

Pauline Schools PTO By-Laws

Last Amended 6/2021

ARTICLE I: NAME

The name of this organization shall be the Pauline Schools Parent-Teacher

Organization. ARTICLE II: PURPOSE

The purpose of this organization shall be to enhance the general interest and welfare of children in the home, school and community through service activities and programs intended to encourage parent-student-teacher relationships. It is intended that such programs will:

- Raise the level of community awareness for school related activities and events •
Encourage parental involvement in such activities and programs
- Bring into closer relationship the home and school, that parents and teachers may cooperate in the education of children
- Enhance communication between parents, teachers, administrators and community •
Provide financial support when possible

ARTICLE III: POLICIES

1. This organization shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise or candidate shall be endorsed by it. The name of this organization or officers shall not be used in connection with a commercial concern, a partisan interest or other regular work of the organization.
2. The purpose of this organization shall be educational. IT shall not seek to direct the administrative activities of the school or to control their policies.
3. This organization may cooperate with other organizations and agencies active in child welfare (conference groups, coordinating councils) provided they make no commitments which bind this organization.
4. This organization shall maintain a reserve account in an amount not less than \$3,000. This reserve account may be spent only under extraordinary circumstances. A majority vote of the PTO Executive Board will be needed to release said funds.
5. In the event of the dissolution of the organization, its assets shall be distributed evenly between Pauline Central and Pauline South Elementary Schools.

ARTICLE IV: MEMBERSHIP

1. Membership shall be any parents and/or guardians of children attending the Pauline Schools, Faculty, and any person interested in the purpose of the organization and willing to uphold its by-laws.
2. This organization shall have no dues.

ARTICLE V: OFFICERS AND THEIR ELECTION

1. The officers shall be President, President-Elect, Secretary and Treasurer. Officers are to be elected every two years at the last spring meeting by an anonymous ballot. 2. Officers shall serve for two years or until their successors are elected and assume the duties of the office.
3. Nominations for the officers shall be made by a nominating committee consisting of the principals, a faculty representative, 2 executive board members.
4. Persons running for office must have completed one consecutive year of volunteering at Pauline Schools PTO.
5. Should a vacancy occur in office, the president shall appoint a replacement for the office with the approval of the board for the remainder of the year.
6. Should a vacancy occur in the office of the president, the president-elect shall become president and the vacancy shall be in the office of the president-elect.
7. Elections shall be by anonymous ballot every 2 years.

ARTICLE VI: DUTIES OF THE OFFICERS

1. The president shall preside at general meetings and board meetings. Perform all duties pertaining to the office.
2. The president-elect shall act as an aide to the president and shall perform the duties of the president in the absence or inability of that officer to serve. The president-elect shall serve the remainder of the term should the presidency become vacant.
3. The secretary shall record the minutes of all meetings of the organization and the PTO executive board. The secretary shall have a copy of the by-laws and shall perform such duties as may be delegated.
4. The treasurer shall have custody of all funds of the organization. They shall keep a full and accurate account of receipts and expenditures and shall make disbursements in accordance with the budget adopted by the PTO. Checks shall be signed by the treasurer and the president. All funding or payment requests must be accompanied by the appropriate form to be considered for payment. The treasurer shall present a

financial report of all accounts at every meeting. The treasurer shall make a full report at the meeting when new officers take position. The treasurer is responsible for the maintenance of books, accounts and records.

An audit of the treasurer's accounts shall be conducted within 30 days of the close of the fiscal year by the president and one other board member. The fiscal year of this organization shall begin July 1st and end June 30th.

5. Upon expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay; all records, books, and other materials pertaining to the office.

ARTICLE VII: EXECUTIVE BOARD

1. The executive board shall consist of the president, president-elect, secretary, treasurer, principals and two faculty representatives. These individuals shall be voting members of the executive board.
2. The duties of the executive board shall be to transact necessary business between business meetings, including the approval or disapproval of expenditures and also such other business may be referred to it by the PTO.
3. Meetings of the executive board shall be held monthly or as designated by the president or by a quorum of the board with reasonable notice given. A majority of the members of the executive board shall constitute a quorum.

ARTICLE VVIII: GENERAL MEMBERSHIP MEETINGS

1. At least three regular meetings of this organization shall be held during the school year.
2. Dates of meetings shall be determined by the PTO Executive board and announced at the first regular meeting of the year.
3. At least seven days' notice shall be given about a change of date.
4. The members present shall constitute a quorum for the transaction of business in any general membership meeting of this organization.

ARTICLE IX: AMENDMENTS

The by-laws may be amended at any regular meeting of the organization by two-thirds vote of the members. Amendments must be given to the board at least 30 days prior to voting.