

CROCKER ELEMENTARY PARENT TEACHER ORGANIZATION CHARTER AND BY-LAWS

ARTICLE I: NAME

The name of this organization is the Crocker Elementary Parent Teacher Organization (**Crocker** P.T.O.). It is a local organization without official affiliation to any other organization.

Formatted: Highlight

Deleted: n

Deleted: unincorporated,

ARTICLE II: PURPOSE

The purpose of the Crocker P.T.O. is to promote the welfare of our children and youth at home, school, and in the community. This objective may be promoted the following ways.

1. Bringing a closer relation to the home and the school, so that parents and teachers may share interests, express common concerns, and work together in the education of our youth.
2. Providing a medium where parents can meet other parents so that experiences and suggestions can be shared in a positive, uplifting manner.
3. Developing a united effort between educators and the general public, so that the community may strive for the highest standards in physical and intellectual education.

ARTICLES III: BASIC POLICIES

The following are basic policies of the Crocker P.T.O.

1. The Crocker P.T.O. shall cooperate with the Ankeny School System and support the continuity and improvement of education.
2. The name of this organization or names of any member in an official capacity of this organization shall not be used for any purpose not related to this organization.
3. The organization shall not release the names or other information on its members for any purpose not related to this organization.
4. In the event of dissolution of the Crocker P.T.O., its assets shall be turned over to the Principal, Crocker Elementary School, Ankeny, Iowa to be used for school related objectives.

5. Final decisions concerning fund raising and structure shall be brought before the Executive Committee for approval.
6. Requests for utilization of P.T.O. funds in excess of \$35.00 shall be submitted to the P.T.O. President(s). The President(s) shall then bring the request before the P.T.O. membership for a vote. If immediate funding is necessary the President(s) shall bring the request before the Executive Board for approval.

ARTICLE IV: MEMBERSHIP

All adults who are living with or providing care for any student at Crocker Elementary School **and all faculty members of Crocker Elementary School** are considered as members of the Crocker P.T.O. **and are encouraged to participate in all meetings and activities.** These adults share all rights, privileges, and duties of the P.T.O., subject only to the provisions of these by-laws.

- Deleted: ,
- Deleted: ,
- Formatted: Highlight
- Formatted: Highlight

Each member is entitled to one vote on each matter submitted to a vote at the PTO meetings

- Deleted: ¶

No membership dues shall be imposed. Funds may be obtained by donations and by various fund raising activities which are organized by P.T.O. volunteers and supported by the Executive Committee **and members of this organization.**

- Formatted: Highlight

ARTICLE V: OFFICERS, EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

Officers of the Crocker P.T.O. shall consist of President **(s)**, Vice President **(s)**, Secretary, and Treasurer **(s)**. These officers will be elected **before the end of the current fiscal year** in accordance with the provisions of Article VIII of these by-laws. Two persons may serve as Co-President, Co-Vice President, **and Co-Treasurer**, and if so shall jointly be responsible for carrying out the duties of the office. The officers of the Crocker P.T.O. shall comprise the Executive Board.

- Formatted: Highlight
- Formatted: Highlight
- Formatted: Highlight
- Formatted: Highlight
- Deleted: at the May meeting each year
- Deleted:
- Deleted: and
- Deleted: s
- Formatted: Highlight
- Deleted: ,

The Executive Committee shall consist of the members of the Executive Board, the Principal of Crocker Elementary School and two Teacher Representatives to be determined by the teaching staff of Crocker Elementary School.

ARTICLE VI: DUTIES OF OFFICERS

The President(s) shall preside at all meetings of the Crocker P.T.O., the Executive Board, and the Executive Committee; shall perform such duties as may be prescribed in the by-laws; shall appoint committee chairpersons in cooperation with the Executive Board and shall coordinate the work of the officers and committees in order to promote the objectives of the Crocker P.T.O.

Deleted: and

Deleted: ;

The Vice President(s) shall act as an aide to the President(s) and shall perform the duties of the President(s) in his or her absence and shall be the program chairperson. The Vice President(s) shall serve as President(s) for the remaining unexpired term following the President(s) termination/resignation.

