

# **CONSTITUTION CHIDDIX JUNIOR HIGH PARENT TEACHER ORGANIZATION**

## **ARTICLE I- NAME**

The name of the organization shall be the Chiddix Junior High School Parent Teacher Organization

## **ARTICLE II- PURPOSE**

The purpose of this organization shall be:

To unite educator, parent and the general public in a cooperative *effort* to gain the best in mental, physical, and social education for each child.

To promote laws and rules and regulations for the care and protection of the child.

To be concerned with standards of school, home, and community life.

## **ARTICLE III- POLICIES**

Section 1. This organization shall not seek to direct the administrative activities of the school or to control its policies.

Section 2. This organization shall be noncommercial, nonsectarian and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. The name of the organization or the names of its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for the purpose other than the regular work of the organization. No officers shall be involved in campaigning on the premises.

Section 3. The program of this organization shall be developed through committees and projects to promote supportive educational and service endeavors.

Section 4. This organization may cooperate with other organizations and agencies active in child growth, development, and welfare.

## **ARTICLE IV -MEMBERSHIP AND DUES**

Section 1. Any person such as parents, teachers, and guardians interested in the organization and willing to uphold its policies and subscribe to its Constitution may become a member upon payment of dues as hereinafter provided.

Section 2. The dues shall be collected upon request for membership, the amount to be reviewed and determined by the Executive Board. The annual membership dues shall be used for the benefit of the students of Chiddix Junior High School.

Section 3. At the outset of the school year, an annual enrollment of members shall be conducted. Additional members shall be accepted at any time.

## **ARTICLE V -OFFICERS AND THEIR ELECTION**

Whenever possible, husband and wife shall be elected as co-officers.

Section 1. The officers of this organization shall be president, vice president, two 2<sup>nd</sup> vice presidents, secretary, and a treasurer.

Section 2. (a) Officers shall be elected by ballot annually. However, if there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the organization for the nominee.

(b) There shall be a nominating committee consisting of three (3) members. The principal shall serve as an ex-officio member.

(c) The nominating committee shall make a selection or selections for each office to be filled and report at the next Executive Board meeting.

(d) Officers shall assume their official duties at the close of the last regular meeting of the school year and shall serve for a term of one (1) Year.

(e) No person shall serve more than two (2) consecutive terms in the same office.

Section 3. A vacancy occurring in an office other than that of president shall be filled by a majority vote of the remaining members of the Executive Board at its next regular meeting. The president has the power to nominate a candidate to fill the vacancy and present that candidate to the Executive Board at the next meeting. If a vacancy occurs in the office of the president; the vice president shall serve as president with a successor to the vice-president being filled as provided above.

## **ARTICLE VI -DUTIES OF OFFICERS**

Section 1. The president shall:

(a) preside at all meetings of the organization and the Executive Board.

(b) be an ex-officio member of all committees except the nominating committee.

(c) appoint special committees, except the nominating committee

(d) perform all other duties pertaining to the office

Section 2. The vice-president shall:

- (a) perform the duties of the president in the absence or inability of that officer to act
- (b) serve as program chairperson

Section 3. The 2<sup>nd</sup> vice-presidents shall:

- (a) preside over the organization of the annual Fund-Raiser
- (b) be responsible for the selection and appointment of the various committees utilized for the Fund-Raiser
- (c) keep an accurate and detailed description of the Fund-Raiser activities

Section 4. The secretary shall:

- (a) keep a correct record of all meetings of the organization and of the Executive Board
- (b) be responsible for the correspondence of the organization and Executive Board
- (c) perform other duties as delegated

Section 5. The treasurer shall:

- (a) serve as Budget and Finance Chairman
- (b) receive all monies of the organization
- (c) keep an accurate record of receipts and expenditures (d) payout money only in such manner authorized by the organization

In the absence of the treasurer, the president shall have the authority to disperse PTO funds.

The treasurer's accounts shall be examined annually by an auditor, the Chiddix Junior High School math department head. The auditor, when satisfied that the treasurer's annual report is correct, shall sign a statement of the fact.

## **ARTICLE VII -PTO MEETINGS**

Section 1. Regular meetings of this organization shall be established prior to the school year and a minimum of three meetings will be held at regular intervals.

The May meeting shall be the annual meeting at which

annual reports shall be received and officers installed.

Special meetings may be called by the Executive Board.

Section 2. The privileges of holding office, making motions, and voting shall be limited to members of the organization.

Section 3. A resolution may be put into affect by majority vote of the members present.

## **ARTICLE VIII -EXECUTIVE BOARD**

The Executive Board shall consist of:

- (a) The officers of the organization
- (b) The chairpersons of standing committees
- (c) The principal, assistant principal and superintendent of the school district or their representatives
- (d) Members representing Chiddix Junior High on the Unit 5 Advisory Council
- (e) Past President of the Chiddix Junior High PTO
- (f) Teacher representative

Its duties shall be to transact necessary business between organization meetings and such other business as may be referred to it by the organization. Meetings of the Executive Board shall be held prior to scheduled PTO meetings and a majority shall constitute a quorum. Special meetings of the Executive Board may be called by the president or a quorum the board.

A report of the Executive Board meetings shall be made at the next meeting of the organization.

## **ARTICLE IX -STANDING COMMITTEES**

Section 1. Standing committees shall be created by the officers as deemed necessary to promote the purpose and carry on the work of the organization. The chairperson of the standing committees shall be appointed by the officers of the organization. No person shall serve more than two (2) consecutive terms as chairperson of the same committee.

Section 2. The chairperson of each standing committee shall present a plan of work to the Executive Board for approval.

Section 3. Standing committees are:

- (a) Hospitality

(b) Volunteer Coordinator

(c) Membership

(d) Publicity

Section 4. Each standing committee shall be coordinated by one or more chairpersons whose Responsibilities will be as follows:

**(a) Hospitality**

- (1) Welcome and greet persons at all PTO meetings and programs
- (2) Plan and coordinate teacher appreciation luncheon
- (3) Coordinate refreshments as necessary for special school functions

**(b) Volunteer Coordinator**

- (1) Compile a list of volunteer help
- (2) Provide and coordinate volunteer person when needed for various school functions
- (3) Provide sign up volunteer lists for school functions at registration

**(c) Membership**

- (1) Be in charge of the membership drive to have interested persons Join PTO
- (2) Provide list of all members for PTO use

**(d) Publicity**

- (1) Notify THE DAILY PANTAGRAPH, NORMALITE, and THE PENNY SAVER prior to all PTO meetings
- (2) Provide in-school publicity for up coming PTO events
- (3) Collect all news items Concerning Chiddix Junior High School and assemble them In the PTO Scrapbook
- (4) Be responsible for taking and assembling pictures for the PTO Scrapbook

Section 5. Such standing committees can be added to or deleted from as deemed necessary by the PTO officers.

## **ARTICLE X -PARLIAMENTARY AUTHORITY**

The rules contained in Roberts Rules of Order. Revised shall govern

this organization in all cases to which they are applicable and in which they are not inconsistent with the constitution.

## **ARTICLE XI -UNIT 5 ADVISORY COUNCIL**

Childs Junior High School shall have three (3) representatives to the Unit 5 Advisory Council. Each representative shall serve a three-year term. The three representatives shall be appointed by the Executive Board and the principal.

## **ARTICLE XII -AMENDMENTS**

This constitution may be amended at any regular or specially called meeting of the organization by a two-thirds vote of the members present and voting. Notice of the proposed amendment and meeting shall have been given to the general membership prior to the called meeting.