

CONSTITUTION AND BY-LAWS
EAST HADDAM PARENT TEACHER ORGANIZATION, INC.
2003-2004

ARTICLE I NAME

The name of the organization will be the East Haddam Parent Teacher Organization, Inc., hereinafter referred to as the PTO.

ARTICLE II GOALS

The goals of the PTO will be:

- A. To promote the welfare of the children of the East Haddam Elementary School.
- B. To work in conjunction with the Board of Education, the school administration and the East Haddam Education Association to secure adequate laws, policies, procedures and facilities for the proper care, protection, and education of the children of East Haddam Elementary School.
- C. To bring into closer relationship the home, school and the Board of Education to ensure parents, teachers and administration cooperate intelligently in the education of our children.
- D. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, cultural, social and scholastic education.

ARTICLE III POLICIES

The policies of the PTO will be:

- A. To cooperate with other organizations when their objectives and those of the Parent Teacher Organization coincide.
- B. To inform the membership of vital issues, take a position and disseminate the consensus of opinion.
- C. To provide input to the Board of Education and school administration regarding policies, procedures and programs.
- D. Non-commercial, non-sectarian and non-partisan.

In the event of the dissolution of this organization, the assets and materials will be turned over to the Board of Education for safe keeping until a subsequent group assumes the role of the Parent Teacher Organization. At that time assets and materials will be turned over to them.

ARTICLE IV MEMBERSHIP

- A. Any person who is willing to uphold the goals and policies of the PTO and subscribe to its by-laws may become a member upon payment of dues as herein provided.
- B. The dues of the PTO will be established annually by the Executive Board.
- C. An annual enrollment of members will be conducted by the membership committee, with additional members accepted at any time.

ARTICLE V OFFICERS

The officers of this organization will be a President, a CO-President, a Treasurer and a Secretary.

- A. These officers will be elected at the regular meeting in April.

- B. Officers will serve for a term of two years. No officer will be eligible for the same office for more than two consecutive terms. In the absence of another candidate the interim officer can serve one additional term for two years.
- C. Any member of the PTO is eligible for office.
- D. The Executive Board will seek candidates for all open offices from the PTO membership. Nominations will be accepted as of March 1st.
- E. When a vacancy occurs in any office, except that of President, a vote of the Executive Board will be taken whereby a replacement will be elected to fill the vacancy for the remainder of the term. A two-thirds vote of the Executive Board is required to fill the vacancy. Candidates will be members of the PTO.

ARTICLE VI DUTIES OF OFFICERS

- A. The President will preside at all meetings of the organization and the Executive Board, will be a member ex-officio of all committees and will perform all other duties usually pertaining to the office.
- B. The CO-President will act as aide to the President, will prepare him/herself to assume the office of the President if and when called upon, will perform the duties of the President in the absence of that officer, and any other duties delegated to him/her
- C. The Secretary will record the minutes of all meetings of the organization and the Executive Board, will have all old records and correspondence of the organization up to date and available for other officers' use, and will perform such other duties delegated to him/her
- D. The Treasurer will receive all money of the organization and will keep an accurate record of receipts and expenditures. Orders on the treasury will be signed by the Treasurer, Secretary, President or CO-President. Amounts exceeding five hundred dollars (\$500.00) will be co-signed by any two officers. A monthly financial report will be given by the Treasurer.
- E. Officers shall be responsible for maintaining the protective legal status of the PTO, including Articles of Incorporation.

ARTICLE VII MEETINGS

- A. Regular meetings of the organization will be held monthly during the school year, unless otherwise determined by the Executive Board of the organization. Meetings will be held on a scheduled and advertised day and time each month, that day being decided annually by the Executive Board.
- E. Special meetings may be called by the Executive Board.
- F. Annual written reports will be received and officers installed at the final meeting of the school year. This meeting will be presided over by a joint session of the incoming and outgoing Executive Boards.
- G. The privilege of holding office, making motions, debating and voting will be limited to members of the organization.
- H. Motions may be passed by a majority vote of the members present. In the event of a tie vote, the vote of the Chair determines the outcome of the vote.

ARTICLE VIII COMMUNICATIONS

- A. The organization will publish and distribute a newsletter to the parents and teachers at regular intervals to inform them of current projects and issues.
- B. To ensure continuity of responsibilities and programs, a guidebook will be maintained to aid incoming members of the Executive Board.
- C. All communication distributed on behalf of the PTO will be reviewed and approved by the Executive Board before release.

ARTICLE IX STANDING COMMITTEES

- A. Fundraising Committee: to make proposals for new fundraising projects and evaluate existing programs. Will oversee all fundraising chairpersons and provide a financial report at the next meeting taking place

after each fundraising event. Will provide an annual report of all fundraising events. Will notify the PTO of any upcoming fund-raisers.

- B. After school Programs Committee: Oversees after school programs and seeks the Executive Boards approval for starting new after school programs.
- C. Communications: to prepare and publish the regular newsletter, notices and correspondence, maintain *PTO* web site and to advertise meetings and events to the public.
- D. Cultural Arts: to investigate, coordinate and host special artists and programs at the school and at PTO events.
- E. Membership: to encourage school-wide participation in PTO events and programs.

All committees will be appointed by the President with the approval of the Executive Board.

1. Additional committees will be created by the Executive Board as required to promote goals and interests of this organization.
2. The chairmen of all committees will present plans of work to the Executive Board for approval and will provide a final report thereafter.
3. The chairperson of each PTO event shall work with the Treasurer and other officers to plan for the handling of all funds in an approved manner as described in PTO funds handling policies.

ARTICLE X EXECUTIVE BOARD

- A. The Executive Board will consist of the officers of the organization. The principal representing the elementary school will serve in an advisory capacity to the Executive Board.
- B. The duties of the Executive Board will be:
 1. To transact necessary business between organization meetings and such other business not to exceed \$500.00.
 2. To create standing committees.
 3. To approve plans of work of standing committees.
 4. To present reports at the regular meetings of the PTO.
 5. To appoint special committees.
 6. To set annual goals and policies to be presented to the organization.
 7. To approve *routine* expenditures within the limits of the budget.
 8. To select an auditor or auditing committee to audit the treasurer's accounts.
 9. To prepare and submit to the organization for adoption a budget for the year.

ARTICLE XI PARLIAMENTARY AUTHORITY

Roberts' Rules of Order, revised, will govern this organization in all cases to which they are applicable, and in which they are not in conflict with these by-laws.

ARTICLE XII BY-LAWS AND AMENDMENTS

- A. By-laws shall be reviewed every two years, or as needed.
- B. By-laws shall be kept on file by the PTO, with copies forwarded to the school administration, the Board of Education and made available upon request to the membership.
- C. These by-laws may be amended at any regular meeting of the organization by a two thirds vote of the members present and voting, provided notice of the proposed amendment has been given at a previous meeting.
- D. Amendments to the by-laws should be dated and kept on file by the Secretary. The by-laws should be reprinted when significant or sufficient changes make it necessary.

Approved at March 17, 1998 meeting.

Amended February 22, 1999, Amended April 10, 2000, Amended March 8, 2001, Amended November 6, 2003