

Northpoint Elementary School

PARENT TEACHER ORGANIZATION BY - LAWS

ARTICLE I

NAME

The organization is to be known as the Northpoint Elementary Parent Teacher Organization (Northpoint PTO).

ARTICLE II

PURPOSE

The Northpoint PTO is organized for the purpose of supporting the education of children at Northpoint Elementary by fostering relationships among the school, parents, teachers and the 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

PARTICIPATION AND VOTING ELIGIBILITY

Section 1. The Northpoint PTO shall be composed of all parents and guardians of students attending Northpoint, 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 participants present at the general PTO meetings.

Section 3. No dues shall be collected.

Section 4. Upon the dissolution of the Northpoint PTO, any remaining funds should be used to pay any outstanding bills and, with participants' approval, spent for the benefit of the school or the district.

ARTICLE V

OFFICERS AND EXECUTIVE BOARD AND ELECTIONS

Section 1. The officers shall be a president, vice president, secretary, treasurer and volunteer coordinator.

Section 2. The officers of the organization shall make up the Executive Board.

Section 3. The Executive Board is the entity charged with the management and responsibility for the organization.

Section 4. No member shall hold more than one office at a time.

Section 5. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting (assuming a quorum) where previous notice has been given.

ARTICLE VI

DUTIES

Section 1. Duties of the Executive Board

- a. Shall generally manage the affairs of the Northpoint PTO.
- b. Shall transact business between meetings in preparation for the general meeting
- c. Shall create standing rules and policies as appropriate
- d. Shall create standing and temporary committees as appropriate
- e. Shall prepare the yearly budget subject to the approval of PTO meeting participants.
The yearly budget shall be presented at the first general meeting of the new school year.
- f. Shall approve expenditures within the budget limits.

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 Northpoint PTO.

- d. Shall coordinate the work 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 Executive Board meetings.

Section 3. Duties of the Vice President

- a. In the absence of the President, shall preside at all regular, special, and Executive Board meetings.
- b. Shall have the authority to co-sign checks.
- c. Shall assist the President in maintaining records for the Northpoint PTO.
- d. Shall serve as the President - Elect, and whenever possible, will act with the intention of serving as President in the subsequent school year.
- e. Shall assist the President and Northpoint PTO Committees in whatever capacity is deemed necessary or beneficial to those parties.

Section 4. Duties of the Secretary

- a. Shall record and present the minutes of all meetings of the Northpoint PTO and the Executive Board.
- b. Shall make available copies of meeting minutes for review and approval at each general meeting of the Northpoint PTO.
- c. Shall be responsible for maintaining a record keeping system, for the safe keeping of the minutes and other Northpoint PTO forms including reimbursement request forms, staff assistance forms and other forms created by and for the Northpoint PTO.
- d. Shall be responsible for communication between Executive Board members, as requested by the President or other Executive Board members. These duties include, but are not limited to, creation of flyers or newsletters as necessary and weekly Northpoint PTO contributions to the Principal's newsletters.

Section 5. 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 either the President or Vice-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 tax-exempt status.
- e. Along with another person approved by the Executive Board, shall count and verify all monies raised by any Northpoint PTO event or project.
- f. Shall make a comprehensive financial report at the final general Northpoint PTO meeting of the year.

- g. During the final general meeting of the school year, two members will sign a statement agreeing to examine the Treasurer's report before the end of June and certify its correctness.
- h. In an emergency or under special circumstances, the Executive Board may be given the responsibility of his or her duties.

Section 6. Duties of the Volunteer Coordinator

- a. Shall generate a form at the beginning of the school year to be sent home to Northpoint parents soliciting interest in volunteer opportunities.
- b. Shall compile the results of the parent volunteer survey into volunteer lists for each major Northpoint PTO event of the year that requires volunteer participation.
- c. Shall communicate with those coordinating Northpoint PTO events as to which parents have indicated an interest in volunteering for that event, and assist event coordinators in securing volunteer sign-ups for those events.

ARTICLE VII

ELECTION

Section 1. Any participant of the Northpoint 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 general meeting participants will be appointed by the participants of the meeting and they will seek out interested nominees through any and all means possible. A slate of officers for election will then 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 on the out-going Executive Board in learning their responsibilities and in working to fill any open committee positions.

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

ARTICLE VIII

COMMITTEES

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

Section 2. These committees shall report directly to the Executive Board and shall perform such duties as delegated and approved by the Executive 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. All monies raised by any Northpoint PTO event or project must be counted and verified by the Treasurer and one other person approved by the Executive Board.

ARTICLE IX

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.

Section 2. Three Northpoint PTO participants shall constitute a quorum for the transaction of business in any meeting of this organization (not inclusive of the Executive Board), including special meetings.

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

Section 4. The President, with three days prior notice, may call special meetings of all Northpoint PTO participants. Notice would include 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.

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

ARTICLE X

AMENDMENTS

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

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