

CALVERT ELEMENTARY SCHOOL

PTO

ARTICLE I. Name, Articles of Organization, & Purpose

- A. The name of this organization shall be Calvert Elementary School Parent-Teacher Organization, to be shortened to Calvert Elementary PTO.
- B. These Articles as adopted and amended constitute the articles of organization. Should a change in the unincorporated status be effected, the Articles would become the basis of the instrument of incorporation.
- C. The purpose of this PTO is to promote the well being of youth through:
 - 1. Promoting excellence in education
 - 2. Encouraging home-school communication & cooperation
 - 3. Fostering involvement in those legislative/governmental processes that will tend to accomplish these purposes, including the decision-making deliberation of the local Board of Education and county government.

ARTICLE II. Basic Policies

- A. Membership
 - 1. Membership shall be open to any parent, teacher, staff member, or community resident who subscribes to the stated purposes of this organization.
 - 2. The organization shall conduct an annual membership drive but eligible persons may become members at any time.
 - 3. Members only shall be eligible to participate in business meetings or to serve in elective or appointive positions.
- B. This organization shall be non-commercial, nonsectarian, and nonpartisan.
- C. The name of this organization is not to be employed in any capacity not associated with the official conduct of the Calvert Elementary PTO, as recorded in the minutes and approved by the membership. This in no way discourages cooperation with other agencies in furthering the stated goals of this PTO.

D. Fiscal policies

1. Membership dues shall be assessed annually in the amount determined by vote of the Executive Committee.
2. Fundraising may be undertaken as necessary to further the purposes of the organization, with the understanding that the Calvert Elementary PTO is not primarily a fundraising organization. Any such project shall be chosen for its positive influence on the school/community as well as for its potential monetary profit.
3. All events, programs, or purchases where the total expenditures will exceed \$250.00 must be approved by the general membership at one of the general meetings.
4. All expenditures must be recorded, reported at general meetings when applicable, and made available by request to the general membership within a reasonable time frame following the request.
5. A majority of the executive committee, at its discretion, and in the best interests of the PTO may exceed previously approved expenditures up to a maximum of \$250.00 without further general membership approval or the calling of a formal meeting. All such discretionary spending will be detailed and reported at the next scheduled general meeting. No more than \$500.00 of total discretionary spending will be permitted between general meetings.

E. In the event of dissolution of this organization, its assets shall be distributed for purposes in agreement with those set forth in these Articles and specified in the Internal Revenue Code Section 501.c.3 (1954, as from time to time amended)

ARTICLE III. Officers

Responsibility for conduct of the business of this organization shall be vested in the Executive Committee, consisting of the five elected officers of the Calvert Elementary PTO. Two-year terms shall be arranged such that 2-3 officers are replaced each year. These articles may be amended to increase or decrease this committee.

A. Duties: The Executive Committee shall:

1. Appoint committees and chairs as appropriate to the conduct of business.
2. Specify the operational year and provide for record keeping as suitable.
3. Prepare a budget and submit it to the general membership for approval at the first general meeting of the school year.

4. Organize and call general PTO meetings.
5. Transact necessary business in the intervals between general meetings.
6. Initiate and coordinate activities of committees; review and approve plans of work of any committee.
7. Report its transactions at regular meetings or in the media (newspaper, radio, newsletter.)
8. Serve as a sounding board concerning school matters.

B. Meetings of the Executive Committee

1. Meetings of this Committee will be held monthly, or as needed, and shall be advertised to the general membership with encouragement to attend.
2. A majority of Executive Committee members shall constitute a quorum.
3. Voting at these meetings shall be reserved for Executive Committee members.

C. Duties of elected officers.

1. President

Plan agenda, call, and conduct Executive Committee meetings.

Preside at general meetings.

Serve as spokesperson for PTO

Designate a representative if unable to fulfill duties (usually the vice-president)

Serve ex officio on committees (see Article IV.)

Assist the vice-president in the coordinating activities of the various committees.

2. Vice-President

In absence of President, act on his/her behalf.

Coordinate activities of the various committees in order that the purposes of the PTO may be accomplished.

3. Secretary

Record minutes of both Executive Committee and general meetings.

Maintain the official notebook containing minutes, correspondence, and bylaws.

4. Treasurer

Maintain records of financial transactions and report at general PTO meetings.

Pay bills.

Prepare annual financial report.

5. Communications Manager Duties to include:

Advertise all PTO events through local media.

Carry on correspondence of the organization.

ARTICLE IV. Committees

The president shall be a member ex officio of all committees.

The organization may establish committees as necessary. In the case of a specific issue or task, an ad hoc committee may be formed.

A. Prior to April 1, requests shall be made asking for nominations to the Executive Committee. The Executive Committee shall, prior to May 1, submit a slate of recommended committee members for election by the general membership.

B. Each committee shall make regular progress reports to the Executive Committee in the interest of coordinating the activities of the organization.

ARTICLE V. General Meetings

A. The Executive Committee shall schedule at least 4 meetings of this organization a year, but not more than one per month.

1. Meetings may be business, program, or a combination.

2. Meetings are open to all interested community persons but voting shall be reserved for members.

- B. Decisions shall be made by majority vote of those members present at any duly called meeting of the organization.
- C. Dates of general meetings shall be announced at the beginning of the school year by the school newsletter.

ARTICLE VI. Amendments

These Articles may be amended at any regular meeting of the Calvert Elementary PTO by a two thirds vote of the members present, provided that notice of the proposed amendment shall have been given at least one month prior to the meeting at which the amendment is voted upon. These bylaws of the Calvert Elementary School Parent-Teacher Organization were approved at a regular meeting on the fifth day of January (1/5/06), 2006.