of this organization shall be held each calendar month of the school year unless otherwise ordered by the organization or the executive board. The executive board may call special meetings.
2. The president will prepare the agenda for the general meeting. Anyone wishing to be on the agenda should contact the president.
3. Issues presented at the general membership meetings shall be decided by a simple majority vote. In the event of a tie vote, the topic will be tabled until the next meeting.
4. The privilege of making motions, debating, and voting shall be limited to members of the organization.

**Article IX-Standing Committees**

1. There shall be such committees created by the executive board as may be required to carry out the work of the organization.
2. The executive board shall appoint the chairpersons of the committees upon approval by the principal and PSD background check.
3. Chairpersons shall serve for a term of one year. No person shall hold a term of position more than two consecutive years (in the same position).
4. Committee chairs shall keep the organization informed of their committee's  
   progress by attending the PTO monthly meetings or having a representative present from their committee.
5. Chairpersons can be removed from office with or without cause by a two-thirds vote of the PTO.

**Article X-Finance**

1. A budget will be prepared for each school year. A tentative budget will be presented to the PTO for discussion and debate in April. The PTO will vote on a final proposed budget in May.
2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.
3. The treasurer shall prepare a budget statement to be shared at each PTO meeting and at the end of each year.
4. The executive board will approve all expenses of the organization.
5. The executive board may authorize the payment of routine organizational bills within the limits of the budget adopted by the organization, and may authorize the payment of other bills not to exceed a total of $100.00 between meetings of the organization without the approval of the organization.
6. Two authorized signatures shall be required on each check. Authorized signers shall be the president, treasurer, assistant treasurer, and secretary.

**Article XI-Amendments**

These bylaws may be amended at any general meeting of the organization by a majority vote of the members present, provided notice of the proposed amendment(s) was given at a previous meeting, or thirty days written notice has been given to the membership.

**Article XII -Parliamentary Authority**

Robert's Rules of Order shall decide all questions of order not provided in these bylaws.

Agenda to follow an established order of business:

1. Call to order.
2. Approval of minutes.
3. Officers' reports including treasurer
4. Reports of standing committees.
5. Reports of special committees.
6. Unfinished business.
7. New business.
8. Announcements.
9. Adjournment.

**Robert's Rules of Order**

Basic steps for action items:

1. Member addresses president.
2. President recognizes the member.
3. Member states motion. "I move....
4. Another member seconds the motion.
5. President repeats the motion and asks for discussion.
6. Members discuss motion, asks questions, and clarifications.
7. An amendment may be made to the original motion. "I move to amend by adding, deleting, changing, etc."
8. President asks for a second.
9. President asks for discussion.
10. President calls for a vote.
11. Vote is taken.
12. President announces results of vote.