

Chamberlain Elementary School Parent Teacher Organization Bylaws

Article I: Chamberlain Elementary School Parent Teacher Organization

CES PTO

Article II: CES PTO's purpose

The purpose of CES PTO is to collaborate between parents, guardians, teachers, and school administration to develop the educational experience positively for all students.

Article III: Membership

1. Membership is parents, guardians, teachers, and administrators of Chamberlain Elementary School.
2. As a member you're encouraged to attend the meetings and participate in PTO activities that take place throughout the school year.

Article IV: Officers

1. The officers of CES PTO will include a President, Vice President, Secretary, and Treasurer.
2. Officers will be elected by a majority vote of the members present at the designated meeting.

Article V: Meetings

1. Regular meetings will be held monthly at Chamberlain Elementary School during the school year.
2. To have a quorum there must be 3 out of 4 board members present to conduct business.
3. Special meetings may be called by the President or upon written request of multiple members.
4. A quorum for conducting business at any meeting will consist of officers and members.
 - a. The agenda for the meeting will be prepared prior to the meeting consisting of discussion items, financial report, and an adjournment.
 - b. The members will approve the agenda and approve the adjournment.

Article VI: Finances

1. The fiscal year of CES PTO will begin on July 1 to June 30.
2. The treasurer will present a budget at the beginning of each fiscal year during the first meeting.
3. All expenditures will require a majority vote approval of the members.
4. Receipts will need to be kept and returned to the treasurer for any stipend or reimbursement.

Article VII: Termination

In the event of terminating PTO, the remaining assets will be transferred into a trust and agency account with the Chamberlain School District.