

## **Crestview Elementary School Parent Teacher Organization Constitution and Bylaws**

### **NAME:**

The name of this organization will be the Crestview Elementary School Parent Teacher Organization. The abbreviated name will be Crestview PTO.

### **OBJECTIVES:**

1. To support the Crestview Elementary School Belief and Mission statements through programs, assemblies, and other projects sponsored by the organization. See attachment #1.
2. To enrich the students' academic and social experience at Crestview Elementary School.
3. To foster cooperation and teamwork between home and school – that parents and teachers may work cooperatively in the physical, mental, and social education of students at Crestview Elementary School.
4. To promote community service.

### **POLICIES:**

1. The primary focus of this organization will be to foster the objectives as previously stated above. All activities, fundraising projects and other programs will be geared toward fulfilling one or more of the stated objectives.
2. This organization will be non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no candidate shall be endorsed by it.
3. The organization will follow the policies and procedures of the Carlisle Area School Board and Administration Office.

### **MEMBERSHIP:**

1. Any parent or guardian **with a child attending Crestview Elementary School**, and any educator, administrator, or CASD employee connected with Crestview Elementary School is considered a member of this organization.
2. There shall be no fixed dues for this organization.
3. All members are welcome to vote at all regular and Executive Board meetings.

### **OFFICERS AND ELECTIONS:**

1. The officers of this organization will be: President, Vice-President, Coordinator of Room Parents, Coordinator of Fundraising, Treasurer, Secretary, and Army War College Representative. The positions of Coordinator of Room Parents and Coordinator of Fundraising are encouraged to be shared between two members (co-positions).

2. The term of office is one year. Officers shall assume their official duties as of the last day of the school year, and shall serve for a term of one year. All officers have the option to remain in their current positions a second year. However, the Executive Board may decide against this if the member did not perform his/her duties satisfactorily.
3. Unless otherwise provided in these bylaws, any teacher, parent or guardian including a parent or guardian of pre-school students who will be attending Crestview Elementary School in the fall of that year, is eligible for office.
4. The Vice-President may assume the office of President the following year. Therefore, the Vice-President position is a two-year commitment to the organization. However, the Executive Board may decide against this if the Vice-President has not performed his/her duties satisfactorily.
5. Candidates for the following positions will be nominated and elected by the organization: Vice-President, Coordinator of Room Parents, Coordinator of Fundraising, Treasurer, Secretary. At least one name will be put in nomination for each office. The consent of each candidate must be obtained prior to nomination.
6. Elections, if necessary, will be held in April. The newly elected board should attend the May Executive Board meeting.
7. The Army War College Representative will be a parent or guardian who is enrolled at the college or is the spouse of a person enrolled at the college. This position will be filled either during the summer or in September. This position can be vacant during the school year if no one with the requirements previously stated will accept the office.
8. Vacancies occurring during the term for all offices other than the Army War College Representative will be filled by appointment of the Executive Board from within the organization.

#### DUTIES OF OFFICERS:

1. The President will preside at all meetings of the organization and of the Executive Board, will set the agenda for all meetings and will be a member ex-officio of all committees. The President will attend the CASD elementary school PTO Presidents meetings, usually held 5 times a year. The President will also perform all other duties as may be prescribed in these bylaws or assigned him/her by the organization or Executive Board. The President/Building Principal will approve all letters and memos from Crestview PTO prior to publishing.
2. The Vice-President will assist the President in all areas. The Vice-President will assume the President's responsibilities in the President's absence. The Vice-President will also perform all other duties as may be prescribed in these bylaws or assigned him/her by the organization or Executive Board.

