

ITASCA ELEMENTARY PARENT TEACHER ORGANIZATION

CONSTITUTION AND BY-LAWS

ARTICLE I - NAME

This organization shall be called Itasca Elementary Parent Teacher Organization (IEPTO).

ARTICLE II - PURPOSE

The purpose of the IEPTO is to enhance and support the educational experience at Franzen Intermediate School and Benson Primary School, to develop a closer connection between school and home by encouraging parent and teacher involvement, to improve the environment at these schools through volunteer and financial support, and to serve as liaison between the district administration and the parent community.

ARTICLE III - MEMBERSHIP AND DUES

Section 1 Any adult may become a member upon payment of dues. The member will uphold the organization's purpose and subscribe to its by-laws and policies.

Section 2 Annual dues, payable upon registration, shall be ten dollars (\$10.00) for an individual or family membership, and can be increased when deemed necessary, with approval of the Executive Board (as defined in ARTICLE VI, Section 1).

Section 3 The membership year begins August 1 and ends July 31 of the following year.

Section 4 Only current dues-paying members of the IEPTO shall have the privilege of serving on the Executive Board and/or as committee co-chairpersons, introducing motions, debating, and voting.

ARTICLE IV - MEETINGS

Section 1 Five general membership meetings will be held each school year.

Section 2 Special meetings of the general membership may be called by the President at the request of either the Executive Board or one-third (1/3) of the members, due notice having been given.

Section 3 At least three (3) officers of the Executive Board shall constitute a quorum for the transaction of business at a general membership meeting.

Section 4 Debate for each member is limited to two speeches of not more than two minutes in length on the same question on the same day.

Section 5 Every member in attendance at a general membership meeting is eligible to vote, one vote per family. Absentee and proxy votes are not allowed.

ARTICLE V – FINANCIAL

Section 1 The fiscal year begins August 1 and ends July 31 of the following year.

Section 2 All funds shall be kept in a checking account in the name of Itasca Elementary Parent Teacher Organization, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3 The Executive Board shall arrange an independent inspection of its financial records every 2 years, or as the Treasurer changes.

Section 4 Financials will be reported at each general membership meeting. A financial report of the previous school year and a proposed budget for the current school year shall be presented at the first general membership meeting of the new school year.

Section 5 The organization shall leave a minimum of \$500.00 in the treasury at the end of each fiscal year.

Section 6 Authority to sign contracts is limited to the President, Treasurer, or President's designee.

Section 7 The Executive Board shall have the discretion to authorize non-budgeted cash expenditures not to exceed five hundred dollars (\$500.00) per expenditure. Any request for funding over five hundred dollars (\$500.00) that is not included in the approved budget must be presented and voted on at a general membership meeting.

ARTICLE VI - OFFICERS AND ELECTIONS

Section 1 The Executive Board of this organization shall consist of one (1) President, one (1) Vice President representing Franzen Intermediate School, one (1) Vice President representing Benson Primary School, one (1) Secretary, and one (1) Treasurer.

Section 2 The length of term of each office shall be two (2) years. No officer shall be allowed to serve more than one two-year term, unless there are no other candidates for that office, in which instance the present officer will be allowed to submit his or her name for candidacy.

Section 3 Election of officers will be held every year at the general membership meeting in the spring. In alternate years, either two or three Executive Board

officer positions will be up for election based on which officers are completing their two-year term of office. A nominating committee will be formed and consist of a minimum of three (3) members. One member shall be a current Executive Board officer not up for election and may not be President. The remaining nominating committee members shall be volunteers from the general membership. A simple majority of the Executive Board will confirm the appointments of the nominating committee. Any general member interested in being nominated may inform the nominating committee. The nominating committee shall select one or more nominees for each office and inform the general membership of its selections. No member may be nominated without his or her consent. No member of the nominating committee is eligible to run for office in that election.

Section 4 Each Presidential nominee must have served as an officer on the Executive Board for at least one year. However, in the event none of the current or past officers wishes to run for President, the nominating committee, together with the current Executive Board, shall determine the suitability of any other Presidential candidate. Each nominee for Vice President, Secretary and Treasurer must have been an active member of the organization for at least one year, chaired a committee or have been an active participant of a committee, and be a dues-paying member.

Section 5 During the spring election, once the nominating committee report has been submitted, no nominations may be accepted from the floor. If there is only one nominee for each office, upon motion from the floor, the election may be by voice; if there is more than one nominee for any office, the election shall be by ballot.

