

Bylaws of the Ashton School Association: The PTO of Ashton Elementary School, Inc

Article 1 - Name

The name of the organization shall be the Ashton School Association: The PTO of Ashton Elementary School, Inc.

Article 2 - Purpose

The corporation is organized to support the education of children at Ashton Elementary School by fostering relationships between the school, parents, and teachers.

Article 3 - Members

Section 1. Any parent, guardian or other adult standing *in loco parentis* for a student at the school may be a member and have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. A membership form must be completed.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have his or her dues paid by the previous month's meeting to be considered a member in good standing with voting rights.

Article 4 - Officers and elections

Section 1. Officers. The officers shall be president, vice president, treasurer, recording secretary, and corresponding secretary.

- a. President. The president shall preside over meetings of the organization and the executive board, serve as primary contact for the principal, and coordinate the work of all the officers and committees in order that the purpose of the organization be served.
- b. Vice President. The vice president shall carry out the president's duties in his or her absence or inability to serve and assist the president.
- c. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. 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 when necessary.
- d. Recording Secretary. The recording secretary shall record minutes of all PTO and executive board meetings, and maintain the membership list. He or she shall keep a copy of the year's minutes, bylaws, and rules.
- e. Corresponding Secretary. The corresponding secretary shall be responsible for correspondence sent home. Also, fill in as recording secretary in the event that the recording secretary is absent.

Section 2. Nominations and Elections. Elections will be held at the May meeting of the PTO. The nominations shall be made at the April meeting. At that meeting nominations can 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 a member of good standing at least one month prior to the election. Nomination Committee members are not eligible for election.

Section 4. Terms of office. Officers are elected for one year. Each person elected shall hold only one office at a time.

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 from membership at a regular meeting where one month notice has been given to the membership.

Article 5 - Meetings

Section 1. Regular meetings. The regular meeting shall be on the third Tuesday of each month during the school year at 6:30pm., or at a time and place determined by the executive board at least one month before the meeting. Notice of this meeting will be sent home to each family each month.

Section 2. Special meetings. Special meetings may be called by the president, two members of the executive board, or five members submitting a written request to the corresponding secretary. Notice of the special meeting shall be sent to the members at least ten days prior to the meeting, by flyer, phone calls, or email.

Section 3. Subcommittee meetings. Subcommittee meetings may be held at the discretion of the committee chair. Prior notice of the meeting must be given to all involved.

Section 4. Quorum. A quorum shall be seven members, with at least two executive board members.

Article 6 - Executive Board

Section 1. Membership. The executive board shall consist of the officers and Principle.

Section 2. Duties. The duties of the executive board shall be to transact business between meetings in preparation for the regular meeting, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly unless deemed unnecessary by the executive board, 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 two days notice.

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

Section 5. Removal and vacancies. See Article 4, Sections 5 and 6.

Article 7 - Committees

The board may appoint ad hoc committees and define their membership as needed.

Article 8 - Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board or full present membership shall approve of all expenses of the organization.

Section 4. Two authorized signatures shall be required on each check. Authorized signers shall be the president, treasurer, and anyone else on the board.

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

Section 6. The fiscal year shall begin on August 1st and end July 31st.

Article 9 - Parliamentary Authority

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

Article 10 - Standing rules

Standing rules may be approved by the executive board, and the recording secretary shall keep a record of the standing rules for future reference.

Article 11 - Dissolution

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

Article 12 - Amendments

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