

**ENTERPRISE PREPARATORY ACADEMY  
PARENT-TEACHER ORGANIZATION  
CONSTITUTION**

**ARTICLE I - NAME**

The name of the Organization shall be the Enterprise Preparatory Academy PARENT - TEACHER ORGANIZATION, in the City of Enterprise, in the State of Alabama.

**ARTICLE II - PURPOSE**

The purpose of this Organization shall be:

- to serve and help parents and teachers promote clearer understanding and cooperation in discharging educational responsibilities for the benefit and welfare of the children;
- to maintain good communications between the home and school; and
- to provide a vehicle through which parents can provide service to the school.

**ARTICLE III - MEMBERSHIP**

Section 1

The membership shall consist of parents and guardians of the pupils of Enterprise Preparatory Academy and the members of the faculty of Enterprise Preparatory Academy.

Section 2

PARENT-TEACHER ORGANIZATION dues are established by the Executive Board and are payable at the beginning of the school year.

**ARTICLE IV - OFFICERS**

Section 1

The elected officers shall be the President, Vice-President, Secretary, and Treasurer.

Section 2

After the first year of operations these officers shall be nominated at the March meeting, elected and installed at the May meeting.

### Section 3

The term of office shall be one (2) year. No officer shall hold the same office for more than two consecutive terms.

### Section 4

The spiritual moderator shall be the Principal/Headmaster, or a representative appointed by him.

### Section 5

The Parliamentarian shall be appointed by the President.

## **ARTICLE V- SCHOOL REPRESENTATIVES**

### Section 1

The PARENT-TEACHER ORGANIZATION membership shall supply one Parent Representative to serve on the School Board according to the requirements of the Enterprise Preparatory Academy Parent School Board. This Representative shall be elected at the annual election in May after the first year of operation. The duty of the School Board Representative is to report all findings of the School Board to the PARENT-TEACHER ORGANIZATION Executive Committee and to officially relay any issues or concerns of the PARENT-TEACHER ORGANIZATION to the Enterprise Preparatory Academy School Board.

### Section 2

The Enterprise Preparatory Academy shall supply to the Parent-Teacher Organization one Teacher Representative to serve on the PTO Executive Board. The Teacher Representative will serve as a liaison between the school staff and the faculty and the PTO, and shall be appointed by the Principal of Enterprise Preparatory Academy for a two year term. The duty of the Teacher Representative is to relay any issues or concerns of staff and faculty to the PTO Executive Board, and to report to the faculty and staff of the school any and all findings of the PTO Executive Board.

## **ARTICLE VI- MEETINGS**

The meetings of the Organization shall be held a minimum of 5 times per school year. (Suggested months: September, October, January, March and May)

## **ARTICLE VII - RESPECT FOR SCHOOL POLICIES**

The Enterprise Preparatory Academy PARENT-TEACHER ORGANIZATION shall respect the established policies and practices as set forth by the Enterprise Preparatory Academy School Board and the Principal/Headmaster of the Enterprise Preparatory Academy.

## **ARTICLE VIII - AMENDMENTS**

The constitution may be amended at any regular meeting by a two-thirds vote of the members present and voting, provided notice has been given in writing to all members. The written notice of the proposed changes must be given at least one month prior to the meeting, at which the constitution is to be amended.

**ENTERPRISE PREPARATORY ACADEMY  
PARENT-TEACHER ORGANIZATION  
BY-LAWS**

**ARTICLE I - GOALS AND OBJECTIVES**

Section 1

The Enterprise Preparatory Academy PARENT-TEACHER ORGANIZATION shall have a variety of goals and objectives that serve to guide the membership toward meeting the needs of the school. These needs may include (but are not limited to):

- needs to improve school facilities;
- educational requirements, including textbooks, library books, software, multimedia; and
- program needs that reflect the PARENT-TEACHER ORGANIZATION's collaborative support to its membership.

Section 2

The Executive Board, prior to the start of the school year, will establish priorities for accomplishing these goals. These priorities will be presented to the membership at the first meeting of the school year, and they will establish the rationale and direction of all activities and organizational programs for the school year.

**ARTICLE II - DUTIES OF OFFICERS**

Section 1

The President shall preside at the meetings of this Organization and its Executive Board, and shall appoint the Chairpersons of Committees with the approval of the Executive Board, as well as perform such duties as are incumbent of this office.

Section 2

The Vice-President, in the absence of the President, shall perform all the duties of the President. In addition, the Vice-President shall be responsible for the program section of this Organization's meetings, as well as any special programs initiated. In the event the office of President becomes vacant, the Vice-President will automatically assume the office of President.

Section 3

The Secretary shall keep the minutes of all Organization meetings, shall disseminate all communications at the Organization meetings, and shall keep a list of all members and

committee chairpersons. The Secretary shall conduct all the correspondence of the Organization and any other necessary duties.

#### Section 4

The Treasurer shall receive all moneys of the PARENT-TEACHER ORGANIZATION and shall keep an accurate account of the same. The Treasurer shall pay all budgeted debts. Those debts exceeding their budgeted line item by more than \$75.00 shall require approval by the PARENT-TEACHER ORGANIZATION at the next regular meeting. The Treasurer shall keep a monthly account of income and expenditures. An annual financial report will be submitted to the newly elected Executive Board no later than 15 July. All account documentation will be given to the newly elected Treasurer no later than 15 July. The fiscal year for the PARENT-TEACHER ORGANIZATION shall be from 1 July through 30 June.

