

Alma Elementary Parent Teacher Organization
CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the Alma Elementary Parent Teacher Organization (A.E.P.T.O.).

ARTICLE II: OBJECTIVES

The Alma Elementary PTO is made up of parents and teachers who want to give students in the Alma elementary schools the opportunity to participate in enriching experiences and to have the best material and equipment we can provide, and promote an equal opportunity for all elementary students in the Alma School District for the following:

- Sec. 1. To sponsor programs which aid teachers and parents in their endeavors to educate and enrich the students of all Alma Elementary Schools.
- Sec. 2. To provide activities which promote a community spirit within the schools' population.
- Sec. 3. To provide monetary support to all Alma Elementary Schools for the equipment and programs that would benefit the growth and development of the students.

ARTICLE III: BASIC POLICIES

- Sec. 1. This organization shall not seek to direct the administrative activities of the schools to control policies or curriculum.
- Sec. 2. The monetary support provided by this organization shall not be used to purchase equipment or curriculum materials which otherwise must be approved by appropriate administrative authorities.
- Sec. 3. The function of this organization, together with administration shall be to support and promote education as well as enrichment activities.

ARTICLE IV: MEMBERSHIP

- Sec. 1. Membership in the A.E.P.T.O. shall be open to all parents, teachers, and staff in the Alma elementary schools or any other interested person.
- Sec. 2. Membership is assumed by attendance at any A.E.P.T.O. meeting.

Sec. 3. A Member shall have the right to vote, to participate in meetings, and be active on committees.

Sec. 4. Members, who are parents or guardians of students currently enrolled in any Alma Elementary school, shall have the right to serve on the A.E.P.T.O. Executive Board, if elected.

ARTICLE V: BOARD COMPOSITION, ELECTION, AND DISMISSAL

Sec. 1. Board Composition

- (a) The minimum requirements for the composition of the A.E.P.T.O. Executive Board Members are one President, one Treasurer and one secretary. The A.E.P.T.O. Board consists of the Executive Members and Committee Chairs. If the A.E.P.T.O. Board fails to meet these minimum requirements, see Article X of this document.

Sec. 2. Election of Board Members

- (a) Board Members shall be elected annually by the membership at the May A.E.P.T.O. meeting by a show of hands or by ballot.
- (b) Nominations for office are not excluded to only those that are attending. If nominations are made prior to the meeting, they should be sent in writing to either the current President or Secretary. Those and any additional candidates that are nominated during the meeting must first accept their nomination before a vote. Self nominations are allowed.
- (c) If there is but one candidate for any office, upon motion from the floor, the election may be made by voice. A vote that includes more than one nomination will be made by ballot. The ballots will be collected and counted by any Board Member that is not a nominee.
- (d) The newly elected Executive Board Members shall assume their official duties on June 1st and shall serve in that capacity until May 31st.
- (e) For the purpose of continuity, Board Members are encouraged to consider serving more than one term, however if there are additional nominees, a vote must take place.

Sec. 3. Dismissal. A Board Member can be dismissed for neglect of duties by a 2/3 vote of the membership present.

Sec. 4. Vacancies. Vacancies occurring during a Board Member's tenure due to resignation, disability, death, or dismissal, shall be filled by election at the next

meeting.

ARTICLE VI: DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD MEMBERS AND GRADE-LEVEL REPRESENTATIVES

Sec. 1. President. The President shall call and preside over all meetings of the A.E.P.T.O. and/or all meetings of Board Members; prepare an agenda with input from other Board Members for each meeting; conduct meetings in accordance with the accepted rules of order, appoint committee chairpersons as deemed necessary and oversee all committees and events of the A.E.P.T.O.

Sec. 2. Secretary. The Secretary shall record the business conducted at each meeting and present the minutes for approval at the following meeting; be responsible for recording attendance at each meeting; be responsible for correspondence; provide a copy of the minutes to the board members; send a copy of the minutes to each building's office to be copied for the staff; keep a copy of the constitution and have it available at all meetings; and keep records filed in an orderly manner.

Sec. 3. Treasurer. The Treasurer shall record and deposit all monies of the A.E.P.T.O.; keep an accurate record of income and expenditures from the A.E.P.T.O. account; act as the official liaison between the Alma Public school's Business Manager and the A.E.P.T.O.; make a monthly report to the membership for approval; sign for all disbursement requests in accordance with budget and budgetary line item definitions as approved in accordance to Article VII; count and verify all income with any other member prior to deposit; and advise the President when shortages occur in individual budgetary line items.

Sec. 4. Grade-Level Representatives shall present his or her school information at all A.E.P.T.O. meetings; see that all approved business of the A.E.P.T.O. is carried out at his or her building.

Sec. 5. All Board Members shall attend all meetings of the A.E.P.T.O. and board meetings. If a member is unable to attend, he or she must contact the President and arrange for another member to cover his or her responsibilities.

Sec. 6. All Board Members shall provide their successors all official materials no later than June 1st.

ARTICLE VII: BUDGET PROCESS

Sec. 1. The current president will call a budgetary meeting during the summer preceding the academic year.

Sec. 2. The meeting should be attended by the A.E.P.T.O. Board, Grade-Level Representatives and principals. In the event that the Grade-Level Representatives and/or principals are unable to attend the meeting, the Board Members may use their discretion when establishing the budget. At a minimum, the President and Treasurer shall establish a tentative budget. The Treasurer shall provide a list of budgetary line item definitions. Once a finalized budget has been prepared and approved by the attending Members, it will be presented to the building principals before the first general meeting.

