

BY-LAWS

AUBURN ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION (PTO)

Article I - Name

The name of this organization shall be “Auburn Elementary School Parent Teacher Organization.”

Article II - Purpose

The purpose of the Auburn Elementary School PTO is to promote interest in the educational affairs of the Auburn students through ongoing parent/staff/administrator communications; to raise and disburse funds for additional student enrichment opportunities; and to provide parent volunteer assistance.

Article III - Membership

The membership of this organization shall be open to all parents/caregivers of Auburn Elementary School students, Auburn Elementary School teaching staff and support personnel, and Auburn Elementary School Administrators interested in the welfare of Auburn Elementary School and its students.

Article IV - Officers and Their Election

The officers of this organization shall be a President, Vice-President, Secretary, and Treasurer. Nominations and election of officers will be held at the April meeting. When there is more than one nominee for an office, election shall be by secret ballot. The officers shall be elected to serve for one year or until their successors are elected. Their term of office shall begin at the close of school year which they were elected. An officer shall not serve more than two consecutive terms in the same office.

New Article V- Executive Board

Section 1: The Executive Board shall consist of the PTO Officers, Volunteer Coordinator(s), and the principal of the school. The principal shall serve as a non-voting ex-officio member only.

Section 2: The duties of the Executive Board shall be to transact necessary business in the intervals between general meetings and such business as may be referred to it by the organization, and to approve routine bills of \$100 or less except in connection with budgeted expenses.

Section 3: To conduct its business, meetings of the Executive Board will be held as necessary or via email.

ARTICLE VI- Succession and Vacancies

Section 1: A vacancy in the office of President shall be filled by the Vice President until an election can be held to fill that vacancy.

Section 2: A vacancy occurring in any other office shall be filled for the unexpired term by a person elected by a majority of the remaining members of the Executive Board.

ARTICLE VII- Duties of Officers

Section 1: The President shall be the chief officer of the organization, shall conduct all meetings, shall over see any function or project of the organization, and shall work in conjunction with the Building Volunteer Coordinator(s) to appoint all the special projects chairpersons. The President shall be custodian of all paper and documents belonging to the organization except for those held by the Secretary or Treasurer.

Section 2: The Vice-President shall act as an aide to the President and shall serve in the President's absence.

Section 3: The Secretary shall keep a record of the proceedings of all the meetings of the organization, and shall process all correspondence delegated to him/her.

Section 4: The Treasurer shall keep an accurate account of the receipts, deposits, drafts and budget and report the same at each meeting of the organization. Every draft shall require two signatures to include the Treasurer and President or Vice-President.

Article VIII - Meetings

Section 1: The annual meeting shall be held in April for election of officers. The audit report will be given at the September meeting.

Section 2: Regular meetings of the organization shall occur at such date and time as scheduled by the officers.

Section 3: The Order of Business shall be as follows:

- a. Call to order
- b. Approval of Minutes
- c. Report of Treasurer
- d. Report(s) of Officers/Chairperson(s)/Administrator
- e. Old Business
- f. New Business
- g. Adjournment
- h. Program

Article IX - Committees

Section 1: An Auditing committee consisting of at least two members shall be appointed by the building administrator at the March meeting, whose duty shall be to

audit the Treasurer's accounts at the close of the fiscal year and to report at the September meeting.

Section 2: A Budget committee consisting of the officers, teacher representative, and building administrator shall draft a proposal to be presented at the May meeting.

Article X - Amendments

These by-laws may be amended at a regular or annual meeting by a majority vote of members present, provided written notice of the proposed amendment has been previously presented to the membership.

Article XI - Parliamentary Authority

Robert's Rule of Order, Revised, shall govern this organization where applicable, where they are not inconsistent with the organization's by-laws.

Article XII - Dissolution

Upon dissolution of the Auburn Elementary School Parent Teacher Organization, all assets of the organization shall revert to the Auburn Elementary School Student Activity account of the Bay City Public School District.

These bylaws were approved by the membership at the monthly PTO meeting of January 15, 2008.