

## **Mooreland Parent Teacher Organization Bylaws**

### Article I – Name

The name of this organization shall be the Mooreland Parent Teacher Organization.

### Article II – Objectives

1. To promote the welfare of children in the home, the school and community.
2. To give parents the opportunity to participate in, and make recommendations concerning the school system of which their children are a part.
3. To bring into close relation the home and the school so that parents and teachers may cooperate intelligently in the education of the child.
4. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.

### Article III – Policies

1. The program of this association shall be educational and shall be developed through conferences, committees and projects.
2. This organization shall be noncommercial, nonsectarian and nonpartisan. No commercial enterprise and no political candidate shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used to promote a non-Parent Teacher Organization activity.
3. This organization is purely an advisory body. It shall focus on making recommendations regarding parent concerns and supporting the educational goals of the school.

### Article IV – Membership and Dues

1. Any parent, teacher or guardian with children attending Mooreland Elementary School is a member of this organization.
2. This organization shall have no fixed dues.

### Article V – Officers and Their Election

1. The officers of this association shall be:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Advisor (immediate past president, or other immediate past officer designated by the newly elected board of officers)
2. Nominations for officers shall be made by the Executive Committee one month prior to the election of officers. Only one name shall be put in nomination for each office. Other nominations may be made from the floor. The consent of each candidate must be obtained prior to nomination.
3. The term of office shall be one school year. Elections shall be held at the last meeting of the year. Any parent or guardian is eligible for office. No teacher shall be elected to any office. No officer shall be eligible for the same office for more than two consecutive terms. No officer shall be able to hold multiple officer positions for more

than four consecutive terms. It shall be the wish of the organization that the president's position will be rotated every year. The vice president shall hold office for one year and then become the nominee for the next president. If, for whatever reason, the vice president is unavailable for nomination, any other eligible member may be nominated. The president, or other officer so designated by the newly elected board of officers, will move on to the position of advisor.

4. Vacancies occurring during the term will be filled by election at the next meeting following the announcement of vacancy. Due notice of such elections shall be given.

#### Article VI – Duties of Officers

1. The president shall preside at all meetings of the organization, represent Mooreland School at the Carlisle District Elementary Parent Teacher Organizations Presidents Meetings and perform all duties usually pertaining to the office.
2. The vice president shall perform all duties of the president in her/his absence and act as an aide to the president. It would be the wish of the organization that the vice president becomes president the following year.
3. The secretary shall record the minutes of each meeting, prepare formal correspondence for the organization and perform all duties usually pertaining to the office.
4. The treasurer shall receive all funds and maintain records of receipts, expenditures and balances. Accounts of the treasurer shall be audited at the request of the president.

#### Article VII – Meetings

1. A minimum of two school-wide meetings shall be held annually. All monthly organization meetings are open to all members. Voting will be restricted to officers and chairpersons of committees. When more than one person occupies an office (as co-officer or co-chairperson), each person will have a separate vote. The meeting dates will be announced at the beginning of the year.
2. Eight voting members present at a meeting shall constitute a quorum.

#### Article VIII – Committees

1. Executive Committee – The executive committee shall consist of the officers of the association, the chairpersons of committees, the principal of the school and a teacher representative. The executive committee shall:
  - a. Transact necessary business in the intervals between organization meetings;
  - b. Approve the plans of committees;
  - c. Appoint an auditing committee every four years;
  - d. Present a report at the school-wide meetings; and,
  - e. Approve all bills for payment not within the limits of the budget.Meetings of the executive committee shall be held once a month. These meetings are open to all members. Everyone has the right to speak and present his/her views. Should a vote be necessary, only the members of the executive committee may vote.
2. Committees – Committees will be created to accomplish certain tasks and, based on need and parent interest, may change from year to year. The executive committee will approve the creation of committees and approve their budgets.

Article IX – Adoption and Amendment

1. These bylaws shall be adopted at a school-wide meeting of the organization by a two-thirds vote of members present. Amendments may be adopted by the same procedure upon giving notice of the proposed amendment at the previous school-wide meeting or by notification in the school newsletter.

Article X – Rules of Order

1. Meetings are run informally. Should it be deemed necessary to be more formal the organization will follow *Robert's Rules of Order Revised*.