

## CHINA ELEMENTARY PTO BY-LAWS

### ARTICLE 1 Name

The name of the organization is China Elementary Parent-Teacher Organization, (PTO), China, Texas.

### ARTICLE II Objectives

Sec. I The objective of the organization are:

- A. To promote the welfare of children and youth in the home, school, and community.
- B. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently.
- C. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.

Sec.2. The objective of this organization are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed by these by-laws.

### ARTICLE III Basic Policies

Sec. I The China Elementary Parent-Teacher Organization shall be dissolved when there is a vote of the Executive Board in favor of the termination of the organization.

Sec. 2. Any non-budgeted expenditures shall be approved by the membership.

Sec. 3. No charge account can be opened nor any charges made under the name of the China Elementary PTO without the consent of the Executive Board. Any cash purchases made without the consent of the Executive Board or the President are subject to approval by the Executive board before reimbursement can be made.

Sec.4. A special purchasing committee is to consist of the Vice-President and three other members to be appointed each year. All suggestions for items to be purchased for the gifts to the school must go through this committee before being voted on. The committee is to research suggestions and report back to the Executive Board with the recommendations of the committee. The Executive Board then presents the suggestions to the general body for a vote. This committee will function in this capacity for purchases over \$150.00.

### ARTICLE IV. Membership and Dues

Sec. 1. Membership in the PTO shall be made available to any individual who subscribes to the objective and basic policies of the organization.

Sec. 2. Only members of the organization shall be eligible to serve in any of the elective or appointive positions.

Sec. 3. The Organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

## ARTICLE V. Officers and Their Election

Sec. 1. Each officer shall have been an active member of a PTO committee for at least one year.

Sec. 2. Officers and the election:

A. The officers of this organization shall consist of a president, a vice-president, a secretary, a treasurer, and a parliamentarian.

B. Officers shall be elected by ballot annually in the month of April. However, if there is but one nominee for any office, election for that office may be by voice vote.

C. Officers shall assume their official duties following the close of the meeting in May, and shall serve for a term of one year or until their successor is elected.

D. A person shall not be eligible to serve more than two consecutive terms in the same office.

Sec. 3. Nominating Committee:

A. There shall be a nominating committee composed of three or more members (always an uneven number).

B. The nominating committee shall nominate an eligible person for each office to be filled and report it's nominee at the regular meeting in April, at which time additional nominations may be made from the floor.

C. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

D. No existing office or officer's wife or husband shall be eligible for this committee.

Sec. 4. A vacancy occurring in any office, except president, shall be filled the unexpired term by a person elected by a majority vote of the executive board present, notice of such election having been given five days prior to such election. In case a vacancy occurs in the office of president, shall assume presidential duties and shall serve notice of the election of a vice-president.

## ARTICLE VI Duties

Sec. 1. The president shall preside at all meetings of the organization and of the executive board; Shall perform such other duties as may be prescribed in there by-laws or assigned to him by the organization or by the executive board; and shall coordinate the work of the officers and committee of the organization in order that the objectives may be promoted.

Sec.2. The vice-president shall act as an aide to the president and shall perform the duties of president in the absence or disability of that officer to act. The vice-president shall also act as the purchasing committee chairperson and as the program chairperson.

Sec. 3. The secretary shall record the minutes of all meetings of the organization and of the executive board; shall send all meeting notices; shall execute all PTO correspondence; shall provide copies of the minutes from the previous meeting; act as the chairperson of the scholarship committee and shall perform such other duties as may be delegated to that office.

Sec. 4. The treasurer shall have custody of all funds of the organization; shall keep a full and accurate account of receipts and expenditures, and in accordance with the budget adopted by the organization, shall make all disbursements as authorized by the president or the executive board. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the executive board, and shall make a full report at the meeting at which new officers officially assume their duties.

The treasurer's accounts shall be examined annually by an auditor or auditing committee of not less than 3 members including the officer of the PTO, who, satisfied that the treasurer's annual report is correct shall sign a statement of that fact at the end of the report. The auditing committee shall be elected by the membership at least 2 weeks before the meeting at which new officers assume their duties.

Sec. 5, The parliamentarian shall be responsible for making sure that meetings are conducted in accordance with parliamentary procedure.

Sec. 6. All officers shall deliver to their successors all official materials not later than ten days following the meeting at which new officers assume their duties.

## ARTICLE VII. Executive Board

Sec. 1. The executive board shall consist of the officers of the organization, the chairperson of standing committees, the principal of the school or a representative appointed by the principal, and a teacher representative. The chairpersons of the standing committee shall be selected by the officers of the organization.

Sec. 2. The duties of the executive board shall be:

A. To transact necessary business in the intervals between general meetings and any other business as may be referred to it by the organization.

B. To create special and standing committees.

C. To approve the plans of work of all committees.

D. To present a report at the regular meeting of the organization.

E. To prepare and submit to the organization for adoption a budget for the new year.

F. To approve routine bills within the limits of the budget.

Sec. 3. Regular meetings of the executive board shall be held during the year, the time to be fixed by the board at its first meeting of the year.

A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of the members of the board.

## ARTICLE VIII Meetings

Sec. 1. At least eight regular meetings of the organization shall be held during the school year; dates of meetings shall be determined by executive board and announced at the first regular meeting of the year. Five days notice shall be given of a changed date.

Sec. 2. Special meetings of the organization may be called by the president or by a majority of the executive board.

Sec. 3. The election meeting shall be held in April.

Sec. 4. A majority of the members who present shall constitute a quorum for the transaction of business in a regular meeting of the organization.

## ARTICLE IX. Standing & Special Committees

Sec. 1. Only members of the organization shall be eligible to serve in an elective or appointive position.

Sec. 2. The executive board shall determine the standing and special committees necessary at the beginning of each year to be listed in the Standing Rules. The term of each chairperson shall be one year, or until the appointment of his successor.

Sec.3. The president shall be a member ex-officio on all committees except the nominating committee.

Sec. 4. The treasurer shall be an automatic member of any committee handling incoming money.

## ARTICLE X Parliamentary Authority

Sec. 1. Robert's Rules of Order, Newly Revised,  
Shall govern the organization in all cases in which they are applicable.

## ARTICLE XI Amendment Procedure

Sec.1. These by-laws may be amended at any meeting of the organization by a two-thirds vote of the members present and voting, provided that the proposed amendment has been introduced to the executive board at least thirty days prior to the meeting at which the amendment is voted upon, and that the person proposing the amendment shall be present.

Sec.2. A committee may be appointed to submit a revised set of by-laws only by a majority vote at a meeting of the organization, 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 amendments.

## AMENDED BY-LAWS

The China Elementary Parent-Teacher Organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organization that qualify as exempt organization under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the China Elementary Parent-Teacher Organization shall inure to the benefit of, or be distributable to its members, 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 herein. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the organization shall not participate in, or intervene including the publishing or distribution of statements in any political campaign or behalf of any candidate for public office. The organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, or (b) shall not, except to an unsubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purpose of this organization.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.