

# **Bancroft Elementary School PTO By-Laws**

(Revised May 2011)

## Article I

### **ORGANIZATION NAME**

Section 1: The name of this Organization is the Bancroft School Parents-Teachers Organization. It is an independent parent-teacher organization established to further the educational purposes and objectives described herein under Article II, and shall be governed by the policies described in the appropriate articles included in these by-laws.

## Article II

### **PURPOSE AND OBJECTIVES**

Section1: It is now fundamentally clear that this society, built on the principles of freedom, justice, equality of opportunity, individual responsibility and the dignity of man, must rely on an educated populace to sustain these principles and to invigorate our national life. While the general responsibility for public education rests with the states, most of this authority has been delegated back to the individual communities within each state. Major decisions, decisions which affect the nature and quality of our educational programs and consequently influence the degree to which children achieve the promise that is in each of them, must still be made at the local level. We all share an obligation to participate actively in the educational affairs of our community not only to protect and preserve the benefits already won, but to strive for even greater achievements. The failure to exercise rights legally granted invariably results in atrophy. The tonic for indifference and apathy is participation and understanding.

As responsible men and women, we join together in common purpose to form the Bancroft PTO in order to promote those educational purposes, ideas, objectives, practices and values which contribute to the individual fulfillment of all our children.

Based on this statement of general purpose, the following objectives are identified:

1. To work towards the development of an educational climate in which the fulfillment of each child is of paramount regard so that each may discover his or her own special gifts.

2. To support and encourage the exploration and adoption of new ideas in educational methods, technology, curriculum and programs which raise the quality of education available.
3. To build closer ties among parents, faculty and administration in order to ensure greater understanding and cooperation.
4. To encourage the active participation by parents in educational affairs which affect our community and consequently concern us all.
5. The purposes of the Organization shall be limited to those specified in Section 501 (c) (3) of the Internal Revenue Code.

### ARTICLE III

#### **BASIC POLICIES**

- Section 1: The objectives of this Organization shall be carried through a range of programs and activities directed by parents, teachers, administrators and the general public and shall be governed and qualified by the basic policies set forth in this article.
- Section 2: This Organization shall be nonsectarian and nonpartisan. It shall not endorse a commercial enterprise or a candidate for public office. The name of the Organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest.
- Section 3: This Organization shall neither direct the administrative activities of the school nor control its policies.
- Section 4: In the event of the dissolution of this Organization, the assets of the Organization shall be distributed for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code as from time to time amended.

### ARTICLE IV

#### **MEMBERSHIP AND DUES**

- Section 1: Membership
- a. Any adult interested in the objectives of the Bancroft School Parents-Teachers Organization who is willing to uphold its basic policies and abide by its by-laws may become a member.

Section 2: The PTO Board shall establish a voluntary contribution per family by vote of the general membership annually.

## ARTICLE V

### **OFFICERS AND THEIR ELECTION**

Section 1: Officers

- a. The officers of the PTO shall include but not limited to: president, vice-president, recording secretary, treasurer, membership chair, communications chair, and fundraising chair. Co-chairs of these positions are acceptable. The presiding Board may vote to add PTO Officer positions as deemed necessary.
- b. Officers shall be elected by majority vote of the general membership present at the annual meeting in May or June. However, if there is but one nominee for any office the secretary shall cast the elective ballot of the Organization for the nominee.
- c. Officers shall assume their official duties at the close of the last meeting or function of the year. They shall serve for a term of one year or until their successors are elected.
- d. A person shall not be eligible to serve more than four consecutive terms in the same office. Or do we want all positions to be open?

Section 2: Nominative Committee

- a. There shall be a nominating committee consisting of at least three members, one of whom shall be selected by the Executive Committee (see Article VI) from the PTO Board, and two elected by the Board at a regular meeting at least one month prior to the election.
- b. The nominating committee shall select nominees for each position to be filled and shall report at the regular meeting in April.
- c. Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.

Section 3: A vacancy occurring in any office or committee shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the PTO Board. In case a vacancy occurs in the office of president, the first vice-president shall serve notice of the election.

