

Davidsonville Elementary School

Parent Teacher Organization

Constitution

Article I – Name

Article II – Objectives

Article III- Policies

Article IV – Membership

Article V – Meetings

Article VI – Executive Board and Officers

Article VII – Standing and Special Boards

Article VIII – Amendments

Article IX – Dissolution

**FINAL**

Adopted at the General Membership Meeting 6/29/16

## Article I – Name and organization

- a) The name of the organization shall be the Davidsonville Elementary School Parent Teacher Organization, hereinafter referred to as the DES PTO.
- b) This organization is organized exclusively for non-profit purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of the corresponding section of the future United States Internal Revenue law.

## Article II – Objectives

- a) To enhance the educational opportunities and facilities for the students, teachers and staff of Davidsonville Elementary School which are not otherwise provided for the school corporation budgets.
- b) To promote the relationships between students, teachers, staff and parents.
- c) To promote the welfare of children in the home, school and the community.

## Article III – Policies

- a) This organization shall be non-commercial, non-sectarian, and non-partisan and will conduct itself in a manner that is free of racial discrimination to provide equal opportunity for all.
- b) This organization shall work with the school to provide quality education for all children, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.
- c) This organization shall cooperate with Davidsonville Elementary School to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control their policies.
- d) This organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such a manner shall make no commitments that bind the organization without the consent of the Executive Board.
- e) No part of net earnings of the organization shall inure to the benefit of, or be distributable to, any of its members, trustees, officers, or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes.
- f) No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- g) Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income

tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

#### Article IV – Membership

- a) General Membership. Membership to this organization shall be made to any individual who subscribes to the Objectives and Policies of the DES PTO. This organization shall conduct an annual enrollment of members, but may admit personal membership at any time.
- b) Voting Membership. Only members of the organization shall be eligible to participate in its General Membership meetings or to serve in any of its elective or appointive positions. Members of the organization, the Voting Members, shall have one vote at any general membership meeting in which they are present. To be a voting member, one must have paid their dues in full and be in good standing with the organization.

#### Article V – Meetings

- a) Executive Board and Chairpersons. Meetings of the Executive Board and Chairpersons shall be held monthly on a date determined in advance by the Executive Board. All Members are welcome to attend monthly meetings. The time and place of meetings shall be announced prior to the meeting.
- b) General Membership. Meetings of the General Membership shall be held at least two times per school year, generally in September and May. The time and place of meetings shall be announced at least seven (7) days prior to the meeting. Voting Members wishing to add items to the agenda must do so in writing to the President at least three (3) days prior to the meeting. The Executive Board shall determine the agenda for the General Membership meetings.
- c) Special Meetings. Special meetings may be called either by vote of the Executive Board or at the discretion of the president.
- d) Quorum. Those present at a properly called meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.
- e) Voting. A majority vote of the qualified Voting Members present at any meeting shall be required for all actions to be taken by the organization. At any time, an Executive Board member can request vote by written ballot. In the event of a tie vote, the President casts the deciding vote.

#### Article VI – Executive Board and Officers

- a) The Executive Board shall consist of the officers of the organization.
- b) The Executive Board shall be comprised of: (i) a President; (ii) a Vice President -- Communications; (iii) a Vice Present - Volunteer Coordination; (iv) a Vice President - Fundraising (v) Secretary; (vi) Treasurer; (vii) an Assistant Treasurer; and (viii) a Parliamentarian (for the first year of a President's term.)

- c) The Officers shall be elected annually at the May General Meeting by a vote of the members present.
- d) Officers shall serve for a term of one year beginning 1 August and ending July 31. A person may be elected to the same or other office for more than one term.

Article VII – Standing and Special Committees

- a) Standing and Special Committees shall be determined annually at the August meeting of the organization. The Executive Board shall issue Committee chairperson(s) committee guidelines.

Article VIII – Amendments

- a) The Constitution and Bylaws may be altered, amended or repealed and the Voting Members at any regular or special meeting may adopt new Constitution and/or Bylaws.
- b) Proposed amendments to the Bylaws shall be distributed to all members prior to a scheduled meeting. They shall be voted on at the next scheduled meeting subsequent to that meeting by which time they were required to be distributed. A majority vote of the members present at the meeting is required to amend the Bylaws.

Article IX – Dissolution

- a) Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this organization, the remaining assets shall be distributed to Davidsonville Elementary School. However, if Davidsonville Elementary School ceases to exist, remaining PTO assets shall be distributed to an organization that has established its tax-exempt status under 501(c)(3) of the Internal Revenue Code to be selected by the Executive Board. The President and Treasurer will ensure that a dissolution audit is conducted.

CERTIFICATE

I hereby certify that the foregoing Constitution, consisting of four (4) pages, including this page, constitute the Constitution of the Davidsonville Elementary Parent Teacher Organization, proposed by the Executive Board as of 16 May 2016 and adopted by the General Membership on 29 June 2016.

Carrie A. Groff

June 30, 2016

President

Date