

# AEPTO Constitution Review/Revision Minutes (1 of 2)

October 7, 2013

## In Attendance (9):

*Board:* Mike Mazurek, Teresa Parks, Mandy Sanders, Kim Turk, Jeff Turk

*Parents:* Jennifer DeLeon, Bobbie Mazurek, Brandon Sanders, Stephanie Stevens

## I Call To Order:

The meeting was called to order at 6:34 pm.

## II Review/Revision

According to Roberts Rules, a formal motion was made by the Secretary to suspend the rules under Article XI requiring that proposed amendments are to be published “before the next A.E.P.T.O. meeting” for consideration. This motion was seconded and passed unanimously.

All additions and revisions that are listed below were made by the following procedures: 1) A motion was made for the addition/revision, 2) The motion was seconded, 3) all parties were given the opportunity to discussion/debate the motion and 4) the motion was voted on by voice. All motions were approved unanimously.

**Revision:** A new opening paragraph to Article II, describing the mission of the A.E.P.T.O. was created.

“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:”

**Addition:** A new section was added to Article IV, defining membership in the PTO is assumed upon attending a meeting.

“Sec. 2. Membership is assumed by attendance at any A.E.P.T.O. meeting.”

**Deletion:** Article V, Sec.1(a)

**Revision:** Article V, Sec.1(b) was renumbered Article V, Sec.1(a) and was revised to specifically include Committee Chairs in the A.E.P.T.O. Board.

“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.”

**Revision:** The first sentence in Article V, Sec 2(a) was retained and the second sentence now appears in section 2(c).

**Addition:** Article V, Sec. 2(b) was added to define the process for nomination to office.

“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.”

**Addition/Revision:** Article V, Sec. 2(c). Parts taken from original Sec. 2(a).

“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.”

**Revision:** Article V, Sec. 2(d). This is a renumbering of old Sec. 2(b) and more specifically defines the term of an Executive Board Member.

“The newly elected Executive Board Members shall assume their official duties on June 1st and shall serve in that capacity until May 31st.”

**Addition:** Article V, Sec. 2(e) was added to encourage continuity in the PTO membership.

“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.”

**Revision:** Article VI. To better represent our current practices, “Building Representatives” no longer appear in the document text, rather, “Grade-Level Representatives” have been added. This is reflected in the Article Title: “DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD MEMBERS AND GRADE-LEVEL REPRESENTATIVES” and also in Sec. 4.

**Revision:** Article VI. Sec.1. Text regarding meeting with school principals eliminated, since these topics are discussed in the annual budgetary meeting. Building Representative text is removed.

“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.”

**Deletion:** Article VI. Sec. 2. - Building Representatives

**Addition:** Article VI. Sec. 4.

“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.”

**Revision:** Article VI. Sec. 6. (old Sec. 7.) Revised to include June 1st, rather than end of academic year.

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

### **III Meeting Adjourned**

The meeting was adjourned at 7:55 pm.