



ARTICLE I: NAME

The name of this organization is the Summit Street Parent Teacher Organization (PTO).

ARTICLE II: ARTICLE OF ORGANIZATION

The organization exists as an un-incorporated organization of its members. Its articles of organization are these guidelines, as from time to time amended and revised.

ARTICLE III: MISSION

The purpose of Summit Street School PTO is to offer opportunities for parent and staff involvement that result in enhanced educational opportunities for our students.

ARTICLE IV: GOALS

- To promote the development of children in the home, school and community.
- To encourage open communication between the home and the school so parents and teachers cooperate in the education of children.
- To develop a united effort between educators and the community that will allow all children to be challenged and educated to the best of his or her ability.
- To provide an opportunity for all members of the Summit Street Community to explore new ideas in the field of education.
- To be a resource for parents, wherein issues within the school can be brought forth and addressed.

ARTICLE V: BASIC POLICIES

- The organization shall be non-sectarian and non-partisan.
- The organization shall not, directly or indirectly, participate or intervene in any way in any political campaign on behalf of, or in opposition to, any candidate or cause.
- The organization shall work with the schools 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 Prudential Committee.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The President shall:

- Study all information and material secured from her/his predecessor.
- Hold a transitional meeting of the Executive Committee to discuss the coming year and distribute material promptly to the appropriate incoming officers.
- Form any committees that are needed for the year. *
- Be a member ex-officio of all committees.

- Preside at all regular PTO meetings of the organization.
- Consult with officers, chair-persons and administration before each meeting to insure that all details of the meeting are ready as planned.
- Coordinate the work of the officers and committees of the association in order that the objectives of the association may be promoted.
- Delegate to the vice-president certain administrative duties as necessary.
- Maintain a fair and impartial position at all times, and encourage members to participate.
- Keep a summary of tasks undertaken, PTO projects and other pertinent information during the year.

Section 2: The Vice-President shall:

- Preside at meetings in the absence of the President or upon his/her inability to serve.
- Represent the President upon request. Assumes the duties of the President in the event of his/her resignation until the position is filled in accordance with the guidelines.
- Keep a summary of tasks undertaken, PTO projects and other pertinent information during the year.

Section 3: The Secretary shall:

- Record all business transacted at each meeting of the organization and make copies available for all interested persons. Minutes must be kept for a minimum of three years.
- Find substitute to take minutes if unable to attend any organization meeting.
- Be prepared to read minutes of any previous meeting.
- Call the meeting to order in the absence of the President and Vice-President and will preside until a chairman pro-tem is elected.
- Has on hand for reference at each meeting a copy of the guidelines, the minutes of the previous meetings, a list of all committees, including names of members of committees. Any member may request a copy of the guidelines from the Secretary.
- Act as custodian of all records, except those specifically assigned to others and make available to his/her successor.
- Conduct the correspondence of the organization which may include information for Friday notes, Summit Street web page, presentations, upcoming PTO events and meetings.

Section 4: The Treasurer will:

Have custody of all of the funds of the organization.

- Keep an accurate and detailed account of all monies received and paid out.
- Should issue a receipt of all monies received.
- Pays by check (never by cash as authorized by the executive board members). Checks will be signed by the Treasurer and another designated Executive Committee member. In absence of the Treasurer, an assigned member of the Executive Committee will write checks.
- Present a financial statement at every PTO meeting and at other times when requested by the Executive Officers. Full reports will be furnished the first and last PTO meetings of the year.

- Deliver to his/her successor, unless the organization has otherwise ordered, all books, papers and correspondence pertaining to the office of the Treasurer, including the books, plans and procedures. Financial records must be kept for a minimum of three years in accordance with IRS regulations.
- Provide documentation for annual school audit

Section 5: Each officer shall:

- Perform the duties as outlined in the guidelines.
- Upon expiration of the term of office or in case of resignation, deliver to the successor all material pertaining to the office within one week following the transfer of office.
- Participate in the formulation of the annual budget for the coming year.
- At the end of the fiscal year, all materials shall be ready and presented to the newly elected officers.