

Cape View Parent-Teacher Organization (P.T.O.)

By-Laws

Revised November 10, 2011

Statement of Purpose:

Any dues paying group must have some sort of organizational structure and hence, a set of by-laws. These by-laws are constructed flexibly in order to cover the areas of need at Cape View and yet allow some authority to the officers in conjunction with monthly meetings. The emphasis will be on getting the job done, for the benefit of the school, with the least amount “red tape”.

ARTICLE 1: NAME

The Name of the organization shall be the Cape View Parent-Teacher Organization (P.T.O.).

ARTICLE 2: OBJECTIVES

1. To develop a closer relationship between school and parents as well as to improve communication among the children, parents and teachers.
2. To provide service and aid to the children and teachers within the environment of Cape View Elementary School.
3. To work with staff members in the development of educational goals and objectives to meet the needs of the community.
4. To promote the welfare and safety of students in the school, on the playground, and on their way to and from school.
5. To provide financial assistance, when possible, in the purchasing of needed equipment through the raising of funds.

ARTICLE 3: POLICIES

1. This organization shall be non-profit, non-commercial, non-sectarian and non-partisan.

2. This organization shall not seek to direct the administrative policies of the school.
3. The objectives of this organization shall be pursued through meetings, activities of volunteers, and the Board.
4. Fund raising projects will be used to provide general assistance to the school as well as for specific functions or equipment.
5. In the event that the organization is dissolved, any funds remaining in the treasury after all obligations are paid will be placed in the school operating fund to be used at the discretion of the principal for any purpose within the school.

ARTICLE 4: MEMBERSHIP AND DUES

1. Any person interested in the objectives of Cape View P.T.O. may become a member upon payment of dues.
2. Annual dues shall be three dollars (\$3.00) per family.
3. Voting privileges are granted only to dues paying members.
4. Memberships are valid for one school year.
5. Interested non-members are welcome to attend meetings, participate in activities, and receive our literature.

ARTICLE 5: OFFICERS, ELECTION OF OFFICERS, AND DUTIES

1. Officers shall be: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. The President shall be chosen from the parent population.
2. Following the establishment of the organization and the election of officers, officers shall be nominated in April and elected annually in May.
3. Officers shall assume their duties in August and serve for a term of one (1) year or until their successors are elected
4. No person may be nominated without prior consent.
5. Nominations may be made from the floor subject to #4.
6. Election shall be either written secret ballot or show of hands, as decided at the nomination meeting.
7. The President shall preside at all meetings of the organization and shall perform all other duties pertaining to office

8. The 1st-Vice President will act as aide to the president and perform all duties in absence of that officer.
9. The 2nd Vice President shall be the Assistant Principal and shall act as aide to the President.
10. The Secretary shall keep minutes of all meetings, and handle all necessary correspondence. The Secretary shall be the telephone chairman for the Board.
11. The Treasurer shall receive all monies, keep accurate record of receipts and disbursements, and shall co-sign all checks with the President or Principal. At the end of the school year, the books shall be taken to the President to be audited.
12. All officers shall be active participants in this organization and shall perform their assigned duties.
13. IF an officer becomes delinquent in their duties a secret ballot may be taken during a meeting to vote whether yo remove the officer and nominate a new officer. This may be done at any time during the school year.

ARTICLE 6: AMENDMENTS

These By-laws may be amended at any regular meeting of the organization. These By-laws may be amended by a 2/3 vote of the Board, provided written notice of the amendments are sent out in writing from the school prior to the meeting at which such an amendment vote is taken.

ARTICLE 7: PARLIAMENTARY PROCEDURES

Meetings of both the general membership and the Board shall be conducted informally by the President or his/her designated substitute. We must all agree to disagree as everyone has a distinct and valued viewpoint.