

**Bylaws of Eisenhower PTO, Inc. and
Conflict of Interest Policy
Adopted on August 24, 2012/ Revised July 11, 2016**

Part 1: Bylaws

Article I – Name

The name of the organization shall be Eisenhower Elementary Parent Teacher Organization (PTO).

Article II – Purpose

The corporation is organized for the purpose of supporting the education of children at Eisenhower Elementary by fostering relationships among the school, parents, and teachers.

Mission Statement:

Our mission is to enrich students' educational experience by providing programs and activities for students and their families. We believe it is our responsibility to promote communication by working with staff, teachers, parents, and students together within the school and community so that we may work for the best interest of the children.

Article III – Members

Section 1:

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Section 2:

Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Article IV – Officers, Elections, and Duties

Section 1: Officers

The officers shall be a president, vice president, treasurer, co-treasurer, recording secretary, corresponding secretary, and teacher liaison.

- a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an exofficio¹ member of all committees, and coordinate the work of all the officers and committees in order that the purpose of the organization be served.
- b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. Duties shall also include preparation and filing of any state and legal document and/or forms.
- c. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.
- d. Co-Treasurer. The co-treasurer shall assist the treasurer and carry out the treasurer's duties in his or her absence or inability to serve.

- e. Recording Secretary. The recording secretary shall keep all records of the organization, take and record minutes, prepare the agenda. The recording secretary also keeps a copy of the minutes, bylaws, and rules.
- f. Corresponding Secretary. The corresponding secretary shall handle correspondence, and send notices of meetings to the membership. The corresponding secretary shall also keep membership list, and any other necessary supplies, and brings them to meetings.
- g. Teacher Liaison. The teacher liaison shall coordinate communications from the teaching staff to the PTO board and vice versa. These communications can be via meeting minutes, email, or in person.

Section 2: Nominations and Elections

Elections will be held at the second to last meeting of the school year. Members may nominate themselves as a candidate for each office and present their slate for office at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote. If more than one person is running for an office, a ballot vote shall be taken.

Section 3: Eligibility

Members are eligible for office if they are members in good standing at least 14 calendar days prior to the election.

Section 4: Terms of office

Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5: Vacancies

If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6: Removal from Office

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V – Meetings

Section 1: Regular Meetings

The regular meeting of the organization shall be at a time and place determined by the executive board. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that shall arise. The corresponding secretary will notify the members of the meetings in a flyer sent home with the students at least 1 month prior to the meeting, in addition to sending a reminder flyer one week prior to the meeting.

Section 2: Special Meetings

Special meetings may be called by the president, any two members of the executive board, or five members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members prior to the meeting, by flyer and phone calls.

Section 3: Quorum

The quorum shall be 5 members of the organization.

Article VI – Executive Board

Section 1: Membership

The Executive Board shall consist of the officers.

Section 2: Duties

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, approve routine bills, and prepare reports and recommendations to the membership as needed.

Section 3: Meetings

Regular meetings shall be every other month, on a day time to be determined by the board. Special meetings may be called by any two board members within 24 hours notice.

Section 4: Quorum

Half the number of the board members plus one constitutes a quorum.

Section 5: Removal and Vacancies

See Article IV, Sections 4 and 5.

Article VII – Committees

Section 1: Membership

Committees may consist of members and board members, with the president acting as an ex-officio member of all committees.

Section 2: Standing Committees

The following committees shall be held by the organization: Fundraising, Hospitality/Volunteer, Family Events, Campbell's Labels for Education, and CapriSun, Be Green Earn Green.

Section 3: Special Committees

The board may appoint additional committees as needed.

Article VIII – Finances

Section 1:

The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 2:

The president and vice-president shall approve all expenses of the organization. Any expense above twenty-five dollars must be submitted and approved by two officers.

Section 3:

Two authorized signatures shall be required on all checks. Authorized signers shall be the president, vice-president, and/or treasurer.

Section 4:

The treasurer shall prepare a financial statement at the end of the year to be reviewed by the board.

Section 5:

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 6:

The fiscal year shall coordinate with the school year.

Article IX — Parliamentary Authority

"Robert's Rules of Order" shall govern meetings when they are not in conflict with the organization's bylaws.

Article X – Standing rules

Standing rules may be approved by the Executive Board, and the recording secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (90 calendar days) and a two-thirds vote of those present at a meeting.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting of the board members, providing that previous notice was given at the prior meeting. Amendments will be approved by a vote of those board members present.