

BYLAWS

CIRCLE BENTON ELEMENTARY PARENT-TEACHER ORGANIZATION

Revised May 2011

## ARTICLE I: Name

The name of this organization shall be the Circle Benton Elementary Parent-Teacher Organization (CBE PTO) of Benton, Kansas. It is a local unit organized solely for the benefit of Circle Benton Elementary School (CBE).

## ARTICLE II: Articles of Organization

The organization exists as an unincorporated organization of its members. Its "Articles of Organization" comprise these bylaws as from time to time amended. In the absence of separate articles of organization, the bylaws shall be deemed to be the articles of organization; these bylaws shall govern.

## ARTICLE III: Objectives

Section 1. The objectives of the organization are:

- A. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, and social education.
- B. To bring closer relations between the home and the school, that parents and teachers may cooperate intelligently in the education of the child.
- C. To secure adequate laws for the care and protection of children and youth.
- D. To promote the welfare of children and youth in home, school, and community.
- E. To raise standards of life.

Section 2. The objectives of this organization are promoted through an educational program directed toward parents, teachers and the general public; are developed through conferences, committees, projects, and programs, and are governed and qualified by the basic policies set forth in Article IV.

## ARTICLE IV: Basic Policies

Section 1. The following are basic policies of this organization:

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek control of its policies.
- C. The organization shall cooperate with other organizations and agencies concerned with child welfare.
- D. In the event of the dissolution of the organization, its assets shall be turned over to the CBE School Activity Fund.

## ARTICLE V: Membership

Section 1. Any individual who is a parent or guardian of a CBE student, a CBE employed teacher or staff member and subscribes to the objectives and basic policies of this organization is a member, subject only to compliance with the provisions of the bylaws. Membership in this organization shall be available without regard to race, color, creed, or national origin.

Section 2. The organization shall conduct an annual enrollment of members in August of each year, but persons may be admitted to membership at any time.

Section 3. Only members in good standing of the organization shall be eligible to participate in its business meetings, or to serve in any of its elective or appointive positions. The privilege of holding office, introducing motions, debating and voting shall be limited to members who are present at monthly meetings.

Section 4. The membership year is from August 1<sup>st</sup> through July 31<sup>st</sup> inclusive.

## ARTICLE VI: Officers and their Election

Section 1. The officers of this organization shall be a president, a vice-president, a secretary, treasurer, and room mother coordinator. These officers shall be elected at a general PTO meeting at the last regularly scheduled PTO meeting of the school year. If there is but one candidate for any office, the election for that office may be by a show of hands. Officers shall serve for a term of one year and the duties of office shall be assumed following the final meeting of the school year. These five officers shall comprise the executive committee. Officers shall not be eligible for the same office for more than two consecutive terms.

Section 2. Nominations.

- A. Nominations for officers shall be made by a nominating committee. This committee will be chaired by an outgoing PTO Officer and shall consist of at least three but not more than five current PTO members. This committee will begin the nomination process at least two months before the last regularly scheduled PTO meeting.
- B. The consent of each candidate must be obtained before his or her name is placed in nomination.
- C. The nominating committee shall report at the general PTO election meeting the names of at least one candidate for each office to be filled.
- D. Additional nominations may be made from the floor provided the consent of each candidate has been obtained before their name is placed in voting.

Section 3. A vacancy occurring in an office shall be filled by appointment by the executive committee.

## ARTICLE VII: Duties of Officers

Section 1. The president shall preside at all meetings of the organization and of the PTO Board; shall be a member ex officio of all committees except the nominating committee; shall appoint special committees; shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the organization; and shall coordinate the work of the officers and committees, in order that the objectives may be promoted.

Section 2. The vice-president shall act as aid to the president and shall perform the duties of the president in the absence or inability of that officer to serve, and shall perform such other duties as delegated to her/him.

Section 3. The secretary shall keep a correct record of all general meetings of the organization and of the PTO Board meetings, and shall perform such other duties as may be delegated to her/him.