Section 6 Officers shall assume their official duties on August 1.

Section 7 Should a vacancy occur on the Executive Board, a majority vote of the Executive Board shall appoint a member to fill the vacancy for the remainder of the officer's term.

Section 8 An officer may be removed from office for failure to fulfill his or her duties, after reasonable notice, by a majority vote of the Executive Board.

ARTICLE VII - DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1 The Executive Board shall develop the organization's annual budget, establish and oversee all committees including the coordination of co-chairpersons and establish fundraising programs. The Executive Board shall meet regularly each month unless otherwise designated, with a simple majority constituting a quorum. The Executive Board shall present reports and recommendations as needed to the general membership and transact necessary business and routine matters.

Section 2 The President shall preside at all general membership and Executive Board meetings, serve as the official representative of the organization, coordinate the work of the officers to promote the organization's purpose, and serve as the ex-officio member of all committees except the nominating committee.

Section 3 The Vice Presidents shall oversee the committee system of the organization, assist the President, and chair meetings in the absence of the President.

Section 4 The Secretary shall record and distribute minutes of all general membership meetings, manage communications for the organization, and retain all official records for the organization.

Section 5 The Treasurer shall serve as custodian of the organization's finances, collect revenue, pay authorized expenses in accordance with the approved budget, enforce the financial policies of the organization, and hold all financial records. The Treasurer shall reconcile the account(s) monthly and report all financial activity at each general membership meeting. All financial activity shall be recorded in a computer-based accounting system with regular back-ups. At the discretion of the Executive Board, the Treasurer shall submit his or her books for examination.

Section 6 All officers shall deliver official materials to their successors by August 1.

ARTICLE VIII - COMMITTEES

Section 1 The Executive Board shall establish and oversee all committees to promote the purpose of the organization.

Section 2 Dues-paying members shall volunteer in the spring to be co-chairpersons for the following year. A simple majority vote of the Executive Board may be used to confirm any co-chairpersons.

Section 3 All co-chairpersons shall be responsible to the Executive Board. The responsibilities of the co-chairpersons include, but are not limited to, overall organization of the event or activity, financial management, coordination of all volunteers, communications, status reports to the Executive Board and general membership, and submission of a proposed committee budget for the following year to the Executive Board by the last general membership meeting of the current school year.

Section 4 Failure to execute a committee's obligations shall constitute resignation of said co-chairperson, with the simple majority approval of the Executive Board.

Section 5 The President shall serve as ex-officio member of all committees except the nominating committee.

ARTICLE IX - DISSOLUTION OF ORGANIZATION

In the event that dissolution of this organization is deemed necessary, the Executive Board shall adopt a resolution recommending same, and give written notice to all dues-paying members at least thirty (30) days in advance of the general meeting at which this resolution will be voted upon. Only those persons who were dues-paying members on the date of the adoption of this resolution and who continue to be members on the date of the meeting shall be entitled to vote on the question of dissolution. Approval of dissolution shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the meeting, a quorum being present.

ARTICLE X – AMENDMENTS AND REVISIONS TO THE CONSTITUTION AND BY-LAWS

Section 1 The constitution and by-laws of this organization may be revised and/or amended at any general meeting of the organization by the recommendation of a by-laws committee (as defined in ARTICLE X, Section 2) and with the approval of a two-thirds (2/3) vote of the members present and voting, a quorum being present and sufficient notice having been given. Prior to the general meeting at which the voting is to take place, the by-laws committee shall submit any proposed revision(s) and/or amendment(s) to the Secretary for distribution to the general membership and for discussion and voting at the next general meeting. Approved revision(s) and/or amendment(s) to this organization's constitution and by-laws shall supersede all previously accepted versions of its constitution and by-laws.

Section 2 When deemed necessary, a by-laws committee shall be formed and shall meet for the purpose of drafting proposed revisions and/or amendments to this organization's constitution and by-laws. The by-laws committee shall consist of a minimum of three (3) and a maximum of five (5) members. One member shall be a current Executive Board officer not up for election. The remaining committee members shall be volunteers from the general membership.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Robert's Rules Of Order Revised shall govern this organization in all cases where they are applicable and are not in conflict with these by-laws.

PROPOSED AMMENDMENTS AND REVISIONS MARCH 17, 2011