

**Campbell Elementary PTO BY-LAWS  
Amended February 9, 2010**

**ARTICLE I – Name**

The name of the organization is the CAMPBELL PARENT TEACHER ORGANIZATION.

**ARTICLE II – PURPOSES**

Section 1. The purpose of the CAMPBELL PARENT TEACHER ORGANIZATION is:

- a. To promote interaction and discussion among parents, teachers and administrators inside and outside the classroom setting on a regular basis;
- b. To work towards the welfare of students by acting as a medium for community interaction in and with the school through social and informational activities.

Section 2. The Organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501 © (3) of the Internal Revenue Code or corresponding Section of any future Federal Tax Code (herein "Internal Revenue Code").

**ARTICLE III – BASIC POLICIES**

- a. The organization shall be noncommercial, non-sectarian, and nonpartisan.
- b. The organization shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities attempting to influence legislation.
- c. The organization shall work with schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that legal responsibility to make decisions has been delegated by the people to the Board Of Education.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.
- e. The organization shall not carry on any other activities not permitted in 501 © (3), or by any organization exempt from Federal

income tax under Section 501 © (3), or any organization, contributions which are under Section 170 © (2) of the Internal Revenue Code.

Upon dissolution of this organization, after paying or adequate providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which has been established their tax exempt status under Section 501 © (3) of the Internal Revenue Code.

#### ARTICLE IV – MEMBERSHIP

Section 1. All parents or guardians of students and all school personnel shall be voting members of the CAMPBELL PARENT TEACHER ORGANIZATION.

Section 2. All others shall be granted non-voting membership status, at the discretion of the Parent Teacher Organization, upon request.

Section 3. There shall be no membership dues.

#### ARTICLE V – OFFICERS AND ELECTIONS

Section 1. Each officer shall be a member of this organization.

Section 2. The officers of this organization shall consist of;

President  
Vice President  
Secretary  
Treasurer

- a. Officers shall be elected by ballot in the month of April;
- b. Officers shall assume their official duties following the close of the meeting in May and shall serve a term of 1 year, or until their successors are elected.
- c. All officer positions will have no term limits.
- d. Current officers will work during the month of May to aid in the transition of the newly elected officers as to the duties and responsibilities of their position in the PTO.

Section 3. Nomination of Persons to Office

- a. Parent Teacher Organization officers will be responsible for sending out Parent Teacher Organization nomination forms each March for any parent interested in becoming an officer or committee member.
- b. Members may nominate any eligible person and may nominate a member for more than one office.
- c. Members may place their own name in nomination for an office.

**Section 4. Vacancies**

- a. In the event of a vacancy in the office of president, the vice-president shall assume the presidency.
- b. Any other vacancy shall be filled for the un-expired part of the term by a person elected by a majority of the members attending the next regular meeting, notice of such meeting having been given at least five (5) school days in advance.

**ARTICLE VI – DUTIES OF OFFICERS**

**Section 1. The President shall:**

- a. Preside at business and other meetings.
- b. Act as spokesperson for the organization.
- c. Coordinate activities of other offices
- d. Counter-sign all orders on the treasury of the Organization.
- e. File Federal taxes (990 with the IRS by November 15th of each year) and state taxes according to IRS code. Keep Federal ID status current.

**Section 2. The Vice President shall:**

- a. Act as an aide to the president.
- b. Perform the duties of the president in cases of absence, disability, or resignation.
- c. Counter-sign, in the absence of the president, all orders on the treasury of the Organization.

**Section 3. The Secretary shall:**

- a. Record minutes of meetings.
- b. Maintain organization of files.
- c. Assist in the preparation of correspondence.
- d. Counter-sign, in the absence of other officers, all orders on the treasury of the Organization.
- e. Perform other delegated duties as assigned by the Parent Teacher Organization or the president.