3. The Coordinator of Room Parents will coordinate parent helpers for all holiday classroom parties. The Coordinator of Room Parents will also purchase all food and drink for the various social events sponsored by the organization. See attachment #2. And the Coordinator of Room Parents will perform all other duties as may be prescribed in these bylaws or assigned him/her by the organization or Executive Board.
4. The Coordinator of Fundraising will be responsible for planning and coordinating the fundraising activities of the organization. See attachment #3. The Coordinator of Fundraising will perform all other duties as may be prescribed in these bylaws or assigned him/her by the organization or Executive Board.
5. The Secretary will record the minutes of all meetings of this organization and of the Executive Board and provide a copy of such minutes to all Executive Board members before the next meeting with final approval from the Principal and President. The Secretary will be in charge of writing and distributing the monthly PTO newsletter. The Secretary will also perform all other duties assigned him/her by the organization or Executive Board.
6. The Treasurer will have custody of all funds of the organization and will maintain an accurate record of all receipts and expenditures. The Treasurer will pay out funds in accordance with the budget adopted by the organization, or as authorized by the Executive Board. The Treasurer will present a treasurer's report of accounts at every Executive Board meeting. The Treasurer will handle all non-sufficient funds checks. And the Treasurer will perform all other duties assigned him/her by the organization or Executive Board. If the Treasurer is going to be out of town, the Treasurer will give the checkbook to the President.
7. Principal and Officers are expected to attend all regular and Executive Board meetings unless there are extenuating circumstances.
8. All officers will deliver to their successors all official material no later than two (2) weeks following the last day of the school year.

#### EXECUTIVE BOARD:

1. The Executive Board will consist of: the officers of this organization, a Crestview Elementary school teacher representative, and the principal of Crestview Elementary.
2. The duties of the Executive Board will be:
  - a. To approve and plan the various projects and programs the organization will be sponsoring.
  - b. To approve the budget for presentation to the organization at Back to School night in the fall.
  - c. To approve the financial transactions of the organization not within the limits of the approved budget.

- d. To work with the building principal to promote Crestview Elementary School's and the CASD's vision, belief and mission documents.
3. Meetings of the Executive Board will be held monthly. Officers are expected to attend all Executive Board meetings. All members of the organization are encouraged and welcome to attend the monthly Executive Board meetings to voice a concern or express an opinion. All members are allowed to vote.
4. Expenditures below \$50.00 that are outside the budget may be authorized by the President. Expenditures \$50.00 and above must have approval by a majority of the Executive Board. A phone survey or email may be used if expenditures must be decided upon between Executive Board meetings and all Executive Board members must be surveyed.
5. Those members present at a regular or Executive Board meeting will constitute a quorum.

#### FINANCES:

1. All monies earned during the current school year through fundraisers, book fairs, school pictures, donations, interest income, etc. will be deposited in a money market account. These monies will be used to fund the organization's projects and programs the following school year.
2. All equipment purchased by the organization for use by students attending Crestview Elementary School becomes the property of the CASD. See attachment #4
3. All equipment purchased by the organization for Crestview Elementary School must have the approval of the building principal.
4. The organization's financial records will be audited regularly.
5. The organization will charge a \$20.00 fee for a returned check.
6. If a member's payment for fundraiser merchandise or any other items sold by the organization is returned for non-sufficient funds and the member promptly pays the amount in full plus the returned check penalty, that member's credit is considered good with the organization.
7. If a member's payment for fundraiser merchandise or any other items sold by the organization is returned for non-sufficient funds and the member cannot reimburse the organization in seven (7) days, that member will be asked to pre-pay all purchases in cash or money order for the remaining school year. The Executive Board has the authority and may require a member to pre-pay all purchases in cash for their remaining membership with the organization.

8. If a member's payment for fundraiser merchandise or any other items sold by the organization is past due, and attempts to notify the member of the past due payment are made but ignored, the Coordinator of Fundraising will send a certified letter stating specific payment requirements. That member may be asked to pre-pay all purchases for the remaining school year. The Executive Board has the authority to require a member to pre-pay all purchases in cash for their remaining membership with the organization.

#### DISSOLUTION:

Upon dissolution of this organization, all remaining assets will be given to the Carlisle Area School District.

#### RULES OF ORDER:

Meetings will be run informally. Should it be deemed necessary to be more formal, the organization will follow Robert's Rules of Order Revised. President announces the opening and closing of all meetings.

#### ADOPTION AND AMENDMENTS:

The bylaws will be adopted at a regular meeting of the organization by a two-thirds vote of the members present. Amendments may be adopted by the same procedure upon giving notice of the proposed amendments at the previous regular meeting.