

BY-LAWS OF COLLISTER ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION

ARTICLE I: NAME

The name of this organization shall be the Collister Elementary School Parent Teacher Organization (Collister PTO).

ARTICLE II: GOALS AND OBJECTIVES

The goals and objectives of the Collister PTO are:

To promote the welfare of children and youth at home and at school.

To bring the home and the school into a closer relationship through the parents and teachers working together to secure for every child the highest advantage in physical, mental, and social education.

To promote better community participation in school functions.

ARTICLE III: BASIC POLICIES

The following are basic policies of this organization:

The Collister PTO shall be noncommercial, nonsectarian, and nonpartisan.

Persons representing the Collister PTO shall make no permanent commitments or disbursements, financial or otherwise, that bind the Collister PTO without prior approval of the Executive Board. Any person making such commitments without prior approval will be personally responsible.

The name of the Collister PTO or the name of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the goals and objectives of the Collister PTO.

The Collister PTO shall cooperate with school officials to support the improvement of education in ways that will not interfere with the administration of the schools and shall not seek to control their policies.

In the event of dissolution of the Collister PTO, its assets shall belong to Collister Elementary School.

The fiscal year of Collister PTO shall extend from July 1 through June 30.

The privilege of holding office, making motions, debating and voting shall be limited to members of the Collister PTO whose dues are not in arrears.

ARTICLE IV: MEMBERSHIP AND DUES

Membership in the Collister PTO shall consist of parents of children who attend Collister Elementary School, the principal, teachers, and any interested persons associated with Collister Elementary School.

Membership shall be granted upon payment of annual dues, amount to be determined by the current Executive Board, collected during the September membership drive or paid upon entering the Collister Elementary School community.

ARTICLE V: ORGANIZATION OF THE EXECUTIVE BOARD

Section 1: Executive Board

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Volunteer Coordinator, Principal of Collister Elementary School or an appointed representative, and two Teacher Representatives. The duties of the Executive Board shall be to transact necessary business in the intervals between Collister PTO meetings and to prepare the budget for presentation at general meetings. The President shall set meetings of the Executive Board.

Section 2: Officers and their duties

The President shall preside at all meetings of the Collister PTO and of the Executive Board according to Roberts' Rules of Order. The President shall coordinate the work of the officers and committees of the Collister PTO in order that the goals and objectives may be promoted. The President will be a co-signer for expenditures along with the Treasurer.

The Vice-President shall act as an aide to the President, and shall serve as the Fund Raiser Chairperson and Special Activity Coordinator. The Vice-President shall perform the duties of the President in the absence or disability of the President to act. The Vice-President will learn the duties of the President and shall preside over the Nominating Committee. Following a vacancy in the President's position, the Vice-President will serve as President. The Vice-President will be a co-signer for expenditures along with the Treasurer.

The Secretary shall record the minutes of all Collister PTO meetings and the Executive Board. These recorded minutes shall be typed and dispersed to each member of the Executive Board within one week following each meeting. The Secretary shall also be responsible for posting a copy of said minutes in an area designated by the Collister PTO for the availability of all members to read.

The Treasurer shall receive and disburse the funds of the Collister PTO in accordance with the budget adopted by or as authorized by the Executive Board, and shall keep a full and accurate account of receipts and expenditures, presenting a statement or account at every meeting or when requested by the Executive Board.

The Volunteer Coordinator shall serve as a representative of the Boise School Volunteers, and shall be responsible for recruiting volunteers to assist at Collister Elementary School, such as Room Parents, Art Parent Coordinator, and P-CAC Representative, and other volunteers as needed. The Volunteer Coordinator shall be responsible for keeping a record of all volunteers and their hours for the school year.

The Principal is responsible for presenting a Principal's Report at Executive Board meetings, and will serve as a liaison between Boise School District officials and Collister PTO.

The Teacher Representatives are responsible for presenting a Teachers' Report at Executive Board meetings, should serve on committees as needed, and will act as liaisons between Collister PTO and the staff.

Section 3: Election of Officers

The Nominating Committee shall consist of the Vice-President and two appointees.

The Nominating Committee shall present a slate of officers to the Collister PTO at the last general meeting of the year, with prior approval of those nominated. Additional nominations may be made from the floor with prior consent of the nominee.

The Principal will appoint the Teacher Representatives.

Those members present at the last Collister PTO meeting of the year shall elect the officers by vote.

The Executive Board shall fill any vacancies in the Executive Board that occur during the school year.

The term of each elected officer shall be one year corresponding with the fiscal year. The Vice-President will remain on the Executive Board and move to the position of President upon a vacancy in that position. It is the intent of the Executive Board that no person may hold the same office for more than two (2) consecutive terms.

Section 4: Standing Committees

The Executive Board shall create standing committees. Standing committee chairpersons may consist of Membership Drive Chairperson, Carnival Chairperson, Pancake Breakfast Chairperson, etc. Inclusive of these may be annual special project chairpersons designated by the Executive Board. The chairpersons of all standing committees shall present plans of work to the Executive Board and no committee work shall be undertaken without Executive Board approval.

ARTICLE VI: FINANCIAL POLICIES

The Treasurer's accounts shall be compiled and examined annually, no later than June 30th by an auditor appointed by the Executive Board.

The Collister PTO funds should be kept in a bank with two (2) Executive Board members' signatures required on all expenditures.

Expense amounts of \$75.00 or over must be approved by vote of the Executive Board.

A donation or memorial in an amount deemed appropriate by the Executive Board and within budget means will be given in the event of the death of a staff member or their immediate family.

In the event of a student death or an immediate family member, a card will be sent.

In the case of retirement, Collister PTO may honor retirees as deemed appropriate.

Two (2) Executive Board members in the presence of one another shall count any funds received from fundraisers totaling in excess of \$300.00 for any one given deposit. One of these Executive Board members should be the Treasurer, if possible.

All receipts MUST be submitted to the Treasurer. Anyone needing to purchase food, toys, supplies, etc. for Collister PTO functions may be issued a check from the Treasurer, in advance, only if the payee's name and amount are both on the check. To receive reimbursement after a purchase, the Treasurer must receive a completed Reimbursement Form and receipt.

ARTICLE VII: MEETINGS

The Executive Board shall meet monthly. Meetings are open to all Collister PTO members. A majority of the Executive Board constitutes a quorum; however, every Executive Board member is allowed absentee voting if the request is presented in writing to the President of the Executive Board prior to the meeting. The voting process needs to be completed three (3) business days from the original Executive Board vote.

There shall be at least two (2) general membership meetings each year. The majority of members present constitutes a quorum.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

A copy of *Robert's Rules of Order (Newly Revised)* should be available at all Collister PTO meetings.

ARTICLE IX: BY-LAWS AMENDMENT

These by-laws may be amended by majority vote of the Executive Board subject to approval of the majority of the general membership present at the next general membership meeting of the Collister PTO.

These by-laws were written: August 1985

Proposed by the Executive Board: September 9, 1985

Proposed at the General Membership Meeting: September 29, 1985

Approved by the Executive Board: October 7, 1985

These by-laws were amended: January 4, 1988

These by-laws were amended: May 5, 1997

These by-laws were amended: February 13, 2008