

BELLEVILLE HENDERSON CENTRAL SCHOOL
PARENT TEACHER ORGANIZATION
CONSTITUTION AND BY-LAWS
REVISED AUGUST 21, 2018

Article I. Name

- A. The Organization shall be known as the Parent Teacher Organization (P.T.O.)

Article II. Purpose

- A. The purpose of the organization shall be:
1. To promote the welfare of children and youth in the home, school, and community.
 2. To bring into closer relation the home and school, that parents, teachers, administrators, and the Board of Education may cooperate intelligently in the education of the child.
 3. To develop united efforts between educators and the general public so as to secure the highest advantages in education for every child.
 4. To secure funds for the financial needs of our students and school.
- B. The goals of this organization are promoted through programs for parents, students, teachers, and the general public; developed through conferences, committees, projects, and programs.

Article III. Membership

- A. Any parent, teacher, adult, or student in the school district who is interested in the activities and programs of the organization.

Article IV. Officers and Their Election

Section I

- A. The officers of this organization shall be elected bi-annually from the membership and shall consist of a President, Vice President, Secretary, and Treasurer. These officers shall be the Executive Board (hereinafter cited as the Board).
- B. Officers shall be installed bi-annually during the last general meeting of the year.
- C. Officers shall assume their official duties from July 1 – June 30 and shall serve for a term of two (2) years and/or until their successors are installed.
- D. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.

Section II

- A. During the April meeting, nominations will be taken for offices that will be open for the following term.
- B. Officers shall be voted on at the May meeting, in person, by ballot. Ballots will be counted by school administration.
- C. Only those persons who have consented to serve shall be eligible for nomination.

Section III

- A. Any officer may be removed by a majority vote of the membership whenever it is the judgment of the membership that they best interest of the PTO would be served by such action.
- B. A vacancy in any office for whatever reason shall be filled by the same nominating process as described in section II to fulfill the term of vacancy.

Article V. Duties of Officers

- A. The President shall preside at all meetings of the PTO and the Executive Board and shall perform such other duties as may be prescribed in these Constitution and By-Laws or assigned by the PTO or by the Board; and shall coordinate the work of the officers and committees in order that the objectives may be promoted.
- B. The Vice President shall act as an aid to the President and shall perform the duties of the President in the absence or disability of the officer to serve, and shall also oversee committees. The Vice President shall present committee reports during each meeting.
- C. The Secretary shall record the minutes of all meetings of the PTO and of the Board and shall perform other duties as may be delegated including preparing news releases to inform the community of PTO activities.
- D. The Treasurer shall receive all monies of the PTO; shall keep accurate record of receipts and expenditures; and shall pay out funds in accordance with the approved budget as authorized by the PTO. The Treasurer shall present a financial statement at each meeting of the PTO determined and other times when requested by the Board. The Treasurer and two (2) officers as determined and approved by the Executive Board will be designated signatories. The Treasurer and another signatory will be required for all PTO checks. The Treasurer's accounts shall be examined annually by the school district Business Manager.

Article VI. Executive Board and Duties

- A. The affairs of the PTO shall be managed by its Board.
- B. The duties of the Board shall be to:
 - 1. Transact necessary business in the intervals between PTO meetings.
 - 2. Create standing committees and/or special committees, and approve their plans of work.
 - 3. Present a report at the regular meeting of the PTO.
 - 4. Prepare and submit to the PTO membership a budget for the upcoming fiscal year by the May meeting. Voting for the approval of the budget will take place during the June meeting.
 - 5. Adopt guidelines that clarify, but do not contradict, the By-Laws.
 - 6. The Executive Board can authorize expenditures up to \$200 in an emergency situation, with unanimous Board approval. A $\frac{3}{4}$ approval by the Board may be used in dire circumstances when one of the Board members cannot be reached. Over \$200 must be presented to the general membership for a vote. This includes those situations that have not been previously budgeted or have not been tabled or approved at a previous meeting.

Article VII. Standing and Special Committees

- A. Standing committees shall be created by the Board as deemed necessary. Their term shall be for one (1) school calendar year. Chairpersons of the standing committees can be shared by more than one (1) person. Possible committees include:
 - 1. Activities/Fundraisers
 - 2. Public Relations
 - 3. Scholarship
- B. The chairperson of each standing committee will submit a report to the Vice President as needed.

Article VIII. Contracts, Checks, Deposits, and Funds

- A. The Board may authorize any officer(s) or committee chair of the PTO, in addition to the officers so authorized by these By-Laws, to enter into any contract for the PTO. Such officers may be general or confined to a specific instance.
- B. The Board may accept on behalf of the PTO any gift, or contribution, for the general purposes or for any special purpose of the PTO.

Article IX. Records

- A. The PTO shall keep correct and complete books and records for the life of the Organization.

Article X. Parliamentary Authority

- A. The rules contained in Robert's Rules of Order, Revised, shall govern the PTO in all cases in which they are applicable except where they are in conflict with these By-Laws.

Article XI. Amendment of Constitution and By-Laws

- A. This Constitution and By-Laws will be reviewed by the Executive Board every three (3) years and amended if necessary.
- B. Proposed amendments must be submitted in writing to a member of the Executive Board at least two (2) weeks prior to the submission to the Organization.
- C. Any amendment to the Constitution must be approved by a 2/3 vote of the members present at the meeting which notice has been given.

**BELLEVILLE HENDERSON CENTRAL SCHOOL
PARENT TEACHER ORGANIZATION
COMMITTEE DUTIES AND RESPONSIBILITIES
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Standing Committees

A. Activities/Fundraisers

Chairman and two (2) or more members

1. Each event shall have a chairperson to plan and schedule their activity throughout the year.
2. The chairperson will coordinate all public relations activity, janitorial, etc.
3. Contact speakers or participants and assist them in whatever way possible in preparing programs.

B. Public Relations

Chairman and two (2) assistants

1. Obtain information from Chairperson prior to each meeting and publish date and program plans as extensively as possible.
2. Keep public informed and aware of activities and plans of Organization by personal contact, newspapers, radio, and announcements from school.
3. Encourage non-members as well as members to attend programs in all publicity releases.

C. Scholarship

Chairman and five (5) to seven (7) members. This shall include the Treasurer, one (1) or two (2) faculty or staff members, and three (3) to five (5) members of the Organization.

1. Shall review all applications and determine recipients and amounts to be given in scholarships.
2. Prior to their meeting, they shall request funds from the Organization to be given in scholarships.

Article XII. Dissolution Provision

In the event of dissolution, all of the remaining assets and property of the Organization shall, after necessary expenses thereof, be distributed to the Belleville Henderson Central School District General Fund.

Adopted 3/24/87

Article XIII. Non-Inurement Provision

No part of the net earnings of the Organization shall inure to the benefit of any member, trustee, director, or officer of the Organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Organization), and no member, trustee, officer of the Organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the Organization.

Adopted 3/24/87

Article XIV. Restrictive Legislation Provision

No substantial part of the activities of the Organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code 501 (h)) or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

Adopted 3/24/87

Article XV Restrictive Purpose and Activities Provision

Notwithstanding any other provision of these Articles, the Organization is organized exclusively for the following purposes: Educational, Literary, and Charitable, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501 © (3) of the Internal Revenue Code of 1954.

Adopted 3/24/87