CMES PTO By-Laws

Article I Organization
1. The name of the organization shall be Carrie Martin Parent Teacher Organization (Organization).
2. The organization shall not have a seal.
3. The organization may at its pleasure by a vote of the board of directors change its name.

Article II Purposes

Article III Membership
There are no members of this organization.

Article IV Meetings
The annual meeting of this organization shall be held in June and the Board of Directors shall set the date and time during the May meeting.

Regular meetings of this organization shall be held at Carrie Martin Elementary School (CMES). Regular meetings shall be held monthly. All parents/guardians, volunteers and school staff are invited to monthly meetings and may participate in discussions and planning.

Special meetings of this organization may be called by the Chair when she/he deems it for the best interest of the organization. Notices of such meetings shall be mailed, e-mail, phone, or other forms of electronic communication to all directors of the board at the addresses as they appear in the roll book at least 24 hours before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. At the request of 50% of the directors of the board, the Chair shall cause a special meeting to be called but such request must be made in writing at least 24 hours before the requested scheduled date.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

The presence of not less than 50% of the board of directors shall constitute a quorum and shall be necessary to conduct the business of this organization; but a lesser percentage may adjourn the meeting for a period of not more than 2 weeks from the date scheduled meeting to be sent to all those who were not present at the meeting required at any adjourned meeting.

Article V Voting
At all meetings, including the elections of officers and directors, all votes shall be by voice.

At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers and directors.

Each director shall have one vote and such voting may be done by proxy. Voting may be done by voice or recorded electronic means including Skype and email.

Article VI Order of Business
1. Roll Call (Sign in Sheet)
Approval of Minutes of the preceding meeting.
3Treasury Report
4Principal/Teachers report
5Reports of Committees
6Old Business
7New Business
8Adjournment

Article VII Board of Directors
The Board of Directors shall be made up of at least one representative from each classroom. One teacher and the Principal shall be ex-officio members. The classroom representative may be a parent, guardian, or someone associated with a student of the represented classroom.

The business of this organization shall be managed by a Board of Directors consists of 3 to 25. There shall be an odd number of people on the board every year. Since the number of classrooms can vary, the number of people on the board may change. Vacancies shall be filled throughout the year with approval of the directors.

The Board of Directors shall be the voting body of the organization.

The directors to be chosen for the ensuing year shall be chosen by the October meeting. The officers of organization and they shall serve for a term of one year and assume their position at the annual meeting.

The Board of Directors shall have the control and management of the affairs and business of this organization. Such Board of Directors shall only act in the name of the organization when it shall be regularly convened by its chairman after due notice to all the directors of such meeting.

The Chair of the organization by virtue of his office shall be Chairperson of the Board of Directors.

The Board of Directors shall select the Chair, vice Chair, secretary, and treasurer.

A director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any director. A director may be represented by counsel upon any removal hearing. The Board of Directors shall adopt such rules for this hearing as it may be its discretion consider necessary for the best interests of the organization.

Article VIII Officers
The initial officers of the organization shall be as follows:
Chair:
Vice Chair:
Secretary:
Treasurer:

Chair
The Chair shall preside at all meetings.
The Chair shall be virtue of her/his office be Chairperson of the Board of Directors.
The Chair shall appoint all committees, temporary or permanent.
The Chair shall see all books, reports and certificates required by law are properly kept or filed. The Chair shall be one of the officers who may sign the checks or drafts of the organization. The Chair shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

Vice Chair
The Vice Chair shall in the event of the absence or inability of the Chair to exercise the office become acting Chair of the organization with all the rights, privileges and powers as if he had been the duly elected Chair.

Secretary
The Secretary shall keep the minutes and records of the organization in the appropriate books. It shall be the Secretary’s duty to file any certificate required by any statute, federal or state. The Secretary shall give and serve all notices to the board of directors. The Secretary shall be the official custodian of the records. The Secretary shall present to the board of directors at the meetings any communications addressed to the Secretary of the organization. The Secretary shall submit to the Board of Directors any communications which shall be addressed to the Secretary of the organization. The Secretary shall attend to all correspondence of the organization and shall exercise all duties incident to the Office of Secretary.

Treasurer
The Treasurer shall have the care and custody of all monies belonging to the organization and shall solely responsible for such monies or securities of the organization. The Treasurer must be one of the officers who shall sign checks or drafts of the organization. The Treasurer shall render, at monthly meeting, an account of the finances of the organization. This report shall be submitted on paper or by electronic means of communication. The Treasurer shall exercise all duties incident to the Office of Treasurer.

No one on the Board of Directors shall for reason of their office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any reasonable reimbursement from the organization for duties as a director or officer.

Article IX
The Board of Directors shall develop, implement and follow policies including, but not limited to, Anti-Discrimination, Code of Ethics, Compensation, Conflict of Interest, Document Retention and destruction, Gift Acceptance and Whistleblower.

Article X Committees
The Board of Directors will assign annually and ad hoc committees as needed for the organization.

Article XI Amendments
These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than 2/3 (66%) of the Board of Directors.

INCLUDE HERE A SEPARATE SIGNATURE PAGE