

**Acting Bylaws of the
Seckman Elementary Parent Teacher Organization (SEPTO)
Adopted October 2013**

- ARTICLE I:** The name of this organization is the Seckman Elementary Parent Teacher Organization (SEPTO).
- ARTICLE II:** This club shall be non-profit, non-sectarian, non-partisan, and non-commercial in all of its relationships.
- ARTICLE III:** The objectives of this club are to:
- A. Stimulate parents to work at school activities.
 - B. Develop a closer relationship between parents and faculty.
 - C. Promote fellowship within the school for parents.
 - D. Raise money by special projects for school improvement.
 - E. Supply parents with information about SEPTO.
- ARTICLE IV:** The rules of membership are:
- A. Parents, grandparents, legal guardians, community members and staff of Seckman Elementary School are invited to work together for the support of the students, staff and school
 - B. The organization shall conduct an annual enrollment of the members; however, persons may be admitted at any time.
 - C. Membership shall be free of charge.
 - D. All members are entitled to vote, except the President, who will have a tie-breaking vote if needed.
- ARTICLE V:** Meetings:

- A. The regular business meetings of SEPTO shall be held at Seckman elementary monthly on the designated day and time as set forth by the SEPTO board. At least 24 hours notice of a special meeting shall be given.
- B. Order of Business
 - 1. Call to order by the President
 - 2. Reading of minutes from the preceding meeting by the Recording Secretary
 - 3. Treasurer's Report
 - 4. Principal's Report
 - 5. Reports from Committees
 - 6. Old Business
 - 7. New Business
 - 8. Drawing for parent and teacher gift
 - 9. Adjournment

ARTICLE VI:

Officers and their election:

- A. The Executive Board shall consist of all elected officers.
- B. The officers of this organization shall consist of President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Historian.
 - 1. Candidates for officer election must present a clean background check to current Executive Board at time of nomination to be placed on election ballot.
 - 2. Must be a parent/legal guardian to current Seckman Elementary student to be on Executive Board. No more than one parent or legal guardian, per family, may hold a position on the Executive Board.
 - 3. The candidate for President must have held a previous position on the Executive Board for at least one year.

- C. The election shall be elected by ballot at the April monthly meeting and members must be present to vote. The new board members shall then work closely with the retiring officers until the end of the school year, at which time the newly elected members shall assume their official duties.
- D. A person shall not be eligible to serve more than two consecutive years in the same office.
- E. A vacancy occurring in any office, except the President, shall be filled for the unexpired term by a person elected by a majority of the members at a regular meeting, after notice of such an election has been given. In case a vacancy occurs in the Presidency, the Vice President shall serve the remaining term.
- F. Officers are expected to attend meetings and SEPTO functions.
- G. Officers who are unable to fulfill their duties are encouraged to resign.
- H. No executive officer of SEPTO shall hold the identical executive office in any other C-6 school parent organization.

ARTICLE VII:

Duties of Officers:

- A. The President shall preside at all meetings of SEPTO and Executive Board meetings and shall co-ordinate the work of the officers and the committees of the organization. The President shall have the agenda to the district's IT person two weeks prior to the monthly meeting.
- B. The Vice President shall preside in the absence of the President, act as an aide to the President and act as program chairperson as needed.
- C. The Recording Secretary shall record the minutes of all meetings of the organization and of the Executive Committees. The Recording Secretary

shall have minutes of the monthly meeting to the district's IT person within two weeks after the meeting.

- D. The Corresponding Secretary shall conduct the correspondence of SEPTO such as thank you notes and notices of coming events, i.e. the marquee sing in front of the school.
- E. The Treasurer shall keep the accounts of SEPTO with a copy of the report supplied each month to all Board members and the Principal. It will be necessary to have two Board member signatures on the card kept at the bank for checks to be written. The Treasurer is responsible for paying expenses with a written or store receipt required for reimbursement. A minimum balance is required in any accounts as per bank requirements.
- F. The Historian shall be responsible for photography of all SEPTO functions. The Historian shall maintain the SEPTO bulletin board in the front hallway of the school.

ARTICLE VIII:

Committees and Projects:

- A. The Executive Committee will provide a list of projects at the first meeting of each school year.
- B. The Committees of the organization shall be dictated by the events of the current calendar school year.
- C. Committee Chairpersons for the year will be agreed upon amongst the Board. Temporary committees may be appointed as needed.

ARTICLE VIII:

SEPTO Bylaws:

- A. Amendments may be made to the bylaws at any Executive Board meeting of SEPTO by a two thirds vote of present members.

- B. Every member of SEPTO shall have access to a copy of the bylaws. A copy will be available through the Recording Secretary.

ARTICLE X:

Expenditures and Purchases:

- A. All purchases made by SEPTO for school use shall have the approval of the principal of the school and may only be used for school activities.
- B. No money shall be spent except in the interest of the students or for the betterment of the school.
- C. Expenses made in the normal course of running SEPTO or in planning a fund raising projects, shall be approved by the Executive Committee prior to the event. Fund raising events shall have the approval of the principal.
- D. The Principals, teachers or any other member may request in the helping of a destitute family, fire victims or in the case of a death.
- E. Other schools in the Fox C-6 School District may request aid in projects that may also benefit our students.
- F. **Grant Requests:**
 - 1. Requests must be submitted to the principal at least 30 days prior to the SEPTO meeting.
 - 2. The principal has two weeks to review the grant and present it to the Board.
 - 3. The Board has one week to review and decide if the grant will be presented to the membership.
 - 4. One week before the SEPTO meeting, the grant request will be posted in the agenda for that month's meeting, on the school website.
 - 5. Grants will be presented at the regular monthly meeting and voted on by all present members.