

THE BARKHAMSTED SCHOOL PARENT TEACHER ORGANIZATION

Bylaws

Article I-Name

The name of the organization shall be the Barkhamsted Parent Teacher Organization.

Article II- Purpose

The PTO is organized for the purpose of supporting the education of children at the Barkhamsted Elementary School by fostering relationships among the school, parents and teachers.

Article III- Members

Section I: Any parent, guardian or other adult that is representing a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Section II: Dues will be established by the executive board. A member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Section III: Members shall each have one vote in the election of the board.

Article IV- Officers and Elections

Section 1: Officers. The officers shall be a president, vice president, treasurer, recording secretary, correspondent secretary, and fundraising/ways & means.

- a. **President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization

at meetings outside the organization, serve as ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

- b. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c. **Recording secretary.** The secretary shall keep all records of the organization, review minutes from previous meeting and take and record minutes from each meeting. Minutes shall be distributed to board members within 1 weeks time. Minutes are a record of what was done at a meeting, not what was said at the meeting. The secretary shall also maintain a complete file of all approved minutes, agendas, materials distributed at any official PTO meeting and other important documents. The secretary also keeps a copy of the membership list, prepares the sign in sheet for each meeting and handles all correspondence via social media.
- d. **Correspondent Secretary.** Is responsible for checking the PTO mailbox at school at least 1x per week and distributing mail to appropriate board members,

preparing thank you notes to event chairs post event, preparing/placing and removing sandwich boards for upcoming events as event chairs need. Work with event chairs to help advertise the event, as well as communicate with local newspapers/reporters to promote PTO events. Prepare news for the monthly PTO newsletter to be submitted to principal and president for approval by the third Friday of the month. Monthly PTO newsletter shall be distributed to families on the last Monday of the month.

- e. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.
- f. **Fundraising/Ways & Means.** Fundraising definition: Monies collected by the sale of items, this does not include family events. Duties to include: Preparation of mass distribution of fundraiser, advertising fundraiser, write up of fundraiser to go into monthly newsletter. Sending home fundraising materials. The collection and organization of forms/money from the fundraiser. Distribution of the items from the fundraiser. Getting money to the treasurer for deposit and communicating cost of fundraiser to treasurer and Board.

Section 2. Nominations and Elections.

Elections will be at the end of year meeting in June after a members three year term. Voting shall be done by ballot form.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents it's slate. No teacher in the school system may run for office.

Section 4. Terms of Office. The term of each position shall be three years. After the 3 year term if said board member is still interested in performing their job duties they may run for re-election after 3 year term is completed.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal From Office. Officers can be removed from office by the affirmative vote of a majority of all board members at any regular or special meeting called for that purpose. An officer may be removed for the following: nonfeasance, malfeasance, or misfeasance or for refusal/inability to carry out said job duties. Any officer proposed to be removed shall be entitled to at least five days' notice in writing of the meeting of the board at which such removal is to be voted upon. The officer shall be entitled to appear before and be heard by the board at such meeting.

Article V- Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the third Wednesday of each month during the

school year at 7 p.m. or at a time and place determined by the executive board. The annual meeting will be held in June of each year and is for review of fiscal year/events, electing officers and conducting other business that should arise.

Section 2. Special Meetings. A budget meeting will be held annually by the executive board to review and vote on the organizations budget at the beginning of each year. Special meetings may be called by the president or any two members of the executive board.

Article VI-Executive Board

Section 1. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing temporary committees, prepare and submit a budget to the membership, approve routine bills and prepare reports and recommendations to the membership.

Section 2. Meetings. Executive Board meetings shall take place on a monthly basis with date and time determined by the board. Board members are expected to attend each Board meeting. If unable, they must notify the president and send their report.

Section 3. Voting.

a. Quorum. Half the number of board members plus one constitutes a quorum for voting.

b. Voting during an Executive Board Meeting. All members have the right to express their opinions on subject matter in a clear, concise, respectful manner during discussion of topics. Once discussion has commenced votes may be given either verbally or by ballot with majority rules. If a board member is

not present for the Executive Board Meeting they forfeit their right to vote on said topic.

c. Voting via Email/private social media feed. When a vote is needed on a topic that does not come up at a formal board meeting the president can put the vote out via email. Some votes will require time restrictions in which case the president will formally give members a start and end time for discussion and a start and end time to cast their votes. Information regarding the facts for the topic shall be given. Board members will have time to express their opinions during stated allowed time. Once voting has begun discussion is then over and votes will be tallied with majority rules.

d. Votes. Each board member shall have one vote. Board members have the right to choose to abstain from a particular vote if they feel there is a conflict of interest.

Article VII- Committees

Section 1. Membership. Committees may consist of members and board members with the president acting as an ex officio member of all committees. All committee chairs shall complete an event information sheet to be submitted at the beginning of their term as chair as well as keep a permanent record of their work and submit it to the Board at the expiration of their respective term. This permanent record shall describe in detail all duties involved in the execution of their work.

Section 2. Additional Committees. The board may appoint additional committees as needed.

Article VIII- Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income and bank account information.

Section 3. The board shall vote on all expenses that fall outside of the yearly approved budget for amounts greater than \$100.00.

Section 4. The treasurer shall prepare a financial statement at the end of the year for review.

Section 6. Taxes. The treasurer is responsible for preparing taxes **OR** submitting information to an agency to prepare the taxes for the organization. Taxes must be postmarked by October 15th of each year.

Section 7. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and with the memberships approval, spent for the benefit of the school.

Section 8. Fiscal Year. Shall begin July 1st and end June 30th.

Article IX: Audits: Audits will occur on a monthly basis and the board will look to a member of the PTO to perform this.