



ROCKWOOD PARENT TEACHER
ORGANIZATION COUNCIL

(PRESIDENTS' FORUM)
BYLAWS

Adopted by vote of Presidents' Forum September 23, 1991

Amendments: 2/19/14, 4/23/13, 5/13/09, 5/15/02, 10/17/01, 5/10/00, 1/14/98

INDEX

		Page
ARTICLE I.	NAME	3
ARTICLE II.	ARTICLES OF ORGANIZATION	3
ARTICLE III.	MISSION AND OBJECTIVES	3
ARTICLE IV.	POLICIES	3
ARTICLE V.	MEMBER ORGANIZATIONS AND DUES	4
ARTICLE VI.	FISCAL YEAR	4
ARTICLE VII.	VOTING REPRESENTATIVES	4
ARTICLE VIII.	INVITED PARTICIPANTS	5
ARTICLE IX.	OFFICERS AND THEIR ELECTION	5
ARTICLE X.	DUTIES OF OFFICERS	6
ARTICLE XI.	MEETINGS	6
ARTICLE XII.	RULES OF ORDER	7
ARTICLE XIII.	AMENDMENTS	7
ARTICLE XIV.	DISSOLUTION	7

ARTICLE I. NAME

The name of this organization shall be the Rockwood Parent Teacher Organization Council (operating as Presidents' Forum).

ARTICLE II. ARTICLES OF ORGANIZATION

This Forum is organized and separately incorporated in accordance with Section 501(c)(3) of the Internal Revenue Code in order to serve as the financial umbrella organization for PTOs (Parent Teacher Organizations) and for the purpose of providing a forum for the exchange of ideas among the parent leaders in the Rockwood School District.

ARTICLE III. MISSION AND OBJECTIVES

1. To provide a forum for the Superintendent and/or administration of the Rockwood School District (RSD) to communicate information to parent organization presidents.
2. To provide a forum for inter-school communication between parent organizations including, but not limited to, discussions on fund raising, activities and parent involvement.
3. To provide a forum for parent organization presidents to communicate to the RSD Superintendent and/or administration the views, suggestions and recommendations of their parent organizations.
4. To act as a liaison between the RSD and the general public to promote the highest standards of education and welfare for the children and youth served by the RSD.

ARTICLE IV. POLICIES

1. This organization shall be non-commercial, non-sectarian, and non-partisan.
2. The name of the organization and the names of any representatives in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the organization.
3. The organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

4. This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided they make no commitments that bind this organization.

5. Notwithstanding any other provisions of these by-laws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE V. MEMBER ORGANIZATIONS AND DUES

1. The member organizations of this Forum shall be the primary parent organizations (such as PTO, PTA, etc.) of all Rockwood schools, the Center for Creative Learning and the Early Childhood program, represented by their president. As new schools are formed, the primary parent organization of the school will automatically become a member of this organization.

2. New member organizations shall submit to the Secretary written bylaws adopted by the group within three months of inception.

3. Each member organization shall maintain a current copy of their organization's bylaws on file with the Presidents' Forum.

4. Each member organization shall pay annual dues determined by the organization. Dues are payable by the October meeting of each fiscal year.

ARTICLE VI. FISCAL POLICY

1. The fiscal year shall begin on July 1 and end June 30 of the following year.

2. The Executive Board shall see that a budget shall be presented for approval at the final general membership meeting of the academic year.

3. Additional funds from the current year will be allocated by the Executive Board at the conclusion of the current fiscal year and documented in the monthly financial statement on the Presidents' Forum website.

4. Annually, no more than 10% of the total annual budget will be rolled over to the new fiscal year as start up funds.

5. All checks written must contain two authorized signatures to be considered valid.
6. The Treasurer shall present a financial report to the organization at every general membership meeting, post the report on the Presidents' Forum website within one week after the meeting and discussion regarding the Presidents' Forum financials will be documented in the meeting minutes.

ARTICLE VII. VOTING REPRESENTATIVES

1. Each member organization shall have one (1) voting representative. The voting representative shall be the president or one (1) co-president. In the absence of the president (or co-president), the president may appoint a designee to act on his/her behalf for that meeting.