**Section 4. The Treasurer shall:**

- a. Maintain custody of the Organization funds.
- b. Maintain records.
- c. Make disbursements as authorized by the President and members.
- d. Present a financial statement at each meeting of the Organization and at other times as requested. In addition to a year end overview of the financial statement. A full financial report will be made at the annual meeting, which is the last meeting of the school year.
- e. Have checks signed by two (2) authorized persons – the treasurer and another officer.
- f. The Treasurer will abide by the Cash Handling Procedures.

- g. File Federal and State Taxes in accordance with IRS codes.

Section 5. All officers shall perform the duties outlined in these by-laws and those assigned from time to time. Upon expiration of the term of office or in case of resignation, each officer shall turn over to the President all records, books, and other materials pertaining to the office, and shall turn over to the Treasurer all funds pertaining to the office. The deadline for turning over any records and treasury books to the newly elected Treasurer is July 15 of the current school year for audit. The newly elected Treasurer shall have the books no later than August 15 of the current school year.

### Standard of Conduct for Directors and Officers

Section 6. A director or officer of the PTO shall discharge his or her duties as a director or officer, in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances and in a manner he or she reasonable believes to be in the best interests of the PTO.

Section 7. In discharging his or her duties, a director or officer is entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in prepared or presented by:

- (a) One or more officers of the PTO whom the director or officer reasonably believes to be reliable and competent in the matters presented;
- (b) Legal counsel, public accounts, or other persons as to matters the director or officer reasonably believes are within the person's professional or expert competence; or
- (c) A committee of the PTO of which the director is not a member as to matters within its jurisdiction if the director reasonable believes the committee merits confidence.

Section 8. A director or officer of the PTO is not acting in good faith if such director or officer has knowledge concerning the matter in question that makes reliance otherwise permitted by this section unwarranted.

Section 9. A director or officer of the PTO is not liable to the PTO or any other person for any action taken or not taken as a director or officer, if such director or officer acted in compliance with this section. A director or officer of the PTO shall not be deemed to be a trustee with respect to the PTO or any property held or administered by the PTO, including without limitation, property that may be subject to restrictions imposed by the donor or transferor of such property.

### Indemnification

Section 10. To the fullest extent permitted by law, the PTO shall indemnify any individual made a party to a proceeding because he or she is or was a director or officer of the PTO against liability incurred in the proceeding if:

1. He or she conducted himself or herself in good faith;
2. He or she reasonably believed:
  - a. In the case of conduct in his or her official capacity, that his or her conduct was in the best interests of the PTO, and
  - b. In all other cases that his or her conduct was at least not opposed to the best interests of the PTO; and
3. In the case of criminal proceeding, he or she had no reasonable cause to believe his or her conduct was unlawful.

Section 11. The PTO shall not indemnify a director or officer in connection with a proceeding by or in the right of the PTO in which the director or officer was adjudged liable to the PTO, or in connection with any other proceeding charging improper personal benefit to the director or officer, whether or not involving action in his or her official capacity, in which the director or officer was adjudged liable on the basis that personal benefit was improperly received by the director or officer.

## ARTICLE VII – PARENT TEACHER ORGANIZATION MEMBERS

Section 1. The Members shall consist of:

- a. The officers of the Organization.
- b. The Chairpersons of the standing committees.
- c. The principal of the school (or a representative appointed by the principal).
- d. Faculty representation
- e. Parents of students at Campbell Elementary School.

## ARTICLE VIII – MEETINGS

Section 1. There will be monthly meetings of the Organization during the school year unless otherwise provided by the Parent Teacher Organization.

- a. Dates of the meetings will be determined by the Parent Teacher Organization officers and announced at the beginning of the school year.
- b. Five (5) days' notice shall be given of change of date of meeting except in the case of an emergency.

Section 2. Special meetings of Organization may be called by the President of the Parent Teacher Organization, having given five (5) days' notice. The building principal can make a request for a special meeting to the President.

Section 3. The annual meeting for the purpose of the election of officers shall be held in the month of April.

Section 4. Seven (7) members shall constitute a quorum for the transaction of business at any meeting of the Organization.

## ARTICLE IX – COMMITTEES

Section 1. All members of the Organization shall be eligible to serve in any committee position.

Section 2. The Parent Teacher Organization officers may create such standing committees, as it may be deemed necessary to promote the purposes and carry on the work of the Organization. These shall include, but not be limited to:

- a. Budget– (Officers and School Principal).
- b. By-Laws
- c. Carnival
- d. Child Care
- e. Concert Courtesy
- f. Courtyard
- g. Directory
- h. Fundraising
- i. Historian
- j. Hostess Courtesy
- k. Newsletter
- l. Room parents
- m. Safety
- n. Soup Labels/Box Top
- o. T-Shirts
- p. Public Relations
- q. Family Fun Night Out

Section 3. The Chairpersons of the standing committees shall be appointed by the Parent Teacher Organization officers for a term of one (1) year.

Section 4. The Chairperson of each committee shall be present to report at monthly Parent Teacher Organization meetings.

Section 5. The power to form special committees and appoint their members rests with the Parent Teacher Organization.

## ARTICLE X – AMMENDMENTS

Section 1. These by-laws may be amended at any regular meeting of the Organization by 2/3 vote of the members present and voting, provided that notice of the proposed amendment has been given no less than three (3) weeks prior to

the next regularly scheduled meeting. A quorum must be established in accordance with the by-laws.

## ARTICLE XI – FISCAL YEAR/FINANCIAL POLICIES

Section 1. The fiscal year of this Organization shall be in accordance with the school calendar year. The last day for requesting funds from the current school year budget shall be no later than the last day of the current school year.

Section 2. The fiscal year of this Organization shall be kept in accordance with sound accounting practices and shall be examined annually by an auditing company.

Section 3. A member whose duties include the collection of funds shall supply the treasurer with accurate records of such income.

Section 4. Two authorized signatures shall be required for all withdrawals from the account of the Organization; these must include the treasurer and another officer.

Section 5. The budget for the succeeding fiscal year shall be presented to the members annually for a vote to approve or amend. This shall occur in the month of September each year.

Section 6. The Parent Teacher Organization may authorize disbursements not to exceed \$50.00 in addition to budgeted items without prior approval of the Organization; such disbursements must be reported at the next organizational meeting. The last day for requesting funds from the current school year budget shall be no later than the last day of the school year.

Section 7. Educational Enrichment Fund is defined as money (amount per student to be determined by the Parent Teacher Organization when budget is created at the beginning of the school year) used to support student activities that match instructional objectives. With this money, teachers will be able to plan activities for students that make the learning experience richer. This includes funds for field trips, cooking supplies, crafts, activities, books, educational games and software. This fund may also be used to purchase prizes for educational games as long as those prizes do not include candy/food. This fund should not be used for student gifts, snacks, parties and celebrations or a year-end meal or event.

Section 8. Disbursements from the current school year budget shall be distributed no later than July 15 from that same school year budget.

The Parent Teacher Organization reserves the right to disallow any reimbursement of fund requests that do not fall within these guidelines.

## ARTICLE XII – CASH HANDLING PROCEDURES

1. PTO funds should never be deposited in a personal account.-
2. At least two people should always be involved in handling and counting cash, verifying the deposit and issuing checks.
3. 24-hour banking should be used as needed. Money should never be kept at the treasurer's or any other PTO member's home. If money must be kept overnight, it should be kept in a locked drawer in the school office, but only after the money has been counted and recorded.
4. Money should be deposited in a timely manner. Deposits should be made by the end of the day that money is collected and counted.
5. Checks received should be immediately endorsed "For Deposit Only".
6. All transactions should be paid by check, never in cash. If you do not have time to get a check from the treasurer you can either pay the bill yourself and request a reimbursement check or ask the company to bill the PTO. If you are going to ask for a reimbursement, a detailed receipt must be presented before a check can be drawn.
7. Never sign a blank check. This may not always be possible since two signatures are required to issue a check, but there should never be two signatures on a blank check.
8. Payee must be specified on all checks prior to signatures and disbursements.

## ARTICLE XIII – PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the conduct of this organization, except where they are in conflict with these by-laws in which these by-laws take precedence.