

By Laws of the
Clear lake Parent Teacher Organization

Revised History: September 2006

Revised and Voted in: May 2019

Article I - Name.

Section 1.01 Name The name of this organization shall be the *Clear Lake Parent Teacher Organization* hereafter referred to as the "Clear Lake PTO."

Article II – Purpose and Mission

Section 2.01 Purpose The purpose of the Clear Lake PTO is to participate in the total education of our children by working cooperatively with parents, teachers, staff, administration, and the Board of Education. We will work together to promote a positive learning environment and build on the strengths of students, staff and families. The Clear Lake PTO will provide financial support through hosting various fundraisers throughout the school year.

Section 2.02 Mission The mission of the Clear Lake PTO is to provide the student, parents, teachers, and staff of Clear Lake Elementary School with family friendly events and activities that will build community relationships and also create fundraising events to raise funds to provide additional resources to the classrooms and facilities of Clear Lake Elementary School.

Article III – Membership and Voting Rights

Section 3.01 Membership Any parent or guardian of a child enrolled in Clear Lake Elementary School and any faculty and/or staff of Clear Lake Elementary interested in the objectives of the Clear Lake PTO shall be considered a member.

Section 3.02 Membership Dues There are no membership dues

Section 3.03 Voting Each member is entitled to one vote per board action. Members must be in attendance at general meetings in order to have voting rights. Special voting circumstances may take place, where then quorum is required amongst the Officers and Board Members.

Section 3.04 Quorum A majority (half plus 1) of Officers and Board Members then in office shall constitute quorum.

Article IV – Officers and Board Members

Section 4.01 Officers The Clear Lake PTO officers shall consist of a President (Co-Presidents), a Vice President or (Co-Vice Presidents), a Secretary or (Co-Secretaries) and a Treasurer. Terms of Office are one year beginning June 1st- May 31st. An individual may not serve in the same elected position for more than 3 consecutive terms.

Section 4.02 Duties of Officers

1. President

- A. The President shall preside at all meetings of the Clear Lake PTO and Executive Board meetings and shall have general supervision of the Clear Lake PTO.
- B. He/she is responsible for publicity for the Clear Lake PTO and shall make necessary contacts with the media for special events.
- C. He/she will share in the duties of overseeing the committee chairs with the Vice President.

2. Vice President

- A. The Vice President shall perform the duties of the President in the absence or inability of the President to do so. Vice President will become Intrim President in the event of the position becoming open mid- year.
- B. He/she will share in the duties of overseeing the committee chairs with the President.

3. Secretary

- A. The Secretary shall keep the minutes of the General and Executive Board meetings.
- B. He/she is responsible to submit the minutes for approval or correction.
- C. He/she shall send a copy of the minutes to the Principal, post the minutes on the bulletin board, and make copies available upon request.
- D. He/she shall keep copies of all minutes for the current school year.

4. Treasurer

- A. The Treasurer shall receive all monies of the Clear Lake PTO and deposit monies in a bank approved by the Executive Board.
- B. He/she shall pay all bills incurred by the Clear Lake PTO
- C. Checks shall be signed by any two Executive Officers (Treasurer, President, Vice President, and/or Secretary)
- D. He/she shall present a report at each Clear Lake PTO Meeting and Executive Board Meeting.
- E. He/she shall be responsible for an end of the year financial statement to be presented at the September general meeting. The fiscal year shall run from July 1-June 30

5. Board Members

- A. The Board Members shall consist of no less than 4, and up to 12 members (except in the event of a tie at elections).
- B. The Principal will serve in an advisory capacity only.
- C. Board Members serve without compensation.
- D. Board Members must attend 50% of all general meetings.
- E. Board Members must serve on minimum 2 committees, but do not have to chair or co-chair said committee.

Section 4.03 Executive Board The Executive Board shall consist of only the elected officers and shall preside of all meetings.

Section 4.04 Vacancy When a vacancy occurs in an elective office, except that of the President, the unexpired term of such office shall be filled by special election at the next general meeting following vacancy.

Section 4.05 Nominations

- A. Nominations will be taken at the March General meeting, presented at the April General meeting.
- B. Nominations may be given by all Clear Lake PTO Members.
- C. Nominees will be contacted by officers regarding positions they were nominated for. Nominees may except or deny any number of nominations for various positions.

Section 4.06 Voting

- A. Ballots cannot be changed once presented at the April General Meeting.
- B. All Clear Lake PTO members will vote for officers and board members at the May General Meeting.
- C. Any Clear Lake PTO member who wishes to vote for officers and board members, but cannot attend the May meeting, may do so by absentee ballot upon request and provided such member has been in attendance at 50% of previous general meetings in the current school year.
- D. Ballots must be counted by two people.

Article V - Parliamentary Procedures

Section 5.01 Parliamentary Procedures

Parliamentary procedures will be followed at all meetings. Simple majority will accept or reject a proposal.

Article VI – Meetings

Section 6.01 General Meetings General meetings of the Clear Lake PTO take place the 1st week of every month during the school year.

Section 6.02 Special Meetings A special meeting may be called if necessary, to plan, or adjust any event, activity or purchase made/or put on by the Clear Lake PTO. Notice of such meeting shall be given at least five (5) days prior to.

Section 6.03 Executive Board Meetings Executive Board shall meet as needed. Minutes of meetings will be recorded and presented at General Meetings to keep transparency.

Article VII – By Laws

Section 7.01 Amending By laws By laws may be amended or revised at any general meeting. * Any changes desired to the by laws must be presented as new business at a General meeting or Executive Board meeting. Once changes are presented and reviewed, they will be voted in at the next General Meeting as old business.

Article VIII – Standing Rules

Section 8.01 – Reimbursements

- A. All Clear Lake PTO expenditures must be presented with a receipt for reimbursement.
- B. All reimbursements must be pre-approved per annual budget or per vote at a regular meeting.
- C. Any requests for reimbursement over the budgeted amount must be presented to the Executive Board for approval.
- D. The Treasurer may pay bills under \$50.00 without board approval.

Article IX – Standing Committees

Section 9.01 Standing Committees There are no standing committees. Committees will be established annually, as needed, by the Executive Board.

Section 9.02 Event/Committee Chair person All Committee chairpersons should attend meetings 2 months prior to their event and 1 month following the event for presentation to the Clear Lake PTO.

Article X – Dissolution

Section 10.01 Dissolution Upon dissolution of the Clear Lake PTO, any funds left in the treasury, after all debts are paid, will be used to purchase equipment or educational materials for the school per the approval of the present Executive Board.