

Tustumena Parent and Teacher Organization Bylaws

Article I: Name

The name of this organization is the Tustumena Parent and Teacher Organization, a not-for-profit organization, herein referred to as the Tustumena PTO.

Article II: Purposes

Section 1.

To help Tustumena School in providing the best and most positive educational opportunities for all students by promoting a close relationship between educators, staff, and parent on behalf of all children.

Section 2. The organization is organized exclusively for the charitable, scientific, literacy, or educational purposes.

Article III:

The following are the basic policies of Tustumena PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern.
- c. The organization shall not directly or indirectly participate in any political campaign on behalf of or in opposition to any candidate for public office.
- d. The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to board of education.
- e. No part of the net earnings of the organization shall inure to the benefit of or be distributed to its members, directors officers of other private persons except the PTO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments.
- f. Notwithstanding any other provision of these articles, the PTO shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax.

Article IV: Membership

Amended 5/2012

Section 1. Any individual who agrees with the bylaws of the Tustumena PTO and desires to be a member of Tustumena PTO may do so.

Section 2. Membership in Tustumena PTO shall be made available without regard to race, color, creed, or national origin.

Section 3. The Tustumena PTO shall conduct an annual enrollment of members but may admit person to membership at any time.

Section 4. Each member of Tustumena PTO may be asked to pay annual dues as prescribed by the organization.

Article V: Officers

Section 1. The officers of the Tustumena PTO shall be a president, a vice-president, a secretary and a treasurer. A second vice president may be added as well as a correspondence secretary.

Section 2. All elections of officers shall be by secret ballot. A majority vote shall constitute an election.

Section 3. Officers shall be elected from the membership annually each spring.

Article X: Duties of Officers

The President

The president has duties both as a presiding officer and as an administrative officer. The president or in the president's absence, the vice president, is the presiding officer. The presiding officer calls the meeting to order at the specified time and, if a quorum is present, proceeds with business. The president refers to himself as "the chair".

The Vice President

Vice presidents may be asked to be the presiding officer at any time. A vice-president can act in place of the president only when empowered to do so by the president or in event the president is unable to do so, when empowered to act by the PTO board.

The Secretary

The secretary is the custodian of the PTO records, The bylaws provide for the specific duties of the secretary. Often the secretary is responsible for sending out notices of all meetings to officers and members. Minutes of the meetings shall reflect approval of any expenditures.

The secretary should have on hand for reference at each meeting:

- The minute book containing all minutes
- An approved copy of the bylaws

- A current membership list
- A copy of the projected programs and projects for the year

The Treasurer

The treasurer is the authorized custodian of the PTO funds.

The treasurer should:

- Receive all money from persons delegated to collection of funds raised in PTO activities. The Treasurer may designate another member to receive funds.
- Give a written receipt for the funds
- Maintain an accurate record of all receipts and disbursements.
- Submit a written or oral financial statement at each board meeting and at each general membership meeting.

PTO Officers are given authority to go over an approved amount not to **exceed \$100.**
(Bylaw change 4/19/00)

Site Council Parent Representatives

To be elected by the PTO to serve 3 year terms as PTO representatives on the Tustumena Site Council. Responsibilities include representing interests and concerns of parents to the Tustumena Site Council decision making committee.