

# NORTHAMPTON ELEMENTARY P.F.O. BYLAWS

Adopted 1973  
Revised May, 1982  
Revised May, 1983  
Revised May, 1987  
Revised March, 1989  
Revised January, 1995  
Revised May, 2002  
Revised April 2009

## ARTICLE I: NAME

The name of this organization shall be the Northampton Parent-Faculty Organization

## ARTICLE II: OBJECTIVES

The objectives of this organization are as follows:

1. To promote the welfare of children and youth in the school and in the community.
2. To promote close communication, understanding and cooperation among the students, parents, and faculty.

## ARTICLE III: POLICIES

The policies of this organization are as follows:

1. This organization shall aid the school on projects and public information.
2. This organization is self-governing, self-supporting, non-commercial, non-sectarian, non-profit, and non-partisan.
3. This organization shall seek neither to direct the administrative activities of the school nor to control its policies.
4. Any purchases made by this organization shall become the property of Northampton Elementary and KISD.
5. All donations become the property of this organization, Northampton Elementary, and KISD.

## ARTICLE IV: MEMBERSHIP AND DUES

**Section 1.** Membership in this organization is open to: (1) any parent or guardian of children enrolled in Northampton Elementary School, and (2) any faculty or staff member of Northampton Elementary School.

**Section 2.** Eligible persons shall become members automatically. There are no dues.

## ARTICLE V. EXECUTIVE BOARD

**Section 1.** The Executive Board shall consist of the elected officers (President, First Vice-President, Second Vice-President, Secretary, and Treasurer) and the appointed chairmen of the standing committees. In addition, special members shall be the Principal of the school and/or representatives appointed by him and faculty representatives chosen by the faculty.

**Section 2.** The duties of the Executive Board shall be: include but are not limited to:

- A. To transact business necessary to establish and administer the programs of the organization.
- B. To present a report of the work of the organization at the general meetings.
- C. To prepare and submit to the organization for approval a budget for the fiscal year.

**Section 3.** Regular meetings of the Executive Board may be held monthly during the school year, the time to be fixed by the Board at its first meeting of the year. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Board, having given (2) days notice.

**Section 4.** The Executive Board shall have the power to appropriate and disburse funds of the organization.

## **ARTICLE VI. ELECTED OFFICERS AND THEIR DUTIES**

**Section 1.** The elected officers of this organization shall be as follows:

- A. **President** shall preside at all meetings of the organization and of the Executive Board; shall act as an ex-officio member of all committees except the nominating committee; shall appoint members of special committees; shall perform such other duties as may be prescribed in these bylaws or assigned to him by the organization or by the Executive Board; and shall coordinate the work of the officers and committees in order that the objectives may be promoted.
- B. **First Vice President** shall assist the President and assume the duties of the President in the event of the President's inability to serve.
- C. **Second Vice President** shall be Chairman of all fundraising events. He shall appoint committees from the general membership to assist in planning and executing fundraising events for the organization as needed.
- D. **Secretary** shall:
  - (a). Record the minutes of all meetings of the organization and of the Executive Board and shall furnish copies of the minutes to the President and the Principal within fourteen (14) days following the meeting. He shall keep a roll of the members of the Executive Board.
  - (b) . Be responsible for all correspondence for the organization as requested by the officers and committee chairmen.
- E. **Treasurer** shall:
  - (a) Have custody of all funds of the organization and shall keep a full and accurate account of all receipts and expenditures. He shall make disbursements in accord with the approved budget or as authorized by the Executive Board or the general membership. He shall deposit the funds received in a bank designated by the Executive Board in the name of the organization. Two of the following three

officers are required to sign checks for the organization when making disbursements: President, Treasurer, and a third officer to be designated by the Executive Board. The treasurer shall be prepared to present a financial statement at every meeting of the organization and at other times when requested by the Executive Board and shall make a full report at the final general meeting of the year.

- (b) Present the accounts for annual examination by an auditing committee, who, satisfied that the Treasurer's final report is correct, shall sign a statement of that fact at the end of the report. The President shall appoint an auditing committee of not less than three (3) members, which shall include the current Treasurer, the Treasurer-Elect, and an independent auditor to complete an audit of the books no more than two (2) weeks after the conclusion of the school year.

**Section 2.** All officers shall:

- A. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned to them from time to time.
- B. Deliver to their successors all official materials, including a check list of activities and duties, no more than two (2) weeks after the conclusion of the school year.

