

BYLAWS
Creighton Elementary Parent Teacher Organization
2011-2012

Article I Name

The name of this organization shall be the Creighton Elementary Parent Teacher Organization, also known as CEPTO.

Article II Objectives-Mission

- a) To promote the education and well-being of all children at home, in school, and in the community.
- b) To provide a forum for discussion and foster communication between parents, administrators, educators and the community.
- c) To enhance the educational facilities and opportunities for the students of Creighton Elementary School, that are not otherwise provided for in the school budgets.
- d) To promote volunteer programs and resources for Creighton Elementary.
- e) To sponsor projects and events for the benefit of Creighton Elementary School students.
- f) To raise funds as required providing for all the above objectives.

Article III Policies

- a) The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").
- b) The organization shall be noncommercial, nonsectarian, and nonpartisan.
- c) The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- d) The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
- e) The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- f) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- g) Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h) Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be evenly distributed to Creighton

Elementary School. If the schools cease to exist, remaining PTO assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose."

*Article IV **Membership***

- a) Any parent, guardian, or other person standing in "loco parentis" or direct relative of a child enrolled and attending the Creighton Elementary School.
- b) Each member of the licensed teaching staff working in the Creighton Elementary School.
- c) Any member shall have the privilege of making motions and serving on committees.
- d) A voting member shall be anyone who is a member in good standing according to Article IV, section a; and who pays a \$5.00 parent group contribution no later than the end of the first general meeting of each school year.
- e) The membership year will run from August 1 through June 30 of each year.

*Article V **Officers and their Election***

- a) The officers of this organization shall be a President, Vice President, Secretary, Parliamentarian, and a Treasurer.
- b) Officers shall be elected at the May meeting of the organization, by the members present, using the ballot system.
- c) Any PTO member is eligible to be a board member but they must become voting members upon their election.
- d) Outgoing officers will end their duties and new officers shall assume their duties at the close of the summer meeting. Date of meeting is subject to change yearly.
- e) Officers shall serve a term of one (1) year and/or until their successors are elected.
- f) A person shall not be eligible to serve more than two (2) consecutive terms in the same office, unless there are no other candidates for that position.
- g) Officers of this organization shall be elected in the following manner:
 - i. Nominations for the Board will be taken at the April general meeting. People nominated must have a child or be a direct relative of a child attending Creighton Elementary School.
 - ii. PTO Board elections shall be held at the May PTO general meeting.
 - iii. All votes shall be on written ballot.
 - iv. One past President or a past board member, along with two other members, not in the election, shall be in charge of counting votes.
 - v. The PTO shall send out a nomination form/letter to all parents whose children attend Creighton Elementary to give them the opportunity to nominate someone or themselves for a PTO office. The form/letter will have the PTO election day listed for them to attend the election meeting.
 - vi. Vacancies shall be filled by the appointment of the Board.
 - vii. Removal from office may occur by a majority vote of the Board for missing more than two consecutive Board meetings, failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the objectives of the organization. Removal shall take place after the board has met in an effort to discuss the problem and all attempts have been made to resolve the problem. Removal shall be done by a majority vote of the board. No board member has the right to change any decision that the board members made. If a board member intentionally does not follow thru with the decision of the board, it will result in removal from the board.