Sec. 3. A building principal has the right to veto the funding of an event or item in his or her building. A building principal may decline to review the budget.

Sec. 4. No money may be spent from the budget until approved in accordance with Article VII. The only exception to this would be if the Treasurer became aware of an outstanding debt from the prior year.

Sec. 5. The budget shall only be approved for A.E.P.T.O. funds that are currently available for use. If additional funds become available for use during the current academic year, additional budgetary items may be approved by a majority of the attending Members.

ARTICLE VIII: COMMITTEES

Sec. 1. Committee Chairpersons shall be appointed by the President.

Sec. 2. Committee Chairpersons shall present a report at each general meeting.

Sec. 3. Committee members shall be volunteers from the membership or others asked by the Committee Chairperson to work on the committee.

ARTICLE IX: MEETINGS

Sec. 1. The President shall call A.E.P.T.O. meetings on a monthly basis from September through May, or as needed.

Sec. 2. In general, meetings shall consist of approval of the secretary's report, approval of the Treasurer's report, individual school business, joint A.E.P.T.O. business, discussion and approval of programs, sharing of information, and other business as brought forth by the membership. An example of such an agenda would include 1) Call to Order, 2) Approval of Minutes, 3) Officer Reports, 4) Committee Reports, 5) Grade Level Representative Reports, 6) Old/Unfinished Business, 7) New Business, 8) Announcements, 9) Adjournment.

Sec. 3. For the proceedings of a meeting to be valid, a quorum (defined as a majority) of the Board must be present. If a quorum is not established, the President may not call the meeting to order and the meeting is cancelled.

Sec. 4. A motion is a formal proposal made to the membership, can be made by anyone who is attending and must be seconded. After the floor is opened for discussion or debate, one of two things may occur:

(a) After discussion or debate is complete, or when a motion is not likely to be opposed, the President may say, "If there are no objections..." the membership shows agreement by their silence, however if one member objects, the item must be put to a vote, otherwise the motion passes and the President indicates by stating the motion "carries" or "has passed" (in the case of minutes, "have been approved").

(b) A vote may take place:

1. by voice - President asks for those in favor to say, "aye", those opposed to say "nay". If there is confusion, any member may move for an exact count.

2. by show of hands - Members raise their hands or stand to signify a "yes" vote.

3. by ballot - Members write their vote on a slip of paper. Any member may move for a vote by ballot.

Sec. 5. A motion passes if it receives a majority of favorable votes by the members present unless it requires a favorable vote by two thirds, as set forth in this Constitution. If any question exists on the vote, the vote shall be done by ballot.

(a) If a majority or two thirds of the members present is required for a motion to pass, an abstention will have the same effect as a "no" vote.

Sec. 6. If the President votes and the vote is a tie, the President cannot vote again to break the tie; in this case, the motion does not pass and can be voted on again. If the President does not vote and the vote is a tie, the President can make the deciding vote.

Sec. 7. Adjournment is a formal proposal that must follow the rules set forth in Article IX, Section 4.

ARTICLE X: DISSOLUTION OF THE A.E.P.T.O.

Sec. 1. Failure to meet minimum Board Member requirements for a subsequent academic year.

(a) If the A.E.P.T.O. membership fails to elect the minimum requirement of one President one secretary, and one treasurer for the subsequent academic year, then the current board will dissolve the organization.

- (b) Once the Treasurer has determined that all financial obligations have been met, he or she shall take any remaining funds less the amount in the reserved funding lines, and have this figure verified by the Alma Public School's Business Manager. Then any remaining funds shall be divided by the total number of currently enrolled elementary school students. This amount will then be multiplied by the number of students currently enrolled in each elementary school building in order to determine the amount of money to be given to each building.
- (c) The President and/or Treasurer will then meet with the Alma Public School Board to present the per capita funds and any reserved funding to the appropriate buildings for use by that building's principal for programs or events that meet the objectives as stated in Article II of this document.

Sec. 2. Failure to meet minimum Board Member requirements for the current academic year.

- (a) If a vacancy occurs during an academic year in one of the three required Board Member positions as discussed in Article V, Section 1.(b), the vacancy will be temporarily filled by Presidential appointment, and then permanently filled by the standard nomination and voting procedure when the Membership decides is appropriate.
- (b) In the event of dissolution, the Treasurer, or President in the Treasurer's absence, shall determine the amount of undistributed funds according to the current academic year's budget as approved in accordance with Article VII. These funds shall be turned over to the building principals in accordance with Article X, Section 1.(c).
- (c) The reserved funds, if any, shall be distributed in accordance with Article X, Section 1.(b) and (c).

Sec. 3. The building principal shall appoint a staff member or volunteer to oversee any subsequent fund raising projects, including the fulfillment of fund raising contractual obligations originally agreed to by the A.E.P.T.O. Any funds raised by these means shall be retained by that building principal and deposited into an account deemed appropriate by the principal and Alma Public School's Business Manager.

ARTICLE XI: AMENDMENTS

Sec. 1. In order to amend this document, a current Board Member must notify members of a proposed change before the next A.E.P.T.O. meeting. The constitution can be amended by 2/3 vote of the membership present.

Sec. 2. Proposed amendments should be published by the Secretary when the proposal is announced in accordance with Article XI, Section 1.