

**Belle Valley Parent-Teacher Organization
Constitution, By-Laws and Standing Rules**
(Amended Feb. 17, 2010)

Constitution

Article I - Name

The name of this organization shall be Belle Valley Parent-Teacher Organization.

Article II - Object

To raise funds for the school and aid the school in any undertaking.

Article III - Membership and Dues

The membership of this shall consist of the present members thereof, and such others as may be admitted in accordance with the by-laws.

Article IV - Officers and Executive Board

The officers of this club shall consist of: a president, secretary, treasurer and members at large. The officers shall hold their particular office for a one-year term, maximum of two consecutive terms in same office, unless otherwise voted upon. The schools' principals, or his/her designee, are voting members of the executive board.

Article V - Meetings

The regular meetings of this club shall be held at such times and places as provided in the by-laws.

Article VI - Amendments

These by-laws may be amended at the regular meeting of the club by two-thirds vote of the members present when voting, provided notice has been given at the previous meeting and subject to the approval by the School Board.

Article VII - Parliamentary Authority

The rules in Robert's Rule of Order shall govern this club.

By-Laws

Article II - Object

- Section 1. Raise funds for school entertainment
- Section 2. Supply the school with necessary equipment that is needed and not supplied with regular school funds.
- Section 3. Promote cooperation with teachers, without interference with regular school programs, law and policies.
- Section 4. This organization shall be non-commercial, non-sectarian and non-partisan.
- Section 5. This club shall be self-supporting.

Article III - Membership and Dues

- Section 1. Members shall be parents and guardians of Belle Valley students, plus all staff at Belle Valley who wish to pay current dues and attend two scheduled monthly meetings.
- Section 2. The paid members present, including two officers shall constitute a quorum, provided notification has been made available to paid members prior to the membership meeting.
- Section 3. Dues shall be two dollars per year.
- Section 4. Dues must be paid no later than the scheduled October meeting based on current enrollment as of the first of October.

Article IV - Officers and Executive Board

- Section 1. The president shall preside at all regular business meetings, executive board meetings (if applicable), special meetings and be an ex-officio member of all committees.
The president shall vote only in case of a tie.
The president shall approve all the chairman of all committees.
The president shall fill all vacancies of the executive board, subject to approval of the board.
Upon retiring from the office of president, he/she shall become the second vice president, if available.
- Section 2. The secretary shall keep a record of all meetings of the group and shall conduct the correspondence.
- Section 3. The treasurer shall receive all moneys of the association, shall bring all deposits to the school treasurer, and shall sign all authorizing expenses.
- Section 4. The executive board member shall attend board meetings called by the president, and shall fulfill the duties of the executive board.
- Section 5. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the club.
- Section 6. No member of the club shall hold more than one office at any one time, or not more than one voting position. Any part of a term in excess of six months shall be considered a term in deciding eligibility or re-election.
- Section 7. The officers installed at the May meeting shall assume office the first of July.
- Section 8. The fiscal year shall be the first of July.

Section 9. All officers after retiring from office shall deliver to their successor all money accounts, records, books, paper and other property belonging to the club during the last meeting, or as soon as possible.

Section 10. An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the executive board.

Standing Rules

1. All committee chairmen will be required to make a complete written report to the president.
2. In the absence of the treasurer, the president may sign authorizing expenses.
3. At each meeting of the PTO the president will determine whether the official business will be conducted prior to or immediately following the entertainment portion of the meeting, if applicable.
4. Special meeting may be called by the president whenever necessary.
5. Only members with all membership dues and moneys from fundraisers paid will have voting rights or make motions at club meetings.
6. All checks shall require two signatures to include the treasurer (or president) and a member of the Belle Valley administration staff.