I. Missing more than two consecutive monthly meetings will result in removal from office by a majority vote of the Board

*Article VI **Duties of Officers***

- a) The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees, in order that the objectives- mission may be promoted.
- b) The Vice President shall act as aid to the President and perform the duties of the President in the absence or inability to serve. The Vice President shall maintain a list of voting members of the CEPTO.
- c) The Secretary shall keep a permanent and accurate record of all meetings. Copies the current school year minutes will be available at each meeting. The secretary must have a current copy of the bylaws at each meeting. He/She shall conduct all correspondence as requested by the President.
- d) The Parliamentarian shall attend all meetings of this organization and shall advise on matters of parliamentary procedure when requested. Advise and consult with the president on PTO matters as needed. Attend and participate in the regularly scheduled PTO membership meetings. Attend and participate in the Executive Committee meetings or any other meeting held at the call of the president or a majority of the Executive Committee. Be familiar with the current authorized edition of “Robert’s Rules of Order.” Assist the president in preparing for meetings when requested. Ensure each member of the Executive Committee has a current copy of the bylaws and standing rules. Ensure that the PTO website contains the most current bylaws and standing rules. As needed, update/revise this job description and submit a copy to the website administrator.
- d) The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the Bylaws. She/He shall present a financial statement at every meeting and at other times when requested by the board; and shall make a full report at the end of the current school year.
- e) All officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws; and such other duties as may be delegated to her/him.
- f) All officers shall deliver to their successors official materials at the close of their service of office.
- g) The current officers will appoint chairpersons to the open committee positions.*
- h) Any active voting member shall be considered for any open Chair committee.*

Article VII Meetings

a) *The regular meetings of this organization shall be on the fourth Tuesday of the following months, September, October, January, April and May. The time shall be 6:00 pm.*

b) Date and/or time may be changed by the CEPTO board with proper notice given to members, not to be less than three days prior to the new date and/or time.

c) There will be one summer meeting, date and time to be determined by the board and membership during the May general meeting.

d) Three board members and two members present at any meeting shall constitute a quorum for the transaction of business of the organization.

Article VIII Parliamentary Authority

a) The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Creighton Elementary PTO.

Article IX Fiscal Year

a) The fiscal year of the Creighton Elementary PTO shall begin on September 1 and end on the following August 31.

Article X Audits

a) A financial review committee shall review the PTO books annually before the books are turned over to the new board. The committee should consist of at least one outgoing, or current, board member and one incoming board member, along with at least one other current member of good standing. This committee may not include either the outgoing or incoming treasurer. This committee will match every financial request with every receipt. The committee's report will be submitted to the Board at the first general meeting of the new school year. The committee will be appointed by the President and approved by the Board.

Article XI Funds/Budget

a) Authorized signatures on PTO checks shall include the Treasurer and one of the following: the President, the Vice-President, the Secretary. The signature on any check cannot be the payee. In the case of the treasurer needing reimbursement, the check must be signed by two other board members.

b) To be reimbursed from the PTO a reimbursement form along with the receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer. If it is not an item as written in the budget, two board members must sign the request form.

c) There must be a minimum of \$200.00 in the bank account at all times.

d) At the end of the school year there must be \$1,500.00 left in the bank account for the upcoming school year.

e) All PTO financial and other pertinent records must be turned over within 10 business days from the summer meeting date. The incoming and outgoing President and Treasurer must make themselves available to sign and record the transfer of bank accounts. Financial records would include: bank account

records, outstanding debt records, history of all transactions, receipts, and tax information. Other pertinent records include: date of contracted events, frequent contacts, willing volunteers information, sample forms/documents, PTO inventory, etc.

f) At the end of an event where monies have been collected, a cash control slip will be filled out by two members of the Board. The members of the Board cannot be next of kin. Both members should count the money, sign, and date the slip. One copy will go to the President and one copy is kept with the deposit slip by the Treasurer.

g) PTO funds should go directly from the school to the bank for deposit. If the bank is not open, monies will be stored in the school safe. PTO funds should not be taken home.

h) A letter will be written to the payee of checks that are written to PTO and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to PTO by the bank for the check plus a fee of \$25 to the PTO. The check will be returned to the payee upon receipt of cash, money order, or certified check. All fliers, applications, contracts, fundraising materials, etc that deal with checks being written to the PTO will include a written notice of this policy.

i) A budget will be determined by the President and Treasurer prior to the first general meeting (September) each school year. The budget will be discussed at that first meeting and must be approved at the second general (October) meeting. All expenditures within the realm of the approved budget are authorized expenditures.

Article XII Amendments

a) These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.

Article XIII By-laws

a) The by-laws of the Creighton Elementary Parent Teacher Organization will be reviewed every two years. A majority vote by board members and voting members present will constitute their acceptance.

These bylaws are adopted as prescribed on this date _____