

<p style="text-align: center;">Neil Armstrong Parent Teacher Organization 2010 – 2011 School Year - Bylaws</p>

ARTICLE I: NAME

The name of this organization shall be the Neil Armstrong Parent Teacher Organization (NAPTO) and will be referred to as the Organization throughout the rest of this document. (rev 09/11)

ARTICLE II: OBJECTIVES

1. Provide a constructive line of communication between the parents and school, helping to develop understanding between home and school.
2. To instill a spirit of cooperation between parents and educators that realizes the need for mutual effort in the education of youth.
3. To mutually strive for educational environments that enhances each child's individual mode of learning.
4. To instill in each child appreciation for life-long learning.
5. To contribute to the improvement of the environment at Neil Armstrong Elementary School through volunteer recruitment and fundraising. (rev (09/11))

ARTICLE III: MEMBERSHIP

Membership of the Neil Armstrong Parent Teacher Organization shall be automatically granted to all parents, guardians, faculty and staff of Neil Armstrong Elementary School. There are no membership dues. All members have voting privileges. (rev 09/11)

ARTICLE IV: FINANCIAL POLICIES

Section I: Fiscal Year - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section II: Banking - All funds shall be kept in a checking account in the name of NAPTO. (rev 09/11)

Section III: Reporting - All financial activity shall be recorded in a manual and/or computer-based accounting system. The Treasurer shall reconcile the account monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year. (rev 09/11)

Section IV: Ending Balance - The organization shall leave a minimum of \$5,000.00 in the treasury at the end of each fiscal year as a means of funding opening of the next school year activities. (rev 09/11)

Section V: Contracts - Contract signing authority is limited to the President or the President's designee. (rev 09/11)

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ARTICLE V: OFFICERS

The officers shall include*:

President, Vice-President, Secretary, Treasurer and Volunteer Coordinator.

*Positions may be shared when deemed needed.

ARTICLE VI: DUTIES OF THE OFFICERS

Section I - The President shall perform all duties usually pertaining to the office and shall be a member ex-officio of all committees, with the exception of the Nominating Committee. The President will preside at General PTO meetings and Executive Board meetings and serve as the official representative of the PTO. (rev 09/11)

Section II - The Vice-President shall act as aide to the President. He/She shall act in an advisory capacity. The Vice-President will oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President. (rev 09/11)

Section III - The Secretary will record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, hold historical records for the PTO and perform other duties as may be delegated. He/She shall advise the Principal and Teacher Representative of the dates and times of Executive meetings. (rev 09/11)

Section IV - The Treasurer shall serve as custodian of the Organization's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records. The Auditing Committee shall be appointed by the Executive Board prior to the close of the school year. The Audit Report shall be presented at the first regular meeting of the Organization in the new school year. (rev 09/11)

Section V - The Volunteer Coordinator shall be a liaison between the school staff and the volunteers. He/She shall recruit volunteers, record all hours of the volunteers and report monthly to the District Volunteer Coordinators and the District Volunteer Coordinator. (rev 09/11)

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ARTICLE VI: DUTIES OF THE OFFICERS - Continued

Section VI - All Officers shall:

1. Perform the duties prescribed in the parliamentary authority in addition to those duties outlined in these bylaws and those assigned from time to time.
2. Deliver to their successors all official material at the first summer Executive meeting.

Section VII - Removal – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice. (rev 09/11)

ARTICLE VII: EXECUTIVE BOARD

Section I - The Executive Board shall consist of the officers of the Organization, the Principal of the school (or a representative appointed by same) and a Staff Person selected by the teachers, and the immediate past President of the Unit (who shall serve for at least one year with or without a Chairmanship).

Section II - The duties of the Executive Board shall be:

- (A) to transact necessary business between Organization meetings
- (B) to create standing committees
- (C) to approve the plans of work of the standing committees
- (D) to present a report at the regular meetings of the Organization
- (E) to appoint an auditing committee prior to the close of the school year
- (F) authorize purchases of up to \$200.00 and approve routine bills. (rev 09/11)

Section III - Regular meetings of the Executive Board shall be held prior to the regularly scheduled meetings. A majority of the Executive Board shall constitute a quorum. Special meetings may be called by the President or by a majority of the members of the Board.

