

**BY LAWS OF FIRE RIDGE ELEMENTARY
PARENT TEACHER ORGANIZATION
Revised NOVEMBER 2007**

ARTICLE I: NAME

The name of the organization shall be the Fire Ridge Elementary Parent Teacher Organization.

ARTICLE II: MISSION STATEMENT

To support and enhance the education of Fire Ridge students, and to promote school spirit and a sense of community among all Fire Ridge students, parents and staff.

ARTICLE III: OBJECTIVES

- A. To promote the welfare of children and youth in home, school, and community.
- B. To promote a closer relationship between home and school, so that parents and teachers may cooperate in the academic and social education of the child.
- C. To financially support activities of Fire Ridge students, staff, and families.

ARTICLE IV: MEMBERSHIP

All parents/guardians of current Fire Ridge students, Fire Ridge teachers, and Fire Ridge administrators are automatic members of the Fire Ridge Elementary Parent Teacher Organization. No dues are required.

ARTICLE V: OFFICERS AND THEIR DUTIES

The Executive Board shall consist of: President, Vice President, Secretary, Treasurer, Budget Coordinator and Office of the Principal. No officer, excluding the principal, shall serve on the Executive Board for more than three years in a five year period. No officer, excluding the principal, shall serve at any one position for a period longer than two years. The officers shall meet at least one time during the summer, and as needed during the school year.

- A. President: The President shall preside at all meetings of the Organization and of the Executive Committee, shall be ex-officio of all committees, and have knowledge of parliamentary procedure (motion is made, seconded, discussed and possibly amended, and then voted upon). The President shall be qualified to spend up to \$100 and the executive committee may spend up to \$300 without the vote of the PTO members. He/She shall perform all other duties pursuant to the office. President will serve as the manager of specific committees as determined by the Executive Board. Manager duties include ensuring the installation of a Chair and committee members for these committees as well as facilitating communication between the committees and the PTO. The President will also act as the representative for the PTO at school and district events.
- B. Vice President: The Vice President shall act as an aide to the President and shall perform the duties of the President in the event of his/her absence or resignation. Vice President will serve as the manager of specific committees as determined by the Executive Board. Manager duties include ensuring the installation of a Chair and committee members for these committees as well as facilitating communication between the committees and the PTO.
- C. Secretary: Secretary will record detailed minutes from the PTO meetings and prepare unapproved minutes for publication and distribution to parents within one week of the meeting. The Secretary will also copy and distribute the minutes for approval at the following PTO meeting, make approved changes to the minutes and maintain file of approved meeting minutes. The Secretary will serve as correspondence manager for the PTO, ensuring all correspondence to the PTO is addressed, writing thank you letters when necessary and distributing correspondence received by the PTO to the applicable parties.

- D. Treasurer: The Treasurer will receive all monies of the Organization, keep an accurate record of receipts and expenditures, and disburse funds as authorized by vote of the organization members or the Executive Committee. The Treasurer will submit the books annually for an audit that shall be completed within 30 days following the end of the fiscal year. The Treasurer will ensure the timely preparation of the tax returns for the PTO. The fiscal year shall begin on August 1st and end the following year on July 31st. The Treasurer will provide a Treasurer's report at each PTO meeting.
- E. Budget Coordinator: The Budget Coordinator will facilitate all budgeting and spending activities of the executive committee and the general PTO membership. The Budget Coordinator will serve as the manager of specific fundraising committees as determined by the Executive Board. Manager duties include ensuring the installation of a Chair and committee members for these committees as well as facilitating communication between the committees and the PTO. The Budget Coordinator will present a summary of spending by the executive board and propose any new spending requests over \$300 to the general membership at each PTO meeting.
- F. The Office of the Principal shall be the principal of the school.
- G. At the May meeting, current officers will relinquish their office to newly elected officers.

ARTICLE VII: NOMINATING COMMITTEE

- A. There shall be a nominating committee composed of five members who shall be appointed by the PTO at a regular meeting in January prior to the election of officers. The nominating committee consists of the following:
 - 1. Office of the Principal
 - 2. 2 Executive Board members
 - 3. 2 members from the general membership
- B. The committee shall nominate a member for each office to be filled and report its nominees at the regular meeting in February. Nominations may be made from the floor and or volunteers.
- C. Slate will be voted on at the March meeting. The months of March, April and May will serve as a three month internship to learn the duties of these offices.
- D. A vacancy occurring in any office shall be filled for the unexpired term by an individual elected by a majority vote by the general membership.

ARTICLE VIII: MEMBERSHIP MEETINGS

The Fire Ridge Elementary Parent Teacher Organization meetings are held at Fire Ridge Elementary School, 19660 Farnam Street, Elkhorn, NE on the first Monday of every month or as determined by building principal. All PTO members are welcome.

ARTICLE IX: AMENDMENTS OF BYLAWS

These Bylaws may be amended at any meeting by two-thirds vote of the members present, provided members have been notified of the proposed changes.

ARTICLE X: QUORUMS

Those members present at a duly called meeting shall constitute a quorum. A simple majority of that quorum is necessary to enact business items on the agenda.

ARTICLE XI: PARLIAMENTARY AUTHORITY

All matters of parliamentary procedure not specifically provided for herein shall be conducted in accordance with Robert's Rules of Order Revised.