The Secretary shall record the minutes of all regular meetings of the Crocker P.T.O. and of the Executive Board and Executive Committee. The Secretary may also perform other duties as assigned by the President.

Deleted: ¶

The Treasurer(s) shall account for all receipts and expenditures of the Crocker P.T.O.; shall deposit all the organization's funds in a financial institution; and shall maintain accurate and current records of all funds, receipts, and expenditures. The Treasurer(s) shall present a current financial report at the regular meetings and at the request of the President(s). The treasury account need not be audited on a scheduled basis, but it may be audited at any time at the request of the President(s) of the Crocker P.T.O. The Treasurer(s) may also perform other duties as assigned by the President(s).

Deleted: ¶

Deleted: and

Formatted: Highlight

Deleted: ;

Formatted: Highlight

Formatted: Highlight

Formatted: Font: (Default) Arial, Highlight

All officers shall perform the duties of described above and shall deliver to their successors all materials pertinent to their office at the close of the school year and all funds belonging to the Organization shall be returned to the Treasurer(s). All records of all meeting minutes shall be maintained indefinitely and all financial records shall be kept long enough to satisfy IRS requirements, or ten years, whichever is longer.

Deleted: .

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

All officers shall not be absent from more than two Crocker P.T.O. meetings without an excuse acceptable to the Executive Committee. After the second unexcused absence, the officer shall automatically be replaced by the Executive Committee.

Deleted: have more than one unexcused absence from the

Deleted:

ARTICLE VII: DUTIES OF THE EXECUTIVE BOARD AND THE EXECUTIVE COMMITTEE

The Executive Board shall be responsible for appointing the chairpersons of the Crocker P.T.O. Committees, as necessary.

The duties of the Executive Board are as follows:

1. Transact necessary business in the intervals between regular Crocker P.T.O. Meetings.
2. Approve routine bills and expenditures.
3. Plan yearly programs, projects and fund-raisers.
4. Appoint officers to fill vacancies occurring during the school year.

Formatted: Highlight

The Executive Board and the Executive Committee shall meet periodically with meeting dates and times to be determined by the President(s).

ARTICLE VIII: NOMINATIONS AND ELECTION OF OFFICERS

Nominations for any office may be made by contacting a member of the Executive Committee before the May meeting or may be made from the floor at the May meeting prior to the casting of ballots. Persons running for the position of Co-Vice President shall run together as a ticket. Election will be conducted at the May membership meeting by written ballot, with the candidate for each office receiving the plurality of votes being declared the winner. A run-off election will take place if a tie vote occurs.

Officers will be installed at the May meeting, and will assume their official duties at the close of the school year. A person may serve more than one term as an elected officer.

If a vacancy occurs for the office of the Vice-President, Secretary, or the Treasurer during the year, the President, in cooperation with the Executive Committee, will select a person to fill the unexpired term. In the event the vacancy occurs in the office of the President, the Vice-President will fill the vacancy.

ARTICLE IX: MEETINGS

Regular Crocker P.T.O. membership meeting shall be held at least two times per year, including the May meeting at which the officers shall be elected. All voting on regular business matters shall be conducted by counting a show of hands of members present. Issues shall be decided by simple majority vote, except the amendments to this Charter and By-laws shall be conducted in accordance with Article X.

ARTICLE X: AMENDMENTS

Amendments to these by-laws may be proposed by any member of the organization to the Executive Committee. An amendment must be proposed in one of the following two ways.

Formatted: Highlight

Deleted: r

1. An amendment may be proposed in writing at one membership meeting, and then voted on at the next meeting of the membership.
2. A proposed amendment may be mailed or delivered in writing to the membership, either as a separate notice or as part of the Crocker Newsletter, so long as it is mailed or delivered at least one week prior to the meeting at which it will be considered for approval.

A committee may be appointed every two years beginning in 2004 to review the by-laws and, if necessary, to submit a revised set of by-laws, and formal proposal and adoption will follow the procedure outlined above.

ARTICLE XI: FISCAL YEAR

The fiscal year of the Crocker Elementary Parent Teacher Organization will begin on June 1 and end the following May 31.