

**ARNOLD SCHOOL
PARENT TEACHER ORGANIZATION
BY-LAWS**

ARTICLE I: Name

The name of this organization is the Arnold Parent Teacher Organization (PTO), Lincoln, Nebraska.

ARTICLE II: Articles of Organization

The organization exists as an unincorporated organization of its members. Its “articles of organization” comprise these by-laws, as from time to time amended.

ARTICLE III: Objectives

The Objectives of the organization are:

- A. To promote the welfare of children and youth in home, school and community.
- B. To bring into closer relation the home and the school, that parents and teachers may cooperate in the education of children and youth.
- C. To develop between educators and the general public such united efforts as secure for all children and youth the highest advantages in physical, mental and social education.

ARTICLE IV: Basic Policies

The following are basic policies of this organization:

- A. The organization shall be noncommercial, nonsectarian and nonpartisan.
- B. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the Objectives of the organization.
- C. The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools and their policies.
- E. The organizations may cooperate with other organizations and agencies concerned with well being of children, but persons representing the organization in such matters shall make no commitments that bind the organization.
- F. In the event of the dissolution of the organization, it’s assets shall be distributed to the Arnold School Activity Fund Account.

ARTICLE V: Membership and Dues

Section 1. Any individual who subscribes to the objectives and basic policies of this organization is encouraged to become involved in this organization, subject only to compliance with the provisions of the by-laws. Membership in this organization shall be available without regard to race, color, creed or national origin.

Section 2. The organization will not have no membership dues as a condition of membership.

ARTICLE VI: Officers and Their Election

Section 1. The officers of the organization shall consist of Co-Presidents; a Vice-President; a Recording Secretary; a Communications Secretary; and a Treasurer. These officers shall be elected annually in April, by ballot, for a term of one year. However, if there be but one nominee (or set of nominees) for any offices, it shall be in order to move that the Recording Secretary cast an election ballot for the organization. The elected officers shall perform the duties of offices as provided in Article VII and other duties as required by these by-laws.

Section 2. Nominations for office shall be solicited from the general membership. A slate of officers shall be prepared by the officers of the organization and the principal. The slate shall consist of a minimum of one nominee, who has given their consent to serve, for each offices to be filled. Officers elected shall assume their duties in the month of June.

Section 3. Vacancies in office shall be filled by appointment by the Executive Committee to complete the unexpired term.

ARTICLE VII: Duties of the Officers

Section 1. The Co-Presidents shall preside at all meetings of the association and of the Executive Committee and shall be ex-officio members of all committees; they shall appoint special committees and shall perform all other duties pertaining to office.

Section 2. The Vice-President shall preside in the absence of the Co-Presidents; and shall act as activity coordinator.

Section 3. The Recording Secretary shall keep in the minutes an accurate record of all meetings of the organization and of the Executive Committee; shall notify members of their election to office; and shall perform such duties as may be delegated to the office. Minutes shall be distributed to members of the Executive committee and posted on the PTO bulletin board at the school.

Section 4. The Communications Secretary will be responsible for any correspondence for the organization and prepare any fliers and/or related communications for special events and activities that are being sponsored by, or promoted through the Arnold PTO.

Section 5. The Treasurer shall receive all monies of the organization and shall keep an accurate record of receipts and expenditures and shall pay out funds only in such manner as authorized by the organization. Monies appropriated in the budget may be paid out on action of the Executive Committee, which bills

need not be presented to the organization as a whole. All other itemized bills shall be presented to the Executive Committee and the organization for approval. All bills shall be filed with the Treasurer.

A checking account for the organization will be established at a local bank. Authorization and signatures for the account will include the Treasurer, a Co-President, and the principal. Two signatures will be required on all checks written. On line banking, debit and credit cards are prohibited. Bank statements shall be sent to the school address and opened by the Principal or Co-President.

The Treasurer shall submit the financial records of the organization for an annual audit to a special committee appointed by the Co-Presidents.

Section 6. The Elected Officers shall meet with the principal of the school and shall appoint a Chairperson for any committee(s).

Section 7. No individual officer shall enter into binding contracts without prior board approval.

ARTICLE VIII: Executive Committee

Section 1. The Executive Committee shall consist of the Elected Officers of the organization, the Chairperson of each committee, the principal, the assistant principal and staff representation.

Section 2. The Executive Committee duties shall be to transact necessary business between organization meetings and such other business as may be referred to it by the organization.

Section 3. The Executive Committee, at its first meeting after the election of Officers, shall decide the number and times of its meetings. A quorum shall consist of five members of the Executive Committee present and voting.

Section 4. Special meetings of the Executive Committee may be called by the Co-Presidents or by a quorum (as defined above) of the Committee.

ARTICLE IX: Meetings

Section 1. The number and times of the regular meetings of the organization shall be decided by the Executive Committee. Special meetings may be called by the Executive Committee or by a majority of the members of the organization.

Section 2. The privilege of holding office, introducing actions and voting shall be limited to the members of the organization.

Section 3. A minimum of three officers shall constitute a quorum at any meeting of the organization.