Section 4. Duties of the treasurer:

- A. The treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out local funds in accordance with the approved budget or as authorized by the organization. The treasurer shall present a financial statement at every PTO Board meeting and general PTO meeting and at other times when requested and shall make a full report at the final meeting of the year.
- B. The treasurer shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. Such books of account and records shall at all times be open to inspection by the executive committee and/or the membership at large. The fiscal year for the books will run from June 1 of one year to May 31 of the following year.
- C. The president shall appoint an auditing committee before the first meeting of the new school year. The auditing committee shall examine the treasurer's accounts and shall verify their accuracy, signing a statement to that effect. Whenever possible a treasurer from a previous term shall be a member of the auditing committee.

Section 5. The Room Mother Coordinator shall appoint room mother and helpers for each room and to supervise their activities throughout the year; to enlist their aid in PTO projects; to provide a list of classes and their room mothers for the president, room parties and social chairperson.

Section 6. All officers shall:

- A. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
- B. Deliver to their successors all official material by the June 15th following the meeting in which the new officers assume their official duties.

## ARTICLE VIII: PTO Board

Section 1. The PTO Board shall consist of the officers of the organization, the chairpersons of standing committees, a teacher representative, and the principal of the school or a representative appointed by him/her. The members of the PTO Board shall serve for a period of one year.

Section 2. The standing committees and their duties are as follows:

- A. Bylaws/Parliamentarian: To work in conjunction with the vice-president and secretary to revise the bylaws of CBE PTO and to review the existing bylaws once a year. To keep order at all PTO Board meetings using Robert's Rules of Order.
- B. Publicity: To make posters advertising all PTO activities, to decorate for special events. To report articles of interest to local newspapers; to place notices into the school bulletin and the district publications upon request.
- C. Social/Hospitality: To organize refreshments and drinks at PTO social events: Open House, Kindergarten Screening, Honor Roll Breakfast, Recognition Banquet, etc. This committee will also send cards to PTO members and teachers or other school personnel when there is an illness or special other event.
- D. Family Fun Night Coordinator: To organize monthly Family Fun Night events throughout the school year and coordinates with the publicity chairman to advertise.
- E. Box Top/Recycle Coordinator: To organize box top and recycle drives throughout the school year. Mail box tops and recycled items to appropriate company. Report at monthly PTO meetings status of program and upcoming drives.
- F. Grant Committee Coordinator: To research possible grants and discuss progress with president and principal. Write and submit grant proposals to proper organizations. Provide progress reports at PTO meetings when appropriate. Design a funding proposal to use grant money.
- G. Thursday's Parents Coordinator: To work in conjunction with the president to organize Parent Work Days and to obtain volunteers to help with school activities.
- H. Fundraising: To work in conjunction with the president and principal in deciding the means to make money for the school.
- I. Directory: To obtain student information to create a directory of students in current attendance at CBE School. Include directory ads and other relevant information. Proof, publish and distribute directory to each family with a student currently attending CBE School.

## ARTICLE IX: Meetings of the General PTO

Section 1. Regular general meetings of the PTO Board shall be held monthly during the school year, the time to be fixed by the PTO Executive Committee, and school administration. A majority of the PTO Board members shall constitute a quorum. Special meetings of the PTO Board may be called by the president or by a majority of the members of the PTO Board. All PTO Board meetings are open to any PTO member.

## ARTICLE X: Parliamentary Authority

Section 1. Robert's Rules of Order Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## ARTICLE XI: Amendments

Section 1. These bylaws may be amended at any general meeting of the organization by a two-third vote of the members presents and voting, provided that notice of the proposed amendment shall have been given at least two weeks prior to the meeting.

## PTO OFFICERS DUTIES

### PRESIDENT

Presides over meetings. Cannot make motions.  
Provides publications for school newsletter.

### VICE-PRESIDENT

Supports President.  
In charge of PTO membership.

### TREASURER

Provides transaction report for each meeting  
Provides support for all fundraisers with the fundraising committee  
Provides budgeting information to President and PTO members

### SECRETARY

Records minutes of all meetings of the PTO

### ROOM MOTHER COORDINATOR

Appoints Room Mothers and Helpers  
In charge of games at yearly school carnival