

By-Laws of the DuJardin PTO

Article I - Name

The name of this organization shall be The DuJardin Parent-Teacher Organization

Article II - Goals

The goals of the DuJardin PTO shall be:

Section 1. To bring into close relationship the home & school so that parents, teachers & administrators may closely work together in the total education of the child: physical, mental, social & cultural.

Section 2. To enhance the educational experience by providing additional equipment, material & financial support through fundraising efforts.

Article III - Basic Policies

Section 1. The goal of the DuJardin PTO shall be promoted through an educational program directed toward parents, teachers, & the general public; shall be developed through conferences, committees & projects; & shall be qualified & governed by the basic policies set forth in this article.

Section 2. This organization shall be non-commercial, non-sectarian and non-partisan. This organization shall not endorse a commercial enterprise or candidate. The name of this organization or the name of any of its member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose than the regular work of the organization.

Section 3. The DuJardin PTO 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 or public affairs, or devote more than an insubstantial part of their activities to attempt to influence legislation by propaganda or otherwise. However, if the quality of education is a risk, PTO may take an official stand and establish sub-committees to work in that area. These committees would report to the Board.

Section 4. The organization shall cooperate with DuJardin School to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control its policies. The Board reserves the right to question the use of any financial support requested.

Section 5. The organization shall cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind this organization.

Article IV – Membership

Section 1. Any person interested in the goal of this organization who is willing to uphold its basic policies, and subscribe to its bylaws may become a member upon payment of dues as here-in-after provided.

Section 2. An annual enrollment of members shall be conducted. Additional members shall be accepted at any time.

Section 3. The membership year shall be from September 1 to August 31. Any person joining during the year shall pay dues for the current year.

Section 4. Dues for a membership shall be \$15.00 per family.

Section 5. Only a paid up member of this organization shall be eligible to participate in business meetings, vote for election of officers, hold office or chair positions.

Article V – PTO Board

Section 1. The Board shall consist of the officers of the organization, the chairman & co-chairmen of standing committees, the principal and/or assistant principal, and teacher representative of the school.

Section 2. The Board shall:

- a) Transact necessary business in the intervals between general meetings and such other businesses as may be referred to it by the organization.
- b) Creating standing committees.
- c) Approve plans of work of the standing committees.
- d) Present reports and recommendations at the meetings of the organization.
- e) Approve and submit to the organization for their approval a budget; including the necessary expenses of the officers and committees, prepared by the Treasurer. Accompanying the budget shall be a financial statement of revenues and expenditures of the previous year.

Section 3. The Board will approve routine bills within the limits of the budget. Appropriations of the monies for all expenditures over \$75.00 must be brought before a general meeting for a majority vote.

Section 4. Regular meeting of the Board shall be held monthly and concurrently with the scheduled general meeting, except for the months of June, July and December.

Section 5. Special meetings of the Board may be called by the President.

Article VI – Duties of Officers

Section 1. The President shall preside at all meetings of the organization, the board, and be a member of all committees (ex-official capacity) except the nominating committee; appoint special committees in order that their goals may be promoted.

Section 2. The Vice President, as in order, shall preside in the absence of the President and shall act in the aid of the President. The First Vice President shall chair the Ways and Means Committee and the second Vice President shall be Program Chairman.

Section 3. The Secretary shall record the minutes of the meetings of the organization, and the Board, and perform any other duties as may be delegated to him/her and the responsibility of typing and distribution of minutes and the monthly meetings.

Section 4. The Treasurer shall:

- a) Receive all monies of the organization; keep an accurate record of receipts and expenditures; and pay out funds in accordance with the approved budget as authorized by the organization.
- b) Present a written financial statement upon request of the organization, at other times as requested by the Board, making a full report at the annual meeting.
- c) The Treasurer's books shall be examined annually by a committee of not less than three(3) persons (or an auditor) who, satisfied that the Treasurer's report is correct, shall sign a statement at the end of the report certifying its correctness. The auditing committee shall be appointed at least two weeks before the general meeting.
- d) All monies shall be placed in a depository approved by the Board.
- e) Read the statement of account at every meeting of this organization.

Section 5. All officers and committee chairpersons shall deliver to their successors all official material as well as a complete written report of the responsibility of their position at the last general meeting.

Article VII – Committees

Section 1. Such committees shall be created by the Board as may be deemed necessary to promote goals and carry on the work of the organization. The chairman/ co-chairman may be chosen by the President from volunteers secured by public announcement of committee openings.

Section 2. The chairmen of all committees shall present plans of work to the board when the committee is active, or upon request.

Article VIII – Meetings

Section 1. General meetings of this organization shall be held on the day of the month designated by the board with a minimum of two meetings per year.

Section 2. Special general meetings may be called by the board; three days written notice must be given.

Section 3. Each chairperson shall submit a detailed committee reporting triplicate within 30 days of the conclusion of their event.

Section 4. The membership present, including at least two officers, shall constitute a quorum for the transaction of business in this organization.

Article IX – Elections

Section 1 a) There shall be a nominating committee of at least three members. It will be attempted to have different Geographical areas of DuJardin attendance represented. The committee shall be solicited by the President with board approval and the chairman shall be from the present board.

b) The nominating committee shall solicit at least one nominee for each office to be filled and report at the next general meeting. Officer nominations shall be made at least two weeks prior to the election. If possible the President should have experience from a previous PTO Board of this school.

c) Following the report of the nominating committee at the next meeting, an opportunity shall be given for nominations from the floor.

d) Only those who have consented to serve if elected shall be eligible for nomination either by the committee or from the floor.

Section 2 a) The officers of this organization shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.

b) Officers shall be elected by ballot annually by 2/3rds of the members present. If there is but one member for any office, upon a motion from the floor the election may be by voice.

c) The 2nd Vice President will be the teacher representative, appointed by the principal.

d) Officers shall assume their official duties at the close of the regular meeting at the end of the year, and shall serve for a term of two years and/or until their successors are elected to assume their duties.

e) A person shall be eligible to serve four consecutive years in the same office, except for Treasurer, if they are renominated, accept the nomination and are voted upon at the proper time.

f) A person shall only be eligible to serve two consecutive years as the Treasurer at which time a new person shall be nominated for this position.

g) The offices of President and Secretary shall be voted on during odd years (i.e., 2011, 2013, 2015, etc.) while the offices of Vice President and Treasurer shall be voted on during even years (i.e., 2012, 2014, 2016, etc.). This shall stagger the nominations and elections of the officers with the objective of retaining two of the four Executive Board members for the new year.

Section 3. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the board.

Section 4. The exception of this article shall be the initial meeting of the organization for the current school year, when the officers shall be nominated from the floor and elected at this meeting.

Article X – Amendments

Section 1. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws upon a majority vote at a meeting of the organization. A time limit of five minutes debate shall be set for each article.

Section 2. These bylaws may be amended at any meeting of the organization by a 2/3rd vote of the members present, provided at least a 30 day notice of the proposed amendment has been given.

AS THEY STAND; MAY 1994

REVISED; JANUARY 2011, APPROVED; MARCH 2011

REVISED: JANUARY 2012, APPROVED: MARCH 2012