

By-Laws of the Easton Parent Community Organization

Article 1: Name

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

Article II: Purpose and Basic policies

The objectives of the organization are:

- a. To bring into closer relationship the home and the school, that parents and teachers may cooperate in the education of youth/children.
- b. To develop between educators and the general public such united efforts as will assure for all youth/children. The highest advantages in physical, mental and social education.

The following are basic polices of this organization:

- a. The organization shall be non-commercial, non-sectarian and non-partisan.
- b. The organization shall work with the schools to provide quality education for all youth/children, recognizing that the legal responsibility to make decisions has been delegated by the people to the board of education.
- c. Any articles purchased by the Easton PTO shall remain property of the PTO and use thereof shall be governed by the officers unless otherwise stipulated.
- d. In the event of dissolution o the organization, its assets shall be distributed as recommended by the general assembly of the PTO

Article III: Membership

Section 1: Membership in this PTO shall be made available without regard to race, color, creed, or national origin.

Section 2: The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 3: No annual dues are required.

Article IV: Officers and their Election

Section 1: Officers and their Election:

- a. The officers of this organization shall consist of a president, a vice-president, a secretary, a treasurer. In lieu of a president and vice president, it is acceptable for there to be 2 co-chairpersons.
- b. Officers shall be elected in the month of May by the majority vote of those present at the meeting.
- c. Officers shall assume their official duties June 1, and shall serve for a period of one year.
- d. A person shall not be eligible to serve more than two terms in the same office.

Section 2: Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of remaining officers and those present at that PTO election. There should be a 2 week advance notice of the election. In the case of a vacancy in the office of president, the vice-president shall assume the office until a new president has been elected.

Article V: Duties of the Officers

Section 1: The President shall preside at all meetings of the organization; shall perform such other duties as may be prescribed by the by-laws or assigned to him/her by the organization; Shall be a member ex officio of all committees except the nominating committee; and shall coordinate the work of officers and committees of the organization in order that the objectives may be promoted.

Section 2: The Vice-President shall act as an aid to the president and shall in his/her designated order perform the duties of the president in the absence or inability of that officer to act.

Section 3: The Secretary shall record the minutes of all meetings of the organization; shall have a current copy of the bylaws; shall maintain a membership list; and shall perform such other duties as may be delegated to him/her.

Section 4: The Treasurer shall have custody of all the funds of the organization; shall keep a full and accurate account of receipts and expenditures; and in accordance with plans approved by the organization, shall make disbursements as authorized by the president. Checks and

vouchers shall be signed jointly by the president and the treasurer, or by the co-chair and treasurer. The treasurer shall present a financial statement at each meeting and at other times when requested by the organization. The treasurer shall make a full report when the new officers assume their duties. The treasurer shall be responsible for meeting account books and other records for maintaining entrusted to him/her. The PTO account shall be examined annually by the officers of the Easton PTO, who, satisfied that the treasurer's report is correct shall sign a statement of the fact at the end of the report.

Article VI: Meetings

Section 1: The majority of persons in attendance at organization meetings shall constitute a quorum.

Section 2: Frequency of meetings shall be determined by the officers. Meetings generally occur on a monthly basis. Special meeting may be called as deemed necessary by the president or the majority of members. Advance notice of at least two days shall be given.

Article VII: Committees

Section 1: The following committees shall be in existence:

- a. Membership
- b. Ways and Means (fundraising)
- c. Program
- d. Hospitality (potluck dinners, meeting refreshments, etc.)

Section 2: Committee members shall be selected from volunteers from the general membership and members of each committee shall appoint their own chairperson.

Section 3: The power to form special committees and appoint their members rest with the organization and officers.

Section 4: Progress reports will be expected from the chairperson when deemed necessary by the officers or the general assembly, for approval. No committee shall encumber funds without consent of the officers.

Article VIII: Fiscal Year

^ The fiscal year of this organization shall begin June 1 and end May 31.

Article IX: Amendments

Section 1: These bylaws may be amended at any regular meeting of this organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall be given at least 30 days prior to the meeting which is to be voted upon.

Section 2: The organization bylaws will be revised annually by the officers and the members present at that meeting.

Amendments:

I. March 6, 2006: Upon a majority vote of members, the Easton PTO has changed the organization name to the Easton Parent Community Organization, or EPCO.

II. Officers: For a member to be considered for any elected office (Co-Chair, Treasurer or Secretary), must have attended three consecutive meetings of the EPCO and have a fixed address.