Bylaws for
Chris Yung Elementary School Parent Teacher Organization

Article I – Name

The name of the organization shall be the Chris Yung Elementary School Parent Teacher Organization (CYES PTO).

Article II – Purpose

The Parent Teacher Organization is organized for the purpose of supporting the education of children at Chris Yung Elementary School. As we journey together towards achieving ongoing academic success, the CYES PTO is committed to helping the school develop creative, healthy lifelong learners through volunteer programs, fundraising efforts and community connections.

Article III – Members

Section 1. The membership of the PTO shall be open to all parents or guardians of children who attend Chris Yung and all Chris Yung faculty and staff.

Section 2. Every member in attendance at a general meeting shall be eligible to vote if a vote becomes necessary, provided that the member has paid dues prior to the vote.

Section 3. Dues, if any, shall be established by the executive board.

Article IV – Officers and Elections

Section 1. Officers. The officers shall be a President, Vice President, Secretary, and Treasurer.

> **a. President.** The president shall preside over meetings of the organization and serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an executive member of all committees and coordinate the work of all the officers and committees so that the purpose of the organization is served.
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> **b. Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
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> **c. Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
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> **d. 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, and make a full report at the end of the year.

Section 2. Nominations and Elections. Nominations will be taken at the second to last meeting of the school year. At that meeting, nominations may be made from the floor. Elections will be held at the last meeting. A ballot vote shall be taken.

Section 3. Eligibility. Any parent, guardian or teacher is eligible for office. The Principal shall not serve as an elected officer. Neither the Principal or any Teachers shall serve in the capacity of President.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the Second Tuesday of each month during the school year at 6 p.m., or at a time and place determined by the executive board at least two weeks before the meeting.

Section 2. Special Meetings. Special meetings may be called by the President, any two members of the executive board, or five general members submitting a request to the Secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and/or phone calls.

Section 3. Quorum. The quorum shall be a simple majority of the members of the organization or what is established by the organization.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers and Principal.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, 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 24 hours notice.

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

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an executive official member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Fundraising, Hospitality, Membership, Communications, Family Events.

Section 3. Additional Committees. The board may appoint additional committees as needed.

Article VIII – 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 shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on each Check. Authorized signers shall be the President and Treasurer.

Section 5. The treasurer shall prepare a financial statement at the end of the year.

Section 6. 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 7. The fiscal year shall coordinate with the school year.

Section 8. There shall be a yearly audit conducted by an outside source.

Article IX – Standing Rules

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

Article X – Dissolution

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

Article XI – Amendments

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