

COPPER CREEK ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION BY-LAWS

ARTICLE I: *Name*

The official name of this organization is the Copper Creek Elementary School Parent Teacher Organization (hereinafter referred to as the "Organization" or "Copper Creek PTO").

Article II: *Purposes and Policies*

1. The Copper Creek PTO will:
 - a. Promote communication among and between the students, parents, staff, teachers, and administration at Copper Creek Elementary School;
 - b. Provide a forum for Copper Creek PTO members to communicate their needs and wishes regarding the Amphitheater School Board and its administration's programs and operations; and
 - c. Promote services and coordinate activities that contribute to the quality education at Copper Creek Elementary School.
2. The name of the Organization and the names of any members, in their official capacities, may not be used for or in connection with any commercial or sectarian interests. They may only be used in furtherance of the Organization's purpose, programs, policies, meetings, and operations.

ARTICLE III: *Membership and Meetings*

1. The Parents/Guardians of students, the teachers, and all other staff members are automatically members of the Copper Creek PTO.
2. There are no dues for the Copper Creek PTO.
3. There are two types of meetings:
 - a. Annual meeting: held each spring and for the purposes of: (1) electing officers, and (2) transacting other business that comes before the Organization.
 - b. General meetings: held a minimum of four (4) times during the school year unless otherwise provided by the Organization or its Executive Board.
4. Members receive written notice of the place, date, and time of the each meeting at least seven (7) days in advance.

ARTICLE IV: *Officers and the Executive Board*

1. The Organization's officers ("Officers") are: the President, the Vice-President, a Fundraising Director, a Community Relations Director, a Secretary, and a Treasurer.

2. Officers may share responsibilities and title(s) with another person so long as the membership present at the annual meeting votes and approves it.
3. Officers are the Executive Board. They are voting members. Two teachers and the school principal will serve the Executive Board as non-voting advisory members. At any Executive Board session, a majority of Officers present shall constitute a quorum. The Executive Board meets as needed.
3. No person may serve more than three (3) consecutive terms in the same officer position.
4. Powers and duties of the Officers:
 - a. The President is the chief executive of the Organization:
 - (1) The President has general superintendence over the organization's affairs;
 - (2) The President presides over all meetings, including the Annual Meeting, General Meeting, and the Executive Board Meeting(s);
 - (3) The President, by virtue of office, is a member of all committees (including the Nominating Committee);
 - (4) The President, with the approval of the Executive Board, appoints committee heads and Nominating Committee members;
 - (5) The President appoints a successor to fulfill the unexpired term of any office which has been vacated; and
 - (6) The President has and can exercise any and all powers to perform these and any other duties conferred upon the President elsewhere in the By-Laws or by the Executive Board.
 - b. The Vice-President, in the absence of the President, has the same powers and assumes all the duties and responsibilities of the President.
 - (1) The Vice-President serves as Program Chairperson; and
 - (2) The Vice-President oversees the school yearbook.
 - c. The Fundraising Director, in the absence of the Vice-President, has the same powers and assumes all the duties and responsibilities of the Vice-President.
 - (1) The Fundraising Director is responsible for all major fundraising efforts.
 - (2) "Fundraising efforts" are all fundraisers proposed to raise more than fifteen percent (15%) of the budgeted income.
 - d. The Community Relations Director is responsible for all fundraising activities not assigned to the Fundraising Director and all community relations activities.
 - e. The Secretary attends all Executive Board sessions and all meetings.

- (1) The Secretary records, in a permanent log belonging to the Organization, the minutes of each meeting.
 - (2) The Secretary is also responsible for the development and maintenance of all electronic media (including all websites).
 - (3) The Secretary is also responsible for notifying the membership and the Executive Board of forthcoming meetings.
- f. The Treasurer has custody of all the Organization's funds.
- (1) The Treasurer keeps full and accurate accounts of all the Organization's receipts and disbursements in a permanent log belonging to the Organization.
 - (2) The Treasurer presents reports of all transactions at regular sessions of the Executive Board or whenever the Executive Board requires.
 - (3) Additionally:
 - (a) The Treasurer must deposit all funds and other valuable effects belonging to the Organization, in the name of and to the credit of the Organization, in such banks or other depositories as may be designated by the Executive Board;
 - (b) The Treasurer and one other Officer signs all checks, drafts, or other evidence of indebtedness issued in the name of the Organization. Proper vouchers are required for all disbursements; and
 - (c) An Auditing Committee of members appointed by the President, with the Executive Board's approval, examines the Treasurer's accounts annually. The Auditing Committee makes its report to the membership at a general meeting of the Organization.
5. The President and all Officers shall be elected to a term of twelve (12) months based on the following procedures:
- a. The President may appoint a Nominating Committee at least one (1) month before the Annual Meeting;
 - b. The Nominating Committee recommends members of the Organization for the offices of President, Vice-President, Fundraising Directors, Community Relations Director, Secretary and Treasurer;
 - c. The list of nominees must circulate with the meeting notice at least seven (7) days before the Annual Meeting; and
 - d. At the Annual Meeting, the President presents the names of the nominees to the membership for majority approval. In the event there is more than one nominee for an office, an election for that office occurs by ballot from the membership present at the Annual Meeting. Or, the membership present at the Annual Meeting may vote to have two people share title and responsibilities of an office, which creates Co-Officers. In

addition to the nominees presented by the Nominating Committee, nominees may be presented from the floor by the membership.

6. Officers must sign a conflict of interest form at the start of each school year.

ARTICLE V: *Committees*

1. The Executive Board may create standing or special committees as it deems necessary to promote and facilitate the purposes of the Organization.
2. The President may appoint committee heads with the approval of the Executive Board. The President is an ex-officio member of all committees.

ARTICLE VI: *Spending Limitations*

1. The Executive Board must not spend Copper Creek PTO funds in excess of three thousand dollars (\$3,000) at any one time without first holding a discussion with the membership at a meeting.
2. The Copper Creek PTO must carry over a minimum of ten thousand dollars (\$10,000) to the following year to provide start-up funding.
3. The Copper Creek PTO may sponsor a fundraiser consisting of selling products or services, chosen by best available pricing, which may include products or services from companies or franchises owned or managed by Copper Creek Elementary School students, parents, faculty, or staff.
4. All funds raised and/or received shall be expended by June 30th or the end of the same fiscal school year as the funds were received. Exceptions include: the annual budget rollover (Article VI.2) and any monies earmarked for capital or other projects for subsequent school year(s). Any excess funds, with the exception as outlined above, will be confirmed and allocated at the last PTO general meeting of each school year. Excess revenue not allocated at the last PTO meeting will be designated for expenditure at the recommendation of the principal or divided and allocated to the teachers for use in their classrooms.

ARTICLE VII: *Parliamentary Authority*

Roberts Rules of Order (Revised) govern the Organization.

ARTICLE VIII: *Amendments*

1. The By-Laws may be amended by the affirmative vote of the majority of members present at any meeting.
2. An Executive Board sub-committee must be appointed at least every three (3) years, from the day the By-Laws are approved, to evaluate and make any recommendations.

3. The membership must receive proposed amendments or revisions of the By-Laws at least seven (7) days in advance of the meeting that the membership must vote upon them.