

SUSSEX WANTAGE PTO CONSTITUTION/BY-LAWS

ARTICLE I- NAME

Section I -The name of this organization shall be the Sussex Wantage Parents and Teachers Organization

ARTICLE II- OBJECTIVES

Section I -The objectives of this organization shall be

- a. To promote the welfare of children in the home, school, and community,
- b. To secure adequate laws for the care and protection of children,
- c. To bring a closer relationship by interpreting the school to the community and the community to the school,
- d. To develop between educators and the general public, such united efforts to secure for every child, the optimum growth in every aspect of education, mental, physical, emotional and social.

ARTICLE III-POLICY

Section 1-The Sussex Wantage PTO is organized exclusively for charitable and educational purposes. No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, trustees, directors, officers, or any private persons. This organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise, nor any candidate shall be endorsed by it. The name of this organization or its officers in their official capacities shall not be used in connection with a commercial concern, nor with any partisan interest, nor or any other than the regular work of this organization. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 2- It shall be the policy of this organization to encourage members to become fully informed about their school system, to take an active interest in all school affairs, and to participate in the decision making processes.

Section 3- This organization may co-operate with other organizations and agencies active in child welfare and education and with conference groups of coordinating councils uniting for child welfare and education.

Section 4- All funds collected by this organization, exclusive of administration expense, shall be disbursed by the PTO for the schools as determined by a quorum vote of the executive board at the budget meeting with the approval of the Board of Education of the district at the end of the fiscal year. Any funds requested for disbursement prior to the end of the fiscal year may be decided by a majority vote of the membership present at the general meeting providing the request has been submitted in writing to the president of the PTO and read at the preceding regular meeting.

ARTICLE IV-COMPOSITION

Section 1- Any parent of guardian of a child in the Sussex Wantage district, resident, or staff member thereof, interested in the goals of the Sussex Wantage PTO, and willing to uphold its policies and subscribe to its by-laws may become a member upon payment of dues. The annual dues of the Sussex Wantage PTO shall be for the fiscal year in the amount recommended by the executive committee and approved by a majority vote of the membership at a general meeting. Paid membership closes March 31 of the school year. The fiscal year is defined as July 1 through June 30.

ARTICLE V-NOMINATIONS AND ELECTIONS

Section 1- The officers of this organization shall be: President, Vice-President, 2nd Vice President (to be held by a teacher), Recording Secretary, Corresponding Secretary, Treasurer, Publicity Director, and Trustee. The officers shall be elected for a term of one year and shall serve until their successors are elected and assume office.

Section 2- The nominating committee shall consist of 3 members. The name of the chairman is to be appointed by the President. The President shall announce the names of the members of this committee at the March general meeting. Nominations for officers may be sent to this committee by any voting member until April 30, when nominations are closed.

Section 3- The elections shall be by ballot. If there is but one nominee for each office, the secretary may be instructed to cast a unanimous ballot for every nominee. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

Section 4- Election and installation shall be held at the final membership meeting, which is the election and installation meeting. The duties of the newly elected officer shall be assumed July 1 and run to June 30.

ARTICLE VI-DUTIES OF OFFICERS

Section 1- The President shall preside at all meetings of the general membership and of the executive board, shall appoint special committees with the consent of the executive board, shall perform all other duties usually pertaining to the office, including keeping procedural papers. The President shall order disbursement of funds, other than those stipulated in the current year's budget, with the consent of the executive board. He/she shall be, ex-officio, a member of all committees, except the nominating committee. The President and officers and all members of the executive board shall have the power to plan in advance the coming yearly itinerary of the organization. This will then be submitted to the Board of Education.

Section 2- The Vice-President shall preside in the absence of the President, shall act as an aide to the President and shall assume specific chairmanship as designated by the President. He/She shall assist the President by adopting a working relationship with the Board of Education, administration, and teachers. He/She will be an ex-officio member of committees, as designated by the President.

Section 3- Second Vice-President, held by a teacher, shall promote teacher and parent rapport and be responsible for providing representatives from each building to attend the general meetings.

Section 4- The Corresponding Secretary shall be responsible for all correspondence and notification of executive committee meetings.

Section 5- The Recording Secretary shall keep a record of all meetings of the organization and of executive board meetings.

Section 6- The Trustee must be a past officer and serves as an advisor to the organization.

Section 7-The Treasurer shall: collect and receive all monies of the organization, keep an accurate record of receipts by the executive board, disburse the same only according to the budget or upon approval of the executive board. The Treasurer shall present a statement of account at every meeting of the organization and at other times when required by the executive board. He/She shall submit records for the purpose of auditing to an auditing committee, consisting of three members of the organization, at the end of each fiscal year and shall make a full report at the following meeting. He/She shall offer a budget for the following year at the final meeting which must be adopted by the membership.

Section 8- The Publicity Director is responsible for notifying members of general meetings, for publicizing all events sponsored by the PTO.

ARTICLE VII- MEETINGS

Section 1-This organization shall hold regular meetings each month as determined by its executive board. The dates will be determined by the executive board. Members shall receive advance notice of these meetings. Robert's Rules of Order Newly Revised shall govern this organization in all cases in which they are not in conflict with the by-laws of the PTO.

Section 2- Special meetings may be called by the President or executive board, five days notice having been given. The President or executive board shall have the power to name the date, time and place of these special meetings.

Section 3- A majority vote of such members in attendance shall be decisive and shall constitute a quorum. Debate or any question in any regular meeting whereby criticism of its officers or teachers may be involved shall not be allowed.

Section 4- Absence of an officer at 3 consecutive meetings, including both regular and executive meetings, constitutes a resignation of that office. The executive board may waive this condition in the event of extenuating circumstances. The President may appoint a temporary replacement to the office.

ARTICLE VIII-EXECUTIVE BOARD

Section 1- The executive board shall consist of the officers of the organization.

Section 2- The executive board shall have the power to initiate and transact necessary business preceding meetings of the general membership and transact such other business as may be referred to it by the general membership. The executive board shall approve plans of standing committee chairmen and all other committee chairmen appointed by the President. It shall present a report at the meetings of the organization for information and any necessary action.

Section 3- Meetings of the executive board shall be held preceding all general membership meetings. A special meeting of the board, called without consent of the President, shall require a majority vote of the board, two days notice being given.

Section 4- A majority of the executive board shall constitute a quorum. A majority vote of those present shall be decisive. Dissenting opinion may be recorded on request of a member of the group representing a minority opinion.

Section 5- Any vacancy occurring of an office on the executive board shall be filled through appointment by the President with the approval of the executive board.

Section 6- Standing committees shall be determined by each year's President and shall serve for the given year. Chairmen shall be non-voting members of the executive board.

Section 7- Special committees will be appointed as needed by the President with the consent of the executive board. Chairmen shall be non-voting members of the executive board for the duration of the committee.

Section 8- All committee chairmen, upon completion of their duties, will submit to the President, in writing, a committee report with a timetable of completed action and a list of committee members.

ARTICLE IX-FINANCIAL ADMINISTRATION

Section 1- The fiscal year of the organization shall be July 1-June 30.

Section 2- Expenditure may be paid upon receipt of a written statement by the Treasurer if it is a previously budgeted item, otherwise the expenditure needs the approval of the executive board. NO BLANK CHECKS SHALL BE ISSUED.

Section 3- An audit of organization records shall be done by a three member auditing committee at the end of each fiscal year, no later than July 15.

ARTICLE X-AMENDMENTS

Section 1- These by-laws may be amended at any regular meeting of the organization by a majority vote of the members present, providing the proposed amendments have been submitted in writing and read at the preceding regular meeting.