Cherry Park Elementary School of Language Immersion Parent-Teacher Organization, Inc. Bylaws

Article I - Name

The name of the organization shall be the Cherry Park Elementary School of Language Immersion Parent-Teacher Organization (hereinafter referred to as Cherry Park Elementary PTO or the PTO).

Article II – Purpose

The purpose of the PTO shall be to support the education of children at Cherry Park Elementary School of Language Immersion (hereinafter referred to as Cherry Park Elementary or the school) by fostering relationships among the school, parents, teachers and community.

Article III – Membership and Dues

Section 1. Membership

Any parent, guardian, or other BT 0.0123 Tc 4(r) fu 58 0 0 p11fu 58 0 0 p11457 cm BT 52 0 0 5(,) 7 () 7(g) 2

Section 3. Nominations and Elections.

- a. Elections will be held at the April meeting each school year.
- b. Nominations will be accepted for all offices prior to the election meeting. At that meeting, nominations may also be made from the floor.
- c. Voting may take place by voice or, upon request, by written ballot. Request for written ballot should be made at least two (2) days prior to election meeting.
- d. No person shall be elected to an office without his or her consent.

Section 4. Terms of Office.

Officers are elected for one (1) year and may serve no more than two (2) consecutive terms in the same office.

Section 5. Compensation of Officers.

The PTO may not compensate officers for their services as such but may provide for the payment of all expenses incurred by the officers in carrying out their duties.

Section 6. Removal From Office.

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

Section 7. Resignation.

An officer may resign at any time by delivering notice to the PTO Executive Board. A resignation is effective when the notice is effective unless the notice specified a later effective date. If a resignation is

Article V – Duties of Executive Board Officers

Section 1. President.

The President shall:

- a. Preside over meetings of the PTO and Executive Board;
- b. Prepare each meeting's agenda and make copies available at that meeting;
- c. Prepare the annual PTO calendar by the first general meeting of the year;
- d. Serve as the primary contact for the principal;
- e. Represent the PTO at meetings outside the organization;
- f. Appoint Special Committees as needed;
- g. Serve as an ex officio member of all committees;
- h. Coordinate the work of all the officers and committees so that the purpose of the PTO is served;
- i. Sign checks, notes, etc. in the absence of the Treasurer;
- j. Coordinate elections of Executive Board members;
- k. Appoint a professional to perform an examination of PTO financial records.

Section 2. Vice President.

The Vice President shall:

- a. Assist the President with duties as needed;
- b. Carry out the President's duties in his or her absence, resignation, or inability to serve;
- c. Take and distribute meeting minutes when the Secretary is absent;
- d. Oversee the committees of the PTO.

Section 3. Secretary.

The Secretary shall:

a. Maintain a complete written record of all meetings of the PTO

Article VII – Meetings

Section 1. Regular Meetings.

The regular meeting of the organization shall generally be on the third Monday of each month, as determined by the Executive Board. Dates and times of all regular meetings shall be presented at the first regular meeting of the school year. Regular meetings may be held without additional notice.

Section 2. Special Meetings.

Special meetings may be called by the President, any two members of the executive board, or five

Article VIII – Committees

Section 1. Formation of Committees.

The Executive Board of the PTO may form committees as needed to carry on the work of the PTO.

These committees may include, but are not limited to fundraising groups, community building groups,

and service-oriented groups. These committees shall:

- a. Coordinate special events
- b. Report progress at PTO Executive Board meetings and regular PTO meetings, as requested by the Executive Board.
- c. Submit reports to the Executive Board upon completion of the project/event.

Section 2. Membership.

Committees may consist of general members and board members, with the President acting as an ex officio member of all committees.

Section 3. Standing Committees.

The following committees shall be held by the organization: Fundraising, Teacher Appreciation, Student Birthday, Box Tops, and Volunteer.

Article IX - Finances

Section 1. Budget.

A tentative budget shall be drafted in spring for the following school year and approved at a fall meeting by a majority vote of the members present.

Section 2. Use of Funds.

PTO funds shall be used for programs, events, activities, and items that directly benefit the students of

Section 4. Expenses.

a. Approval.

The Executive Board shall approve all expenses of the organization.

b. Reimbursements and Cash Advances.

- i. Reimbursements for expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer.
- ii. Reimbursement requests should be submitted to the Treasurer within thirty (30) days of the incurred expense, or by the three (3) weeks prior to the end of the fiscal year,

Section 9. Records

- i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
- ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
- iii. A potential ownership or investment interest in, or compensation arrangement with, any

Section 5. Compensation.

a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

Section 3.

The PTO shall not become involved in, or interfere with, specific curriculum decisions unless the district or school requests input.

Section 4.

The PTO shall not directly, or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 5.

No part of the net earnings of the PTO shall benefit its members, directors, officers, or other private persons.

Section 6.

No member, officer, or representative of the PTO shall take any action or carry on any activity by or on behalf of the PTO that is prohibited by law or that would result in the denial of the PTO's tax exemption status.

Article XIII - Dissolution

The PTO may be dissolved with previous notice (14 calendar days) and a majority vote of those present at the meeting.