

By-Laws of the Long Lake Parent Teacher Organization, LLC

Article I: Name

The name of this organization shall be the Long Lake Parent Teacher Organization, LLC.

Article II: Objectives

The objectives of the teachers and parents of Long Lake Parent Teacher Organization, LLC shall be:

1. To bring into closer relation the home and the school, that parents and teachers may cooperate in the development of each child.
2. To promote the welfare of children in home, school, and community.
3. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.
4. To secure and distribute funds to enhance the educational opportunities at Long Lake.

Article III: Basic Policies

Section 1 – This organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of this organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than that of the regular work of the organization.

Section 2 – This organization shall not directly or indirectly participate or intervene in any way, (including the publishing or distributing of statements) in any political campaign or behalf of, or in opposition to, any candidate for public office. The degree of support of legislative activities shall be at the discretion of the organization.

Section 3 – This organization shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.

Section 4 – This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups, or coordinating councils, provided its representative makes no commitments that bind the group he represents.

Section 5 – In the event of dissolution of this organization, the assets of the organization shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article IV: Fiscal Year

The fiscal year of this organization shall be from August 1st of each year through the 31st of July of the succeeding year.

Article V: Membership

Any person with a direct relationship to a child or children attending Long Lake Elementary School and interested in the objectives as described in Article II is a member of the Long Lake Parent Teacher Organization, LLC.

Article VI: Officers and Their Election

Section 1 – The officers of this organization shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2 – Officers shall be elected annually at the May PTO meeting and shall assume their official duties at the beginning of the fiscal year (August 1st), serving for a term of 2 years and remaining in office until their successors assume office.

Section 3 – Retiring officers and incoming officers shall have a minimum of one joint Executive Board meeting prior to the beginning of the fiscal year. (August 1st)

Article VII: Duties of Officers

Section 1 – 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, serve as an ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

Section 2 – The Vice President shall act as aide to the President and shall, in their designated order, perform the duties of the President in the absence or inability of that officer to serve.

Section 3 – The Secretary shall keep a correct record of the proceedings of all meetings of the organization and the Executive Board; shall conduct the correspondence delegated to him/her; and shall be custodian of all communications, papers, and documents belonging to the organization.

Section 4 – The Treasurer shall keep an accurate account of the receipts and disbursements of the organization and he/she shall report regularly to the organization. He/she shall perform the duties usually pertaining to the office of Treasurer. The Treasurer shall prepare an annual report prior to the August meeting when books change hands.

Section 5 – All Officers shall:

- A. Perform the duties prescribed in the Parliamentary authority in addition to those outline in these by-laws and those assigned from time to time.
- B. Deliver to their successors all official material within 10 days following the expiration of their term of office.

Article VIII: Meetings

Section 1 – Regular meetings of the organization shall be held on each month during the school year unless otherwise directed by the organization or the board.

Section 2 – Special meetings may be called by the President or upon petition of a quorum of the organization, adequate notice having been given.

Section 3 – Meetings of this organization shall be open to the public, but the privilege of holding office, making motions, or voting shall be limited to members.

Section 4 – The first meeting of the new board shall be in August.

Section 5 – The annual meeting shall be held in May.

Section 6 – A general membership meeting shall consist of a majority of the board, a staff member and a PTO member.

Section 7 – 51% or more of the membership in attendance is required to pass a vote.

Section 8 – Suggested order of business:

1. Call to Order
2. Reading and Approval of Minutes
3. Treasurer's Report
4. Principal's Report
5. Executive Board Report
6. Standing Committee's Reports
7. Unfinished Business
8. New Business
9. Announcements

10. Other

11. Adjournment

Article IX: Executive Board

Section 1 – The board shall consist of the elected officers of this organization. The members of this board shall remain in office until their successor assumes office.

Section 2 – The duties of the Executive Board shall be:

- A. To transact necessary business in the intervals between organizational meetings and such other business as may be referred to it by the organization.
- B. To approve plans of the standing committee.
- C. To have the President, Vice-President, and Secretary audit and approve the Treasurer's books annually at the end of the fiscal year.
- D. To prepare and submit to the organization for approval a budget for annual events for the upcoming fiscal year.
- E. To have authority to allocate funds of not more than \$100.

Section 3 – The Executive Board shall meet on a regular basis to be determined by board members throughout the school year. A majority of the Executive Board shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the members on the board.

Article X: Standing and Special Committees

Section 1 – Such standing committees shall be created by the board as may be required to promote the objectives and interests of this organization.

Section 2 – The chairmen of all standing committees shall present plans of work to the board for approval, and no committee shall be undertaken without approval of the board.

Section 3 – Special committees may be formed by authorization membership by formal resolution, by action of the board, or by the President. The chairman is to be appointed by the President. Special committees automatically expire once its specific purpose is met.

Article XI: Amendments

Section 1 – These by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given. The President shall only vote in the event of a tie.

Section 2 – A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws only by a majority vote at a meeting of the organization or by a two-thirds vote of the board. The procedure for action on amendments in section 1 should be followed.

Article XII: Equipment

Any materials or equipment belonging to the Long Lake Parent Teacher Organization, LLC, shall be for the express use of the staff and organization. All purchased materials by the Long Lake Parent Teacher Organization, LLC shall remain the property of the school.

(revised March 2015)