

**BY-LAWS OF
LITTLE MOUNTAIN PARENT TEACHER ORGANIZATION**

ARTICLE I

Name

The name of this organization shall be Little Mountain Parent Teacher Organization.

ARTICLE II

Purpose

The purposes for which this organization are formed are as follows:

1. To provide an opportunity for parents and teachers to work together to provide a caring environment conducive to learning.
2. To raise funds to provide increased educational and educational reinforcement opportunities for our children.
3. To provide recognition of staff and faculty for their efforts in the education of our children.

ARTICLE III

Membership

1. All individuals having a child or children attending Little Mountain Elementary School are members of this organization.
2. All staff and faculty of Little Mountain Elementary School are members of this organization.
3. Any members of the Monticello School Board may be a member of this organization.

ARTICLE IV

Executive Board

This organization shall be governed by an Executive Board consisting of the following positions, which shall be elected from the general membership as hereinafter provided.

Chairperson
Co-Chairperson
Treasurer
Secretary
School Board Representative
Faculty Representatives
Principal
Past Chairperson ex-officio

The duties of the Executive Board shall be to:

1. Transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by the organization.
2. Create committees as necessary to further the purpose of this organization.
3. Prepare and submit to the general membership for adoption a budget for the fiscal year.
4. Each fiscal year an unallocated amount of funds will be reserved under the category of "LMPTO Expenses".
 - a. Approve routine disbursements for the organization from the "LMPTO Expenses" fund up to \$100.00
5. Requests to use monies from the "LMPTO Expenses" fund exceeding \$100.00 must be voted on at a regular or special LMPTO meeting by a majority vote of the members in attendance.
6. Deny any requests for private donations or fundraising per LMPTO Articles of Incorporation. An exception is when a Little Mountain student is hospitalized or the death of a Little Mountain Student.

ARTICLE V

Duties of the Executive Board

Chairperson: The Chairperson shall preside at all meetings of the organization and of the Executive Board. The Chairperson, along with the Executive committee, shall appoint the chairperson and members of all committees, with the approval of the Executive Board.

Co-Chairperson: The Co-Chairperson shall succeed to the Chairperson in the case of a vacancy in that position and shall perform the duties of the Chairperson in his/her absence or disability. The Co-Chairperson shall undertake such other responsibilities as the Chairperson shall assign.

Treasurer: The Treasurer shall receive all funds of the organization and shall have the responsibility of maintaining a complete and accurate account of all funds received and disbursed. The Treasurer shall deposit all funds. All funds received by this organization shall be counted in the presence of two or more members prior to delivery to the Treasurer for deposit. The Treasurer shall present a monthly report to the membership.

Secretary: The Secretary shall handle the correspondence of the organization and maintain a record of the proceedings of all meetings of the membership and the Executive Board. The Secretary shall be custodian of all records of the organization other than financial records. The Secretary shall provide a copy of all meeting minutes to the Executive Board and the Committee Chairperson, as appropriate. The Secretary shall present a copy of the last prior meeting minutes for approval at each meeting of the membership or Executive Board. The Secretary shall be responsible for notification of the general membership and Executive Board of all meetings of this organization.

School Board Representative: The School Board Representative shall act as liaison between this organization and the Monticello School Board.

Faculty Representatives: The Faculty Representatives shall be actively employed teachers at Little Mountain Elementary and shall act as spokesperson for the staff and faculty of the school.

ARTICLE VI

Election of Executive Board

1. Elections shall be held in the month of April/May of each school year with the newly elected Board to assume their duties in June/July of that calendar year, after the completion of the school year. All members present at the monthly meeting in April/May of each fiscal year shall be entitled to one (1) vote.
2. Terms of the Executive Board shall be for one (1) fiscal year or until the election of their successors. Executive Board members may retain their positions for more than one term.
3. The immediate Chairperson shall serve as an ex-officio member on the Executive Board.
4. All positions shall be filled by nomination as hereinafter provided except the position of the Chairperson which shall be automatically assumed by the then existing Co-

Chairperson.

5. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the majority vote of the Executive Board. Upon the expiration of the term of office or in case of resignation, each office shall turn over to the Chairperson or their successor, without delay, all records, books, and other materials pertaining to the office he/she held and shall return to the Treasure, without delay, all organization funds in his/her possession.

ARTICLE VII

Fiscal Year

The fiscal year of this organization shall begin December 1st and end November 30th.

ARTICLE VIII

Meetings

1. Regular meetings of the membership shall be held each month unless the Executive Board shall determine otherwise.
2. Special meeting of the Executive Board may be called by the Chairperson, as necessary, or by a written request to the Chairperson signed by five (5) or more members.

ARTICLE IX

Voting Rights

1. All members shall have one (1) vote on all motions before the organization. A majority of members present at the meeting will rule.
2. Three (3) or more of the Executive Board members shall constitute a quorum. A majority vote of a quorum shall be necessary to pass a motion before the Executive Board as required by these By-Laws.

ARTICLE X

Parliamentary Authority

A current edition of Robert's Rules of Order shall govern the conduct of business in all cases in which they are applicable and not in conflict with these By-Laws.

ARTICLE XI

Committees

The Executive Board shall create committees from time to time as are necessary to further the purpose of this organization. Each committee shall be headed by a Committee Chairperson to be appointed by the Executive Board Chairperson and shall consist of any members desiring to serve in that committee.

ARTICLE XII

Amendments

These By-Laws may be amended at any regular meeting of the organization by a majority vote of the membership present, provided that notice of the proposed amendment shall be give at least 30 days prior to the meeting at which the amendment is voted upon.

ARTICLE XIII

Termination of Organization

Should this organization terminate, for any reason, any funds remaining shall be placed into the Little Mountain Student activity fund.

Dated: November 27, 2007

Chairperson: _____

Secretary: _____