**ARTICLE VII. STANDING AND SPECIAL COMMITTEES**

**Section 1.** The Standing Committees shall be as follows:

- A. Hospitality shall be responsible for coordinating refreshments for designated meetings and staff appreciation activities throughout the year.
- B. Room Parents shall assist ~~aid~~ the faculty. The Coordinator shall secure grade level chairmen and head room parents for each home room and shall coordinate the work of the room parents.
- C. Communications Coordinator shall be responsible for maintaining the PFO website and creating informational flyers as needed.
- D. Volunteer Coordinator shall be responsible for organizing the school volunteer program and shall report to the district volunteer coordinator.

**Section 2.** The Chairmen of the Standing Committees shall be appointed by the newly elected officers of the Executive Board. The Executive Board may create such additional standing committees as it may deem necessary.

**Section 3.** The term of each chairman shall coincide with that of the elected officers or until his successor is appointed.

**Section 4.** The Chairman of each standing committee shall present a plan of action to the Executive Board for approval. No committee work shall be initiated without the consent of the Executive Board.

**Section 5.** A special committee may be created by the Executive Board for a specific purpose; it ceases to exist when its work is completed and the report is received.

## **ARTICLE VIII: ELECTIONS**

**Section 1.** Officers shall be elected for a term of one (1) year and shall assume their duties within two weeks of the conclusion of the school year. no person shall serve on the Executive Board for longer than four (4) years of any six (6) year period unless no replacement can be found. No person shall serve in any position for more than two consecutive years.

**Section 2.** The Nominating Committee shall:

- A. Consist of a minimum of three (3) members. The Chairman shall be appointed by the President from the Executive Board. The school Principal shall serve as an ex-officio member of this committee. No person shall serve on the nominating committee for two (2) consecutive years.
- B. Select one (1) nominee for each elected office to be filled and shall give seven (7) days notice to the general membership. This committee shall present a slate of nominees at the final general meeting. Nominations may be made from the floor.

**Section 3.** Only those persons who have consented to serve shall be eligible for nominations by the committee or from the floor.

**Section 4.** All nominees must be members in good standing and it is recommended that the Presidential nominee shall have served on the Executive Board for the major portion of the previous term or have had previous parent-teacher group experience, i.e., office holder, standing committee member, or school volunteer.

**Section 5.** Elections shall be held at the final general meeting. Elections shall be by ballot unless there is only one (1) nominee for any office in which election for that office may be by voice.

**Section 6.** Vacancies in office shall be filled by a majority of the remaining members of the Executive Board. Any vacancy occurring in the office of President is filled by the First Vice-President with the vacancy in the office of the latter being filled by Executive Board appointment.

## **ARTICLE IX: MEETINGS**

**Section 1.** There shall be at least two (2) General Meetings of the membership each year. Other General Meetings may be determined by the Executive Board. At the final General Meeting there shall be an election of officers and approval of the budget for the next school year.

**Section 2.** A one (1) week's notice of all General Meetings shall be given to the membership.

**Section 3.** Special meetings of the general membership may be called by 30 % of the Executive Board or by 30 % of the membership. One (1) week's notice must be given to the membership stating the reason for the meeting.

## **ARTICLE X: QUORUM**

**Section 1.** Fifteen (15) members shall constitute a quorum at any general meeting or special membership meeting.

**Section 2.** A majority of the members of the Executive Board shall constitute a quorum at any meeting of the Executive Board.

**Section 3.** Only members in good standing and present will be allowed to vote.

## **ARTICLE XI. AMENDMENTS**

These bylaws may be amended at any meetings of the membership by two-thirds (2/3) majority, provided that notice of such amendments be made available in writing by a Revisions Committee and a fourteen (14) day notice given.

## **ARTICLE XII. NOTICES TO MEMBERS AND BOARD**

Whenever, under the provisions of these bylaws, notice is required to be given to any member, such notice shall be given in writing, (a) by delivery to the residence address of the member or (b) by mail or (c) by distribution to students in attendance on day of distribution or (d) by electronic communication. However, notice of Executive Board meetings may be given by telephone.

## **ARTICLE XIII. PARLIAMENTARY PROCEDURE**

Robert's Rules of Order Revised shall be the Parliamentary Authority for this organization and shall govern any procedures not specifically outlined in these laws.

## **ARTICLE XIV. DISSOLUTION**

This organization may be dissolved by two-thirds (2/3) of the members voting, provided a thirty (30) day notice is given to the membership. Upon dissolution all assets and records shall become the property of Northampton Elementary School.