## ARTICLE VI

### **DUTIES OF OFFICERS**

- Section 1: The president shall preside at all meeting of the Organization, of the Board, and of the Executive Committee: shall perform such other duties as may be prescribed in these by-laws or assigned by the Organization or by the Executive Committee, and shall coordinate the work of the officers and committees, in order that the objectives may be promoted.
- Section 2: The vice-presidents shall act as aides to the president and shall, in their designated order, perform the duties of the president in the absence or inability of that officer to serve.
- Section 3: The recording secretary shall record the minutes of all meetings of the Organization, of the Board, and of the Executive Committee and shall perform such duties as may be delegated.
- Section 4: The treasurer shall receive all monies of the Organization, shall keep an accurate record of all receipts and expenditures, and shall pay out funds on accordance with the approved budget as authorized by the Organization. The treasurer shall present a financial statement at every meeting of the Board and at other times when requested by the Executive Committee and shall make a full report at the Annual Meeting.
- Section 5: The communications chair shall keep the PTO website updated and be responsible for necessary correspondence and shall perform such duties as may be delegated.
- Section 6: The membership chair shall be responsible for providing PTO information at the beginning of the year to all families, during the year to new families.
- Section 7: The Fundraising Chair shall oversee the individual fundraising event chairs, assist in selecting fundraisers during the year, scheduling and logistics of such programs.
- Section 8: All officers shall
- a. Comprise the Executive Committee of the Organization.
  - b. Perform the duties prescribed in the parliamentary authority, in these by-laws and in those duties assigned from time to time.
  - c. Deliver to their successors all pertinent material within ten (10) days following the meeting at which the successors are elected.

- d. Authorize the payment of bills and approve funding requests within the limits of the line items included in the approved PTO budget.
- e. Requests for funding above those included in the budget, should be submitted to the president in writing prior to the next scheduled monthly Board meeting. The Board will vote to approve or deny these requests.
- f. Small “emergency” (time sensitive) funding requests not to exceed \$100.00 may be submitted and approved by the president(s).

## ARTICLE VII

### **MEETINGS AND VOTING PROCEDURES**

- Section 1: General PTO meetings of this Organization will be held at least three (3) times a year; the time is to be fixed by the PTO Board at their first meeting of each year.
- Section 2: PTO Executive Committee meetings will be held when deemed necessary.
- Section 3: Special meetings may be called by the Executive Committee, four (4) days notice having been given.
- Section 4: The Annual Meeting shall be in May or June.
- Section 5: A majority vote of the membership with a minimum of ten (10) people present shall constitute a quorum for the transaction of business in any regularly scheduled meeting of this Organization.
- Section 6: All Executive Committee meetings and General PTO meetings are open to all members.
- Section 7: The June meeting will be a meeting at which both outgoing and incoming Executive Committee members shall be present for an overview.

## ARTICLE VIII

### **PTO BOARD**

- Section 1: The PTO Board shall consist of the officers of the Organization, representatives of the standing committees, the principal of the school and two teacher representatives. The outgoing president shall serve as ex-officio in an advisory capacity for the term of one year.
- Section 2: The duties of the PTO Board shall be:

- a. To transact the necessary business in the intervals between Organization meetings and such other business as may be referred to it by the Organization.
- b. To create standing committees.
- c. To approve the plans of the work of the standing committees.
- d. To present a report at the regular meetings of the Organization.
- e. To prepare and submit to the Organization a budget for the fiscal year.
- f. To approve requests outside of the limits of the approved budget for the year. Requests will be presented with cost estimates at monthly Board meetings for approval.

## ARTICLE IX

### **STANDING AND SPECIAL COMMITTEES**

- Section 1: All officers shall form a standing committee to be known as the Executive Committee.
- Section 2: Such standing committees shall be created by the PTO Board as deemed necessary to promote the objectives and carry on the work of the work of the Organization.
- Section 3: A representative of each standing committee shall present a plan of work to the Board for approval. No committee work shall be undertaken without the consent of the Board.
- Section 4: The power to form special committees and appoint their members rests with the Board. Since a special committee is created and appointed for a specific purposed, it goes out of existence when its work is done, and its final report is received.
- Section 5: The president shall be an ex-officio member of all committees except the nominating committee.

## ARTICLE X

### **PARLIAMENTARY AUTHORITY**

Section 1: Robert's Rules of Order Revised shall govern this Organization in all cases to which they are applicable and in which they are not in conflict with these by-laws.

## ARTICLE XI

### **AMENDMENTS AND REVISIONS**

Section 1: These by-laws shall be reviewed bi-annually.

Section 2: These by-laws may be amended or revised at any business meeting of the Organization by a two-thirds (2/3) vote of the members present and voting, provided a written notice of the proposed amendments or revised shall be given one month in advance.