

THE BYLAWS OF THE ELLISON PARENT TEACHER ORGANIZATION

(Revised October, 2006)

- I. The Ellison Parent Teacher Organization (hereinafter referred to as the EPTO) is the independent, non-profit parent/teacher organization of the Ellison School.

- II. Purpose
 - A. To increase communication between parents, faculty, The Ellison School Trustees (hereinafter referred to as the Trustees) and the Head of School.

 - B. To serve the School in ways suggested by its members, the Head of School, or the Trustees.

 - C. To be a major fundraising organization of the School. All fundraisers shall be approved by the Trustees in order to coordinate with fundraising activities engaged in by the Trustees or their designees, so as to maximize donations. The Trustees and the Head of School shall meet annually to develop a fundraising calendar for the forthcoming school year.

 - D. To provide support for the efforts of the Faculty, to better meet the needs of the students.

 - E. The EPTO shall not, at any time, undertake to make any changes in the management, policies (educational or otherwise), physical plant or regulations of the school without the consent and approval of the Trustees.

- III. Membership
 - A. Any parent and/or legal guardian who has a child enrolled in the school is a member of the EPTO.

 - B. All members of the Ellison School faculty are members of the EPTO.

 - C. Other members may be accepted as deemed appropriate by the EPTO Executive Board (hereinafter referred to as the Officers). Such members may include persons who pay the tuition for a student enrolled in the School, but who are not that student's parent or legal guardian.

- IV. Meetings
 - A. The EPTO Officers will set the dates, times, and locations of the EPTO General Meetings at the beginning of each school year. Meetings may be

monthly, or as agreed upon by the Officers. Parents will be notified in advance of the dates and times of the meetings.

- B. The Officers shall meet as needed.
 - C. A quorum of eight (8) members must be present in person in order to conduct EPTO business at a General Membership meeting.
 - D. A majority of the Officers shall constitute a quorum that must be present in order to conduct Executive Board business.
- V. Officers**
- A. The EPTO Executive Board Officers shall consist of the following:
 - 1. President
 - 2. First Vice-President
 - 3. Second Vice-President
 - 4. Third Vice-President
 - 5. Secretary
 - 6. Treasurer
 - B. The Office of Third Vice-President shall be held by a member or members of the faculty.
 - C. Each Officer shall be elected to a term of one year from the date of election.
 - D. Each office may be held by more than one person at a time, not to exceed two persons. Faculty shall not hold a majority of the Executive Board positions.
 - E. If the elected teacher representative is unable to attend, they may designate an alternate.
 - F. Any individual may serve in the same office for only five (5) consecutive years. After five consecutive years, that individual must change positions. A special term of office may be created or adjusted to meet the needs of the EPTO Executive Board.
- VI. Election of Officers**
- A. Election of Officers shall take place at the last scheduled General Membership meeting of the school year.
 - B. The Officers shall, at least twenty-eight (28) days prior to the last scheduled General Membership meeting, solicit names of persons interested in being included on a slate of candidates for Officers for the forthcoming year.

1. When the nominating committee slate is unopposed, the slate of candidates to serve as Officers may be accepted by a “show of hands” vote.
 2. When nominations from the floor are made for candidates to serve as Officers, the voting shall be by ballot.
- C. Votes will be counted at the meeting, and new Officers shall be announced before the meeting is adjourned.
- D. In the event that the President can no longer serve, the First Vice-President shall assume the duties of the President for the balance of the term.
- E. Any other vacancies shall be filled by appointment. The Officers shall choose from the General Membership for such appointments.
- F. Faculty members elected as Officers may assume the duties of any Office except the presidency.