ARTICLE VIII: ROLE OF THE PRINCIPAL

1. The Principal shall be advisor to all members of the Executive Board.
2. The Principal shall be a member ex-officio of all committees.
3. The Principal is a voting member of the Organization and the Nominating Committee.

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ARTICLE IX: ROLE OF THE TEACHER REPRESENTATIVE

1. The role of the Teacher Representative will be to improve communications and foster positive relations between the faculty and the Executive Board. He/She is encouraged to attend the Executive meetings and Organization meetings.
2. The Teacher Representative will have the same voting rights as all other members of the Executive Board.

ARTICLE X: ELECTIONS

Section I - The President shall appoint a nominating committee consisting of at least three members, which shall include the school principal and one faculty member. The President shall appoint one member to serve as chairperson.

Section II - A vacancy occurring in an office shall be filled by a majority vote of the remaining members of the Executive Board, due notice of such vacancy having been given. In case of a vacancy occurring in the office of the President, the Vice-President shall serve notice of the vacancy.

Section III - The consent of each candidate must be obtained before his/her name is placed in nomination and the committee shall endeavor to select nominees for Vice-President who will be willing to advance into or towards the Presidency.

Section IV - Other nominations may be made from the floor.

Section V - The slate of officers shall be presented and the election held during the last general meeting of the school year. A simple majority of members present shall be sufficient to elect an officer.

ARTICLE XI: MEETINGS

Section I - At least seven general meetings shall be held on dates prescribed by the Executive Board. Special meetings may be called whenever deemed necessary by the Executive Board.

Section II - The privilege of holding office, making motions, and voting shall be limited to the members of the Organization.

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ARTICLE XII: STANDING COMMITTEES

Section I - Such standing committees shall be reacted by the Executive Board as deemed necessary to promote the objectives and carry on the work of the Organization.

Section II - No committee plan of work shall be undertaken without the consent of the Executive Board.

Section III - Upon completion of task, chairperson of each standing committee shall provide a written report of accomplishments to the Organization.

ARTICLE XIII: DISSOLUTION PROVISION

In the event of dissolution, all the remaining assets and property of the Organization shall, after necessary expenses thereof, be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code, or corresponding provision of any subsequent Federal Tax law; or to the federal government, or to a state or local government for a public purpose.

ARTICLE XIV: NON-INUREMENT PROVISION

No part of the net earnings of the Organization shall inure to the benefits of any member, trustee, director, officer of the Organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Organization). No members, trustees, officers of the Organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the Organization.

ARTICLE XV - RESTRICTIVE LEGISLATION PROVISION

No substantial part of the activities of the Organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501(h)), or participating in, or intervening in (including the publications or distribution of statement), and any political campaign on behalf of any candidate for public office.

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ARTICLE XVI - RESTRICTIVE PURPOSES AND ACTIVITIES PROVISION

Notwithstanding any other provision of these articles, the Organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501(c)(3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be corresponding provisions of any subsequent Federal tax laws.

ARTICLE XVII - PARLIAMENTARY AUTHORITY

Section I - Roberts Rules of Orders revised shall govern this organization in all cases in which they are applicable. Please refer to <http://www.robertsrules.com/> for more information. (rev 09/11)

Section II- All motions will be passed or denied by a majority of all eligible voting members present.

ARTICLE XVIII - AMENDMENTS

Section I - Individual bylaws may be amended at any regular meeting of the Organization by a majority vote of the membership present and voting. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws by a simple majority vote at a meeting of the Organization or by a two-thirds vote at a meeting of the Executive Board.

Section II - Bylaws and Standing Rules must be reviewed by the Executive Board annually, and revised and re-approved as necessary.

**Neil Armstrong Parent Teacher Organization
2010 – 2011 School Year - Bylaws**

These Bylaws have been reviewed and approved September 2011.

2010 NEIL ARMSTRONG PTO EXECUTIVE COMMITTEE:

President (s):

Vice-President (s):

Secretary (s):

Treasurer (s):

Volunteer Coordinator (s):
