Article I – Name and Purpose

Section 1: Name – The name of the organization shall be the Campbell Ridge Elementary School PTO or CRES PTO.

Section 2: Purpose – The purpose of the CRES PTO is to enhance and support the educational experience at Campbell Ridge Elementary School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Campbell Ridge Elementary School through volunteer and financial support.

Article II – Membership

Membership shall be automatically granted to all parents and guardians of CRES students, plus all staff at CRES. There are no membership dues. Members have voting privileges, one vote per household.

Article III – Officers

Section 1: The Executive Board shall consist of the following officers: President, Vice President, (or co-presidents), Secretary, Treasurer, Two Teacher Representatives, and Principal.

Section 2: Duties

Executive Board - Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve unbudgeted expenditures of more than $100.00.

President and Vice President (or co-presidents) - shall preside over meetings, prepare the agenda, shall retain all official records of the organization, serve as the primary contact for the principal, coordinate the SBDM elections for CRES, and represent the PTO at meetings outside the organization.

Secretary - take and record minutes, send minutes via e-mail to the board, handle correspondence, and send out notices of meetings. The secretary also keeps a copy of the minutes book, bylaws, policies, rules, contacts, and any other necessary supplies, and brings them to meetings.

Treasurer – shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds as needed. The treasurer will present a financial statement at every meeting and at other times when requested, prepare year-end financial report, complete tax preparations and send required documents to accountant for submission.

Volunteer Coordinator - shall organize the master volunteer list and committee lists, send out volunteer requests and relay volunteer data to event coordinators.

All officers shall deliver to their successor’s official materials at the close of their service of office.
Section 3: Elections
   a. Eligibility- Any parent or guardian, of a CRES student, in good standing is eligible to run for an office.
   b. Elections- Elections will be held no later than May 1st, with a transition meeting to take place by June 30th. Nomination forms will be available on the website and the CRES main office. Forms must be turned into the main office by the stated deadline.
   c. Officers are elected for one year terms. Each person elected shall hold only one office at a time.
   d. Teacher elections should take place by May 1st.

Section 4: Vacancies. If there is a vacancy in the office of president, the vice or co-president will become the president. If there is a vacancy in any other office, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer’s term.

Section 5: Removal from office
An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice by consensus of the Executive Board.

Article IV – Meetings

Section 1: Regular Meetings. The regular meeting of the CRES PTO shall be in the library on the 2nd Tuesday of each month during the school year at 5pm, or at a time and place determined by the executive board at least one month before 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 publicized at least 10 days prior to the meeting.

Section 3: Quorum– Four (4) members of the PTO present and voting constitute quorum for the purpose of voting.

Section 4: Voting – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed. Decisions should be reached with consensus. If consensus cannot be reached, council can choose to table the motion until the next meeting for further discussion and input. A majority vote can be used for decisions that require immediate action, if necessary.

ARTICLE V – FINANCE

Section 1: Fiscal Year - The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: Banking - All funds shall be kept in a checking account in the name of Campbell Ridge Elementary PTO and held at a local financial institution with a minimum of two executive board members on the account.
Section 3: Reporting - All financial activity shall be recorded in a computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.

ARTICLE VI – BYLAW AMENDMENTS
Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting.

ARTICLE VII - DISSOLUTION
In the event of dissolution of the Campbell Ridge Elementary School PTO, any funds remaining after all outstanding bills are paid shall be donated to Campbell Ridge Elementary School.

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