2. Ex officio, non-voting representatives will include any past presidents of member organizations, provided that they are the parent/guardian of a Rockwood student.

ARTICLE VIII. INVITED PARTICIPANTS

Invited participants shall include the Superintendent, the Director of Communications, principal representatives, and such other persons as the Forum deems appropriate.

ARTICLE IX. OFFICERS AND THEIR ELECTION

1. The officers of this organization shall be the President, Vice President, Secretary, and Treasurer. Any office may be held by two persons so designated by the prefix "co-".
2. Nominees for office must be either a current president of a member organization or a past president of a member organization, provided that they will be a parent/guardian of a Rockwood student during their term of office.
3. The consent of the nominee must be obtained prior to placing the name into nomination.
4. Nominations for officers will be obtained from the floor at the March meeting and closed at the adjournment of this meeting. Written notification of the ballot of officers will be sent to the voting representatives of the organization at least two (2) weeks prior to the election. In the event that there is an office without a candidate at the conclusion of the March meeting, nominations for that office only will be taken from the floor at the April meeting.
5. The officers shall be elected annually by ballot of the voting representatives at the April meeting of the organization. However, if there is but one candidate for any office, the election

for such office(s) may be by voice vote.

6. Officers shall assume their duties at the adjournment of the May meeting and serve for a term of one year or until their successors are elected. No one may serve more than two consecutive terms in the same office.

7. If a vacancy occurs in the office of President, the Vice President shall assume the office of President. A vacancy occurring in any other office shall be filled by a majority vote.

ARTICLE X. DUTIES OF OFFICERS

1. The President shall preside at all meetings of the organization, set the agenda in collaboration with the member organizations and the invited participants, and perform such other duties usually pertaining to the office.
2. The Vice President shall assist the President as requested and assume any duties of the President in the absence of the President, including presiding at all meetings and such other duties as may be delegated to the office.
3. The Secretary shall take minutes at all meetings. Minutes will be made available to all representatives prior to the next meeting. The Secretary will also perform such other duties as may be delegated to the office.
4. The Treasurer shall collect dues for deposit, issue reminders of unpaid dues and keep permanent books of accounts and records as will be sufficient to establish the items of gross income, receipts and disbursements of the organization, including a member organization list. The Treasurer shall present a financial report to the organization at every general membership meeting.

ARTICLE XI. MEETINGS

1. Place: All meetings shall be held at Rockwood schools as designated by the President, based on the recommendation of the voting representatives.
2. Notice of the date, time and place of all meetings shall be given to the voting representatives, ex officio, non-voting representatives and invited participants at least one week in advance of the meeting.
3. Regular Meetings: Regular meetings will be held monthly as agreed on by the organization during the fiscal year.
4. Special Meetings: Special meetings of the organization may be called by the President upon request of at least three voting representatives.
5. The privilege of making motions and voting shall be limited to voting representatives of the organization.
6. Quorum: The minimum number of voting representatives who must be present to conduct business is a simple majority of the member organizations (currently 16 of 31).

ARTICLE XII. RULES OF ORDER

Robert's Rules of Order, Newly Revised shall govern this organization in all cases to which they are applicable and are not in conflict with these bylaws.

ARTICLE XIII. AMENDMENTS

1. These bylaws may be amended by ballot at any regular meeting of the organization by a two-thirds vote of the voting representatives present, provided written notice of the proposed amendment(s) shall have been given two weeks prior to the meeting.
2. A committee may be appointed to review the bylaws as amended each year. The committee shall draft any proposed amendments for presentation to the membership as provided above.

ARTICLE XIV. DISSOLUTION

- 1 Procedure for Dissolution: The organization may be terminated or dissolved by the consent of two-thirds of the voting representatives.
2. Distribution of Property: Upon termination or dissolution of the organization, property or assets remaining after all of the debts and obligations of the organization have been paid shall be returned to the member organizations on a pro rata basis together with a financial statement.