

**GLENBROOK ELEMENTARY  
PARENT TEACHER ORGANIZATION, INC.**

**PTO CONSTITUTION & BY-LAWS**

**Article I. Name**

The name of this organization shall be the Glenbrook Elementary School Parent Teacher Organization, Inc. It also shall be known as the Glenbrook PTO or as the PTO

**Article II. Articles of Organization**

This organization exists as a non-profit, incorporated organization of its members. Its “Articles of Organization” comprise this constitution and by-laws, as from time to time amended.

**Article III. Objectives**

The objectives of this organization are to enrich the education of the children of Glenbrook Elementary School and to enhance the efforts of the staff through involvement of the talents and resources of the parents.

**Article IV. Policies**

- A. The program of this organization is educational, and it shall be developed through conferences, committees, and projects. The PTO is non-commercial, non-sectarian, and non-partisan. The PTO shall not attempt to direct the administrative work of the school.
- B. The name of this organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern, with any partisan interest, or with any charitable organization for any purpose not related to promotions of the objectives for this PTO.
- C. This organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing this PTO in such matters make no commitments that bind this PTO.
- D. This organization shall not contribute financially to any other organization without the approval of the Executive Board.

**Article V. Membership, Dues, and Voting Rights**

- A. Membership in this organization is open to any parent or guardian, who has a child/children enrolled at Glenbrook, and also any teacher or staff member at Glenbrook, who will uphold the policies of the PTO and agree to these By-Laws.
- B. Dues shall be determined annually by the Executive Board of the PTO and shall be payable, without proration, at any time during the school calendar year (fiscal year) upon registration for membership.
- C. Each family member shall be entitled to one vote on each matter submitted to a vote of the membership, if present at the meeting at which such vote is taken.

## **Article VI. Membership Meeting**

- A. Meetings of the membership shall be held at least three times annually for the transaction of business. The exact date of such meetings shall be specified by the Executive Board. Written notice of all meetings shall be issued to the staff of Glenbrook and to all students to be delivered to their parents.
- B. Special meetings of the membership may be called by the President, the Principal, and the Executive Board or by not less than one-tenth of the membership.
- C. Members present shall constitute a quorum for the transaction of business in any meeting of the organization.

## **Article VII. Officers and their Election**

### Section 1

- A. The officers of this organization shall be elected every two years from the membership and shall consist of a President, Vice-President, Secretary, and Treasurer. The Principal shall also serve as an officer. These positions can be shared by two persons. These officers shall be the Executive Board (hereinafter cited as the Board).
- B. Officers shall be installed every two years during the last general meeting of the year. Members must have served not less than one (1) year on the Board in a chair-person capacity before becoming eligible to run for an Executive Board position.
- C. Officers shall assume their official duties at the close of the school term and shall serve for a term of two 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 2

- A. There shall be a Nominating Committee composed of three (3) members, one (1) of whom shall be selected by the Executive Board from its body, in the January board meeting, and two (2) of whom shall be from the general membership

selected by the organization in February. The chairman shall be appointed by the President.

- B. The Nominating Committee shall select two (2) nominees, where possible, for each office to be filled. The Nominating Committee shall present its recommended state of officers by written notice in March at which time additional nominations may be made.
- C. Only those persons who have consented to serve shall be eligible for nomination.
- D. Officers shall be voted on by ballot.

#### Section 3

- A. Any officer may be removed by a majority vote of the Board whenever it is the judgment of the Board that the 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 majority vote of the Board for the unexpired portion of the term.

### **Article VIII. Duties of Officers**

- A. The President shall preside at all meetings of the PTO and the Board and shall perform such other duties as may be prescribed in these 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 other duties assigned by the Board.
- C. The Secretary shall record the minutes of all meetings of the PTO and of the Board and submit them for publication in the school newsletter, and shall perform other duties as may be delegated.
- 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 maintain an operating balance of not less than \$1000 in the checking account to facilitate paying of monthly expenditures. The Treasurer shall present a financial statement at each meeting of the PTO and other times when requested by the Board. The Treasurer and two 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 an auditor or an auditing committee of not less than two (2) members who, satisfied that the Treasurer's annual report is correct, shall sign a statement to that fact at the end of the report. The Treasurer's accounts shall be audited immediately when there is a vacancy in this office.

The Treasurer and another signatory will be required for all PTO checks. The Treasurer and two other officers of the executive board will be required for all PTO checks. Signatories include two executive boards members voted on the first meeting. The Treasurer and two officers as determined and approved by the Executive Board will be required on all PTO checks.

- E. The Principal shall serve as a liaison between the school district and the Board. She/he shall approve all fund raising projects of the PTO.

## **Article IX. 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. Appoint a Financial Review Committee each school year to audit the Treasurer's accounts.
  5. Prepare and submit to the PTO Board for approval a budget for the fiscal year.
  6. Adopt Standing Rules that clarify, but do not contradict, the By-Laws.
- C. Regular meetings of the Board shall be held during the school year, the time to be fixed by the Board at its first meeting of the year. Members present shall constitute a quorum. Special meetings of the Board may be called by the President or by a majority of the members of the Board.
- D. Votes shall be made by a show of hands.

## **Article X. Standing and Special Committees**

- A. Standing committees shall be created by the Board as deemed necessary. Their term shall be for one year. Chair-persons of the standing committees can be shared by more than one person.
- B. The chair-person of each standing committee shall present a plan of work to be approved by an Executive Board member.
- C. The power to form special committees and appoint their members rests with the Board. Since a special committee is created and appointed for a specific purpose, it is automatically out of existence when its work is done and its final report is received.
- D. The President and the Principal shall each be a member with voting privileges of all committees, except the Nominating Committee.

## **Article XI. Contracts, Checks, Deposits, and Funds**

- A. The Board may authorize any officer(s) or agents(s) of the PTO, in addition to the officers so authorized by these By-Laws, to enter into any contract for the PTO. Such authority 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.

## **Records**

- A. The PTO shall keep correct and complete books and records of which may be inspected by any member of his/her agent or attorney for any proper purpose at any reasonable time.

## **Article XII. 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 and Constitution

## **Article XIII. Amendment of Constitution and By-Laws**

This Constitution and By-Laws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present and voting; and further provided that notice of the proposed amendment has been given at the previous regular meeting or by written notice communicated to the membership prior to the meeting at which the vote is taken.

A committee may be appointed to submit a revised set of By-Laws as a substitute for the existing By-Laws only by a majority vote at a meeting of the PTO, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of By-Laws shall be the same as in the case of an amendment.

## **Adopted: 2007**

Revised: