

WESTWOOD ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION BY-LAWS

CREATED JULY 2005
REVISED OCT 2005

ARTICLE I

NAME

The organization is to be known as the Westwood Elementary Parent Teacher Organization (WEPTO).

ARTICLE II

OBJECTIVE

Our objective is to provide the students of Westwood Elementary the opportunity to achieve their fullest potential in a stimulating environment through the cooperative interaction of parents, teachers, and community.

ARTICLE III

SCOPE

This organization shall provide service for school functions, engage in fundraising projects, encourage parent, teacher, and community involvement, and cooperate with school administration in providing educational opportunities.

ARTICLE IV

MEMBERSHIP AND VOTING ELIGIBILITY

Section 1. The Westwood PTO shall be composed of all parents and guardians of students attending Westwood, as well as teachers, school administrators and community members who have an interest in the well being of the school and its students.

Section 2. Voting privileges will be extended to all members present at the general PTO meetings.

Section 3. No dues shall be collected.

ARTICLE V

OFFICERS AND THE EXECUTIVE BOARD

Section 1. The officers of the organization shall make up the executive board.

Section 2. The executive board is the entity charged with the management and responsibility for the organization.

Section 3. Titles:

President
Secretary
Treasurer

Section 4. No member shall hold more than one office at a time, and no officers shall be eligible to serve in the same office for more than two consecutive terms. An officer may continue in their position for one year after their term expires if a replacement cannot be found.

Section 5. The officers shall serve for a term of one year.

ARTICLE VI

DUTIES

Section 1. Duties of the Executive Board

- a. The Executive Board will generally manage the affairs of the Parent Teacher Organization (PTO).
- b. Prepare the yearly budget subject to the approval of the general membership to be presented at the first general meeting of the new school year.
- c. Shall approve expenditures within the budget limits.
- d. Shall be able to authorize the expenditures of money up to \$100.00 without the approval of the full membership when an emergency presents itself.

Section 2. Duties of the President.

- a. Shall preside at all regular, special, and Executive board meetings.
- b. Shall have the authority to co-sign checks.
- c. Shall be responsible for maintaining a record keeping system, for the safe keeping of all legal documents relating to the PTO.
- d. Shall coordinate the works of the officers and committees in order that the objectives and policies may be promoted.
- e. Shall cast the deciding vote in case of a tie at all board meetings.

Section 3. Duties of the Secretary

- a. Shall record and present the minutes of all meetings of the PTO and the Executive Board.
- b. Shall make available copies of meeting minutes for review and approval at each general meeting of the PTO.
- c. Shall be responsible for maintaining a record keeping system, for the safe keeping of the minutes.

Section 6. Duties of the Treasurer

- a. Shall receive all monies of the organization; keep an accurate record of receipts and expenditures, and make disbursements as authorized by the organization, Executive Board or committees, in accordance with approved budgets.

- b. All checks shall be signed by the Treasurer and the President.
- c. Shall present a written financial report at each business meeting during the school year.
- d. Shall prepare all necessary tax returns and maintain exempt status.
- e. During the May general meeting, two members who sign a statement certifying its correctness shall examine the Treasurer's books before the end of June.
- f. In an emergency or under special circumstances the board may be given the responsibility of his or her duties.

ARTICLE VII

COMMITTEES

Section 1. Committees may be created by the Executive Board as may be deemed necessary to promote the objectives and policies and carry out the work of the Organization.

Section 2. These committees shall report directly to the Board and shall perform such duties as delegated and approved by the Board.

Section 3. Progress reports (written or oral) may be presented at the general meetings by a committee member at the approval of the President.

Section 4. Project monies. All individual committee/event/project monies must be counted and verified by the Treasurer and one other person approved by the Board.

Section 5. Standing Committes:

- Meet and Greet Picnic
- Fall Book Fair
- Spring Book Fair
- Fall Fundraiser

a. As the need arises, the Executive Board may create other committees.

ARTICLE VIII

MEETINGS

Section 1. General meetings of this organization shall be held monthly with the day and time to be fixed by the Executive Board at its first meeting of the year. Three members shall constitute a quorum for the transaction of business in any meeting of this association (not inclusive of the Executive Board).

Section 2. Executive Board meetings will be held prior to the general meeting, with the time and date fixed by the Board.

Section 3. The President, with two days prior notice, may call special meetings of the Executive Board.

Section 4. The President, with three days prior notice, may call special meetings of the membership. Notice would be in a special notice posted at the school, sent home with all students, sent out to interested email addresses and also announced on the school website. Three members shall constitute a quorum for the transaction of business in any special meeting of this association (not inclusive of the Executive Board).

Section 5. Standing rules may be amended by a majority vote of the membership present at a meeting, to be effective immediately.

ARTICLE IX

ELECTION

Section 1. Any member of the Westwood Elementary School PTO shall be eligible for elective office for the subsequent school year.

Section 2. Nominations for officers will be accepted at the March general meeting. If any officer positions remain vacant after the March meeting, a nominating committee consisting of three members will be appointed by the membership and they will seek out interested nominees through any and all means possible. A slate of officers for election will be presented at the April general meeting.

Section 3. Voting shall be done at the April general meeting; a majority vote shall rule.

Section 4. A term of office shall run from the end of one school year to the end of the next school year. The period between the election and the end of the school year will be a time for the new Executive Board to be working with the old Executive Board in learning their responsibilities and in working to fill any open committee positions.

Section 5. A vacancy occurring in any Executive office shall be filled for the unexpired term by a member elected by a majority vote of those present at a general meeting or at a special meeting, if the time till the next general meeting exceeds two weeks.

ARTICLE X

AMENDMENTS

Section 1. These By-Laws may be amended at any regular meeting by two-thirds vote of its members present and voting, provided amendment has been presented at a previous general meeting and published in the PTO (or School) Newsletter.

Section 2. Approved amendments are to be enacted immediately and may be retroactive where applicable.