

COPPER CREEK ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION BY-LAWS

ARTICLE I: *Name*

The name of the organization shall be the Copper Creek Elementary School Parent Teacher Organization.

Article II: *Purposes and Policies*

1. The purposes of this organization are:
 - a. To promote communication among and between the students, parents, staff, teachers, and administration at Copper Creek Elementary School;
 - b. To provide a forum for members of the organization to communicate their needs and wishes regarding programs and operations of the Amphitheater School Board and administration; and
 - c. To promote services and coordinate activities which will contribute to quality education at Copper Creek Elementary School.
2. The name of the organization and the names of any members in their official capacities shall be used only in the furtherance of the purposes of the organization and not in connection with any commercial or sectarian interests.

ARTICLE III *Membership and Meetings*

1. The Parents/Guardians of students, the teachers and all other staff members are automatically members of the Copper Creek Elementary School Teacher Parent Organization.
2. There are no dues to be a member of Copper Creek Parent Teacher Organization.
3. Meetings shall be of two types:
 - a. The annual meeting shall be held in the Spring, for the purpose of electing officers and transacting other business that may come before the organization.
 - b. General meetings of the organization shall be held a minimum of four (4) times during the school year unless otherwise provided by the Organization or its Executive Board.
4. Written notice of the place, day, and time of the meetings shall be circulated to the membership at least seven (7) days in advance of such meetings.

ARTICLE IV *Officers and the Executive Board*

1. The officers of the organization shall consist of a President, Vice-President, two Directors, a Secretary, and a Treasurer.
2. The officers, as described in item 1 above, are the voting members of the Executive Board. Two teachers and the school principal will serve as advisory members of the Executive Board. At any session of the Executive Board, a majority of officers present shall constitute a quorum. The Executive Board shall meet as needed.

3. A person shall not be eligible to serve more than three (3) consecutive terms in the same office.
4. Powers and duties of the officers are as follows:
 - a. The President shall be the chief executive of the organization, shall have general superintendence over the affairs of the organization, and shall preside over all meetings of the organization and of the Executive Board. Specifically, the President shall be by virtue of office a member of all committees including the Nominating Committee; shall, with the approval of the Executive Board, appoint committee heads and members of the Nominating Committee; shall appoint a successor to fulfill the unexpired term of any office which has been vacated. The President may have and exercise any and all powers to perform these and any other duties conferred upon the President elsewhere in the By-Laws or by the Executive Board.
 - b. The Vice-President shall, in the absence of the President, have the same powers as, and shall assume all the duties and responsibilities of the President. The Vice-President shall serve as Program Chairperson.
 - c. The Fundraising Director shall, in the absence of the Vice-President, have the same powers as, and shall assume all the duties and responsibilities of the Vice-President. The Fundraising Director shall be in charge of all major fundraising efforts (defined as fundraisers proposed to raise more than 7.5% of the budgeted income) and the annual carnival
 - d. The Community Relations Director shall be in charge of all fundraising activities not assigned to the Fundraising Director and all community relations activities.
 - e. The Secretary shall attend all sessions of the Executive Board and all meetings of the membership and shall record in a permanent log belonging to the organization, the minutes of the proceedings thereof. TThe Secretary will also be responsible for the development and maintenance of all electronic media, including all websites. The Secretary will also be responsible for notifying the membership and the Executive Board of forthcoming meetings.
 - f. The Treasurer shall have custody of all organization funds and shall keep full and accurate accounts of all the organization's receipts and disbursements in a permanent log belonging to the organization. Reports of all transactions shall be presented at regular sessions of the Executive Board or whenever the Board requires. Additionally:
 - (1) All funds and other valuable effects belonging to the organization shall be deposited in the name of and to the credit of the organization in such banks or other depositories as may be designated by the Board;
 - (2) All checks, drafts, or other evidence of indebtedness issued in the name of the organization shall be signed by the Treasurer and one other officer. Proper vouchers shall be required for all disbursements; and;
 - (3) The Treasurer's accounts shall be examined annually by an Auditing Committee of members appointed by the President with the approval of the

Executive Board. The Auditing Committee shall make their report to the membership at a general meeting of the organization.

5. The President and all other officers shall be elected for the term of twelve (12) months. The procedure for electing officers shall be as follows:
 - a. The President shall appoint a Nominating Committee at least one (1) month prior to the time of the Annual Meeting.
 - b. This committee shall nominate members of the organization for the offices of President, Vice-President, two Directors, Secretary and Treasurer.
 - c. The list of nominations shall be circulated with the meeting notice at least seven days prior to the Annual Meeting.
 - d. At the Annual Meeting, the President shall present the names of the nominees to the membership for majority approval. In the event there is more than one nominee for an office, an election for that office shall occur by ballot from the membership present at the Annual Meeting. In addition to the nominees presented by the Nominating Committee, nominees may be presented from the floor by the membership.

ARTICLE V: *Committees*

1. Standing or special committees may be created by the Executive Board as deemed necessary to promote and facilitate the purposes of the organization.
2. Committee heads shall be appointed by the President with the approval of the Executive Board. The President shall be an ex-officio member of all committees.

ARTICLE VI: *Spending Limitations*

1. The Executive Board shall not have the authority to spend Copper Creek Elementary School PTO funds in excess of \$3,000 at any one time without discussion with members at PTO meetings.
2. There shall be a minimum of \$10,000 carried over by the PTO to the following year to provide start-up funding.
3. The PTO may sponsor a fund-raiser that consists of selling products or services chosen by best available pricing which may include products or services from companies or franchises owned or managed by Copper Creek students, parents, faculty, or staff.
4. All funds raised and/or received shall be expended by June 30th or the end of the same fiscal school year as the funds were received. Exceptions to this would be the annual budget rollover required in item 2 and any monies that have been earmarked for capital or other projects for subsequent school year(s). Any excess funds, with the exception as outlined above, will be confirmed and allocated at the last PTO general meeting of each school year. Excess revenue not allocated at the last PTO meeting will be designated for expenditure at the recommendation of the principal or divided and allocated to the teachers for use in their classrooms.

ARTICLE VII: *Parliamentary Authority*

Roberts Rules of Order (Revised) shall govern the organization.

ARTICLE VIII: *Amendments*

1. The By-Laws may be amended by the affirmative vote of the majority of members present at any meeting.
2. A sub-committee of the Executive Board must be appointed at least every three (3) years from the day these By-Laws were accepted, to evaluate and make any recommendations.
3. Proposed amendments or revisions of the By-Laws shall be circulated to the membership at least seven days in advance of the meeting in which they will be voted upon.