#### Section 5

The officers shall be installed at the annual meeting in May.

### **ARTICLE III - MEETINGS**

The meetings of the Organization shall be held at a minimum of five times per year, August through May in a designated meeting room at Enterprise Preparatory Academy. Suggested meeting dates are September, October, January, March and May, but may be changed by the Executive Board. The President of the PARENT-TEACHER ORGANIZATION shall have the authority to call special meetings as needed.

### **ARTICLE IV - COMMITTEE CHAIRPERSONS**

Committee Chairpersons, in keeping with the Organization's objectives, shall be appointed by the President and approved by the Executive Board. The President and Executive Board may also dissolve old, or approve new, committees.

There will be three categories of committees:

- Special Events (i.e. Christmas Program, Open House);
- Routine Programs (i.e. Teacher Appreciation Activities, First Aid Room); and
- Special Needs (i.e. Computer Lab, Library, and Playground).

## **ARTICLE V - NOMINATIONS AND ELECTIONS**

### **Section 1**

There shall be a nominating committee composed of three members, one of whom shall be selected by the Executive Board and two of whom shall be elected by the Organization at the January meeting, after the first year of operation.

### **Section 2**

The Nominating committee shall give its nomination report at least one month prior to the election and installation meeting. The committee will present the name of one or more candidates for each office. Nominations may also be offered from the floor with the consent of the nominee.

### **Section 3**

Officers shall be elected at the May meeting by a majority of qualified members voting. The Nominating Committee shall act as the committee on elections at the meeting. This committee shall conduct the election and count the ballots. Absentee ballots shall be made available to those members unable to attend the election.

### **Section 4**

In the event of a tie-vote for any executive office, the Principal/Headmaster, who is normally considered a non-voting member, is authorized to cast the deciding vote to break the tie. This will ensure that the elections are completed and that an effective transition may occur prior to the installation of the new officers in May.

### **Section 5**

Officers shall be installed at May meeting. The election report shall be presented to the membership by the Nominating Committee. The Principal or designee will preside over the installation of officers.

### **Section 6**

In the event that the Vice-President, Secretary, or Treasurer cannot finish their terms, the Executive Board may appoint a person to serve. The appointment shall be announced to the Organization.

## **ARTICLE VI - RULES OF ORDER**

All meetings of this Organization shall be conducted according to Robert's Rules of Order, when not inconsistent with this Constitution and By-Laws.

## **ARTICLE VII - QUORUM**

### **Section 1**

A quorum is required to conduct official business of the PARENT-TEACHER ORGANIZATION.

### **Section 2**

The quorum of a PARENT-TEACHER ORGANIZATION meeting shall consist of one tenth (1 / 10) of the membership.

## **ARTICLE VIII- BUDGET**

### **Section 1**

The responsibility for the budget of the PARENT-TEACHER ORGANIZATION shall lie with the Executive Board and shall be executed by the Treasurer. A yearly budget shall be developed and approved by the PARENT-TEACHER ORGANIZATION membership by two-thirds of the members present and voting.

### **Section 2**

The budget shall itemize current assets, projected income, and planned expenditures for the coming year. Planned expenditures shall be reasonable and consistent with the goals and objectives of the PARENT-TEACHER ORGANIZATION.

## **ARTICLE IX - AMENDMENTS**

These by-laws may be amended at any regular meeting by a two-thirds vote of the members present and voting; provided notice has been given in writing at the previous regular meeting. Written notice of the proposed changes must be given at least one month prior to the meeting at which the by-laws are to be amended.

## INSTALLATION OF OFFICERS

Leader: This prayer service is for renewal of our commitment to our children and our school. Let us begin by asking the Holy Spirit to come upon us and fill us with peace, understanding, and wisdom.

Let us pray. Father in heaven, we believe in your love for us and for the whole human family. We believe in the victory of Jesus Christ, Your Son, over sin and death. We come together this evening in Your Presence to offer you anew our commitment to serve the parents, teachers, and students of Enterprise Preparatory Academy. Send Your Holy Spirit to give us strength and light that we may more faithfully proclaim the Good News of Him who died for us and rose from the dead and who now lives with You and the Holy Spirit, One God, forever and ever...

All: AMEN.

Leader: I ask the officers to re-affirm their dedication to the Parent-Teacher Organization of Enterprise Preparatory Academy.

Are you willing to be installed as the officers of the Parent-Teacher Organization and to share the vision of Christian education and the gospel message with the parents, teachers, and students of Enterprise Preparatory Academy?

Officers: WE ARE.

Leader: Are you resolved to exercise your office with diligence and generosity so that through your efforts those you serve may grow in faith?

Officers: WE ARE.

Leader: Will you endeavor to pattern your life and all your official actions on the teachings of Christ so that you may be not only a leader, but also a living witness of the faith we proclaim?

Officers: WE WILL.

Leader: I ask all those present to accept these newly installed leaders by standing and bowing your heads in prayer.

God, who has called each of you to serve as an officer, who has begun His work in you, and who has gifted you with special talents, be with you as you lead this PTO and bless your plans with success. Be with us, Lord, as we strive to use our unique and individual gifts to help our children grow to know You better, to serve You with pride and humility, and to love You with all their hearts. We ask this through Christ our Lord.

All: AMEN.