

Yamhill Carlton School District Parent Teacher Organization By-laws

Article I – Name

The name of the organization shall be the Yamhill Carlton Parent Teacher Organization, hereafter referred to as YCPTO. This organization shall affiliate with other community groups serving the same purpose.

Article II – Purpose

The purpose of YCPTO is to support the education of children by:

- Developing a closer connection between school and home by encouraging parent involvement.
- Enhancing the educational experience by supporting academic and enrichment activities.
- Improving the environment at the school by providing volunteer and financial support.

Article III – Policies and Principles

The Organization shall respect the established school policies set forth by the District Administration, the Principal, and the Board of Directors. It shall not seek to direct the administration activities of the school or to control its policies. The Organization shall:

- Supports the school vision and mission.
- Maintain a collaborative working relationship with the teachers, staff, parents/guardians and members of the community.
- Organize exclusively for charitable and educational purposes.
- Strive to be representative of and inclusive of all members in the community.
- Maintain a written annual operating agreement with the school.

Article IV – Members

Section 1. Membership shall be made up of any parent or guardian of a student at the school, and any staff member of the school (including the principal). All members shall have voting rights if they have attended at least 2 prior meetings in the last 12 months.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights. If dues are established, a hardship waiver policy needs to be developed.

Article V – Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, secretary, and treasurer. No one person shall be allowed to fill more than one position at a time.

a. President. The President shall preside over meetings of the organization and executive board, serve as the primary contact for the Principal, represent the organization at meetings outside the organization, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Vice President. The Vice President shall assist the president and carry out the president's duties in his or her absence or inability to serve. The Vice President shall serve as parliamentarian and timekeeper at General Membership meetings. He/She will develop and maintain an annual calendar to ensure that timelines are met. The vice president is responsible for recruiting members and maintaining membership records. The vice president shall take and distribute meeting minutes when the Secretary is absent. The Vice President will promote Organizational activities and events in the school newsletter and/or local press releases.

c. Secretary. The secretary shall keep all records of the organization, record and distribute minutes, prepare the agenda, handle correspondence, and post notices of meetings to the membership. The secretary also keeps a copy of the minutes' book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

d. Treasurer. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The Treasurer will develop an annual Budget that includes fundraising goals and anticipated expenditures, and track and report budgetary progress throughout the year at regular meetings.

Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. New officers shall be instated or installed at the June meeting.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article VI – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the first Tuesday of each month during the school year at 6 p.m., or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer, phone calls and e-mails.

Section 3. Quorum. The quorum shall be 5 members of the organization.

Section 4. Voting. Motions shall be approved by simple majority.

Reminder: It's a good practice to give notice of all meetings. Some states require a minimum notice prior to a meeting, but not usually for meetings held on the same day and at the same time each month (i.e., your regular monthly meetings).

Article VII – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, the Principal, a local community organization representative, and the teacher representative.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership at the annual May meeting, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 48 hours notice.

Section 4. Quorum. Half the number of Executive Board members plus one constitutes a quorum.

Reminder: Most states prohibit boards of directors from voting by proxy, mail, or email ballot unless the decision is made in writing and is unanimous. The thinking is that boards should meet and confer before making decisions, unless all board members agree.

Article VIII – Committees

Additional Committees. The board may appoint additional committees as needed.

Article IX – Finances

Section 1. A draft budget for the upcoming calendar year shall be presented at the annual organizational meeting in December, by the Treasurer and approved by a majority vote of the members present at the January meeting.

Section 2. The Treasurer shall keep accurate records of any disbursements, income, and bank account information and report to the members at each regular meeting.

Section 3. The YCPTO shall approve all expenses of the organization. All expenses of the organization will be paid by a check signed by the Principal.

Section 4. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee composed of the President, Treasurer, school accounting Secretary, and Principal.

Section 5. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, spent for the benefit of the school.

Section 6. The fiscal year shall coordinate with the school year.

Section 7. A minimum of \$6,000 will remain in a financial account at the close of each school year, which is to be used for the start of the next school year.

Article X – Parliamentary Authority

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

Article XI – Standing Rules

Standing rules may be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.

Article XII

The order of business below is to be followed, except when courtesy or convenience requires that the speakers of other program features should be called earlier in the meeting. A quorum of the YCPTO, consisting of the majority present, shall be required to pass a motion.

- ◆ Call to Order
- ◆ Welcome
- ◆ Call for Approval of the Meeting Minutes provided by the Secretary
- ◆ Call for Approval of the Treasurer's Report provided by the Treasurer
- ◆ Principal's Update
- ◆ Teacher's Report
- ◆ Review of Old Business
- ◆ Current Activities Review
- ◆ New Business/Future Planning
- ◆ Teacher Funding Requests (if any)
- ◆ Adjourn

Article XIII – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.





Article XIV – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing prior to the next meeting and sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XV- Enactment

THIS CONSTITUTION AND BYLAWS WERE AMENDED BY A MAJORITY VOTE AT A REGULAR MEETING OF the YCPTO ON AUGUST 14, 2012. By-laws are to be reviewed and re-approved annually at the May meeting for the upcoming school year.

Current Organization Executive Board Members

President-	Christina Slater	
Vice President-	Kim Cooper	
Treasurer-	Jennifer Hurley	
Secretary-	Jennifer Martino	
Principal-	John Horne	