VII. Officers' Duties

- A. The President shall:
1. Preside at all General Meetings and Officer's Meetings.
 2. Prepare the Agenda for all meetings.
 3. Oversee all committees of the EPTO.
 4. Co-sign all checks. In the event of Co-Presidents, only one shall be designated to co-sign checks.
 5. Keep all parents informed of the activities, decisions, and other business of the EPTO.
 6. Act as liaison between the EPTO and the Trustees.
 7. If requested, present a report of activities, including a Treasurer's Report, as the monthly Trustees meeting.
- B. The First Vice-President shall:
1. Preside at meetings in the absence of the President.
 2. Assume the Presidency if that office becomes vacant, providing the First Vice-President is not a faculty member.
 3. Develop, implement, and oversee all fundraising projects of the EPTO.
- C. The Second Vice-President shall:
1. Engage speakers or other programs for the parents and/or student body, as requested by the Officers.
 2. Notify the Membership of all programs, and arrange publicity when appropriate.

3. Appoint a Chair of the Refreshment Committee.
4. Assume any other duties as requested by the President.

D. The Third Vice-President shall:

1. Chair a Maintenance Committee, whose responsibilities will include set-up and clean-up at all Meetings as needed.
2. Chair the Nominating Committee.
3. Chair any Ad Hoc Committees appointed during the year.
4. Assume any other duties as requested by the President.

E. The Recording Secretary shall:

1. Record the Minutes of all General and Officer's Meetings, including the presence of a quorum, and report the minutes at these meetings.
2. Keep the Minute Book up to date and have it readily available when requested by the President.
3. Be responsible for all correspondence pertaining to the EPTO.
4. Assume any other duties as requested by the President.

F. The Treasurer shall:

1. Be responsible for all accounts and financial records of the EPTO.
2. Co-sign all checks.
3. Present a Financial Report at General Meetings and Officer's Meetings.
4. Accurately record all expenditures voted upon and approved by the EPTO Membership.

VIII. Procedures

- A. All meetings will be conducted according to *Robert's Rules of Order*, unless otherwise stated in the Bylaws.
- B. Decisions made at a General or Officer's Meeting by a quorum of votes are considered final.
- C. The Budget will be discussed at the last Officer's Meeting of the school year, and will be voted upon. A quorum must be present.
- D. The President may, in consultation with the Treasurer, from time to time, spend up to \$250.00 as necessary for the payment of unanticipated EPTO expenses. Payment of non-budgeted expenses may be made up to the \$250.00 limit without prior approval of the General Membership when such expenditures must be made before the next General Membership Meeting.
- E. The President may, in consultation with the Treasurer, from time to time, authorize and make non-budgeted expenditures requested by the

Trustees without the prior approval of the General Membership to a limit of \$250.00 when such expenditures must be made before the next General Membership Meeting.

- F. If any unbudgeted expenditures are made, they shall be presented for approval at the following General Membership Meeting.
- G. All expenditures of EPTO funds must be approved by a vote of the General Membership. Adoption by the Officers of the next year's Budget at the last Officer's Meeting shall constitute approval of disbursements in the manner described in the Budget.
- H. The President and Treasurer must sign all checks.
- I. These Bylaws may be altered, amended, or repealed by a majority vote of parents attending a General Membership Meeting.
- J. EPTO parent notices shall be approved by the Head of School or his or her designee before being distributed.
- K. At the end of the school year, the balance on account is not to exceed \$3,000.00. If it does, money should be spent on items designated by the Officers of the EPTO.

IX. Standing Committees

A. Nominating Committee

- 1. The Nominating Committee will be Chaired by the Third Vice-President.
- 2. The Nominating Committee will prepare a slate of Officers with the consent of the Nominees. Nominations from the floor may be submitted in writing to the Chair no later than three weeks prior to the vote.
- 3. The slate of Officers and all other nominees will be presented to EPTO Membership by the Nominating Committee at least two weeks prior to the vote.

B. Refreshment Committee

- 1. The Second Vice-President will Chair a committee to provide refreshments and clean up at all General Membership Meetings and designated school events.

C. Sunshine Committee

- 1. The Secretary will Chair this committee. This committee will send notes, flowers, etc., acknowledging congratulations, condolences or get-well sentiments.