

BROCKMAN ELEMENTARY PTO BYLAWS

ARTICLE I - NAME

The name of the organization shall be Brockman Elementary PTO.

ARTICLE II - PURPOSE

The corporation is organized for the purpose of supporting the education of children at Brockman by fostering relationships among school, parents, and staff and providing financial support to enhance the educational experience.

ARTICLE III - MEMBERS

SECTION 1. Any parent, guardian or other adults standing in loco parentis for a student at the school is a member and shall have voting rights. The principal and any staff employed at the school is a member and have voting rights.

SECTION 2. Dues, if any, will be established by the executive board. There are no dues at present.

ARTICLE IV - OFFICERS AND ELECTIONS

SECTION 1. Officers. The officers shall be the president, vice president of membership, vice president of fundraising, secretary and treasurer.

- 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 an ex officio member of all committees except the nominating committee, and coordinate the work of all the offices and committees so that the purpose of the organization is served.
- b. Vice President of Membership. He or she updates member contact information, as well as requests member and corporate donations at the start of the year to produce the school directory and a banner to recognize corporate partners. He or she is also responsible for ensuring a full slate of officers and key committee heads for the next school year. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c. Vice President of Fundraising. The vice president of fundraising oversees annual fundraising events and secures a large portion of the operating budget. The vice president may also assist the president and carry out the president's duties in his or her absence or inability to serve.
- d. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle the correspondence, and send notices of meetings to the membership. The secretary will send a copy of the bylaws to all committee heads to review at the start of each school year. The secretary also keeps a copy of the minutes book, bylaws, rules and any other necessary supplies and brings them to meetings.

- 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. The treasurer will notify committee heads of their specific budget by the start of the school year. Also, the Treasurer is responsible for filing taxes for September 1 and keeping up the nonprofit status of the organization. See Section VIII - Finances.

SECTION 2.-Volunteer Placement and Elections. Elections will be held at a spring meeting of the school year. The vice president of membership shall open nominations to the membership for two weeks. At the close of open nominations, the vice president of membership will seek candidates to fill any remaining vacancies. The vice president of membership will present the slate to the membership one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office a ballot vote will be taken.

SECTION 3. Eligibility. Members are eligible for office if they have actively volunteered in the school the previous year.

SECTION 4. Terms of Office. Officers are elected for 1 year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. Each officer elected shall take office on July 1.

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 with or without cause by a majority vote from the Executive Board.

SECTION 7. While the meetings are designed to be working meetings, the first 15 minutes of each meeting are open to PTO members. To attend you must contact the secretary ahead of the meeting. The Executive Board shall meet once a month between August and May. An Executive Board meeting may be cancelled if there are no open items for discussion. Additional meetings may be scheduled, if necessary. Standing committee leaders may be asked to attend, as needed.

ARTICLE V - MEETINGS

SECTION 1. Regular Meetings. Regular meetings of this organization shall be held during the school year in the early evening with childcare provided. Meeting dates shall be determined by the executive board. Public notice shall be given for all meetings. Major decisions will be approved at regular meetings.

SECTION 2. Special Meetings. Special meetings may be called by the president, any two members of the Executive Board, or five general members submitting a written request to the secretary. Previous notice

of the special meeting shall be sent to the members at least ten (10) days prior to the meeting, by flyer and phone calls.

ARTICLE VI - EXECUTIVE BOARD

SECTION 1. Membership. The Executive Board shall consist of the officers and the principal. Standing committee chairs will be invited to attend, as necessary.

SECTION 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills and prepare reports and recommendations to the membership.

SECTION 3. Meetings. Regular meetings shall be held monthly, to be determined by the board. Special meetings may be called by any two board members with twenty-four (24) hours' notice.

SECTION 4. Quorum. Half the number of board members plus one constitutes a quorum.

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.

SECTION 2. Standing Committees. Standing committees will vary from year to year based on the needs of the PTO and the school and will be decided by the Executive Board. Standing committees may include Buildings & Grounds, Business Alliance, Community Service, Gardening, Hospitality, Parent Education, Publicity, Volunteer Coordinator and others as needed.

- a. Chairmen of standing and special committees shall be approved by the Executive Board.
- b. Chairmen of these committees shall submit a plan of work and shall undertake no work without Executive Board approval.
- c. Chairmen of these committees shall circulate no material or form letters to the general membership without the approval of the president or officer designated by the president.

SECTION 3. The Nominating Committee for Officers shall consist of the Vice President of Membership and two (2) members. The president and immediate past president shall not be eligible to serve on the Nominating Committee.

SECTION 4. Additional Committees. The officers 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 at the first PTO meeting.

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

SECTION 3. The officers shall approve all expenses of the organization.

SECTION 4. Two officers besides the Treasurer should be notified for each check written over the amount of \$200.00. The Treasurer will keep a record of approval from the President.

SECTION 5. The treasurer shall prepare a financial statement at the end of the fiscal year ending June 30th, to be sent to an accountant to prepare a 990-tax return based on cash transactions and reconciled year end balances. Treasurer will also ensure that the letter to Secretary of State is completed and sent in by the due date of September 30th.

SECTION 6. Upon dissolution of the organization any remaining funds should be used to pay any outstanding bills, and, with the membership's approval, spent for the benefit of the school.

SECTION 7. The fiscal year shall coordinate with the school year beginning on July 1 and ending on June 30.

SECTION 8: When counting money following a fundraising event, at least 2 people (1 must be a board member) must be present.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

ARTICLE X - STANDING RULES

Standing rules may be approved by the Executive Board and the secretary shall keep a record of the standing rules for future reference.

ARTICLE XI - DISSOLUTION

The organization may be dissolved with fourteen (14) days' previous notice and a two-thirds vote of those parents at the meeting.

ARTICLE XII - AMENDMENTS

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, email or fax. Amendments will be approved by a two-thirds vote of those present.