

# BUFFALO ELEMENTARY PTO BYLAWS

## **Article I: Name**

The name of the organization shall be the Buffalo Elementary School Parent and Teacher Organization (BES-PTO).

## **Article II: Mission**

The purpose of the Buffalo Elementary School PTO is to enhance and support the educational experience at Buffalo Elementary School, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Buffalo Elementary School through volunteer and financial support.

## **Article III: Policies**

The following are basic policies of this organization:

A: The organization shall be non-profit, non-sectarian, and non-partisan. 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 enterprise or candidate, or for any purpose not appropriately related to promotion of the objects of the organization. A referendum or legislative issue pertaining to the education of children can be endorsed by the PTO.

B: The organization shall work with the school to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy. However, this organization shall not seek to direct the administrative activities of the school or to control its policies, recognizing that legal responsibility to make decisions has been delegated by the people to boards of education.

C: The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

D. The PTO will not directly provide personal information (email addresses, telephone numbers, etc.) of students, parents, or teachers to companies for the purpose of solicitation by any organizations or agencies. Furthermore, members of the organization will not utilize any annually published Student Directory/Yearbook/ and/or PTO Handbook in any marketing or solicitation endeavors, either for personal or professional reasons.

E: No part of the net earnings of the association shall be for the benefit of its members, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered.

F: Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on by (1) an association exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law) or (2) by an association, constitutions to which are deductible under section 170(c)(2) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

G: In the event of dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code.

#### **IV: Membership:**

A: Every individual who is a member of the PTO is entitled to all benefits of such membership.

B: Membership in this PTO shall be made available without regard to race, color, or national origin.

C: The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

D: Each member of the organization shall pay annual dues of \$2.00 to the organization.

E: Only paid members of the organization shall be eligible to participate in voting, or to serve in any of its elective or appointive positions. A member must have paid his/her dues at least 6 weeks prior to a meeting to be considered a member in good standing with voting rights and privileges. Any person who pays dues at the initial PTO drive will have immediate voting rights.

F: Principal, teachers, and staff employed at BES may be members and will have voting rights. The principal (or appointed designee) shall attend the general membership meetings, communicate ideas from the administration, and make necessary recommendations on behalf of school staff.

#### **V: Officers and Elections:**

A: The officers of this organization shall consist of a president, one vice president, a secretary, and a treasurer.

B: Each officer of this PTO shall be a member of this PTO.

C: Officers shall be nominated by ballot in the month of March. Election of officers will be by ballot at the April meeting. However, if there is but one nominee for any office,

election for that office may be by voice vote.

D: Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of one year or until their successors are elected.

E: A person shall not be eligible to serve more than two consecutive terms in the same office, unless approved by membership.

F. There shall be a nominating committee composed of three members (at least three and always an uneven number) who shall be elected by the organization at a regular meeting at least one month prior to the election of officers. The committee shall elect its own chairperson.

G. The nominating committee shall nominate an eligible person for each office to be filled and reports its nominees at the regular meeting in April, at which time additional nominations may be made from the floor.

H. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

I. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive committee/board notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall serve notice of the election.

## **VI: Duties of Officers:**

A. The president shall preside at all meetings of the organization and of the executive committee/board; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the executive committee/board; shall be a member of all committees; and shall coordinate the work of the officers and committees of the organization in order that the Objects may be promoted.

B. The vice-president shall act as an aide to the president and shall perform the duties of the president in the absence or inability of that officer to act.

C. The secretary shall record the minutes of all meetings of the organization and of the executive committee/board, shall have a current copy of the bylaws, shall maintain a membership list, and shall perform such other duties as may be delegated to him.

D. The treasurer shall submit a financial report at each meeting. The treasurer shall submit a full and accurate account of all receipts and expenditures to the school office. Expenditures over \$100.00 shall require written approval by the president and the treasurer. Receipts of all funds shall be counted by both the president and the treasurer before submitting such fund to the school office. Monies received should be submitted to the school office by the next business day.

## **VII: Executive Committee/Board:**

- A. The executive committee shall consist of the officers of the organization, the chairperson of standing committees, and the principal of the school or a representative appointed by him. The chairperson of the standing committee shall be selected by the officers of the organization.
- B. The president shall appoint a parliamentarian, subject to the approval of the officers of the organization.
- C. The duties of the executive committee shall be: to transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization; to create standing and special committees; to approve the plans of work of the standing committees; to present a report at the regular meetings of the organization; to prepare and submit to the organization for adoption a budget for the year; to approve the routine bills within the limits of the budget.
- D. Regular meetings of the executive committee shall be held during the year, the time to be fixed by the committee at its first meeting of the year. A majority of the executive committee members shall constitute a quorum. Special meetings of the executive committee may be called by the president or by a majority of the members of the committee.

## **VIII: Meetings:**

- A. At least five and no more than nine regular meetings of this organization shall be held during the school year. Dates of the meetings shall be determined by the executive committee and announced at the first regular meeting of the year. Five days notice shall be given of a change of date except in emergency situations at which time twenty-four hours notice shall suffice.
- B. Special meetings of the organization may be called by the president or by a majority of the executive committee, one day notice having been given.
- C. The election meeting shall be held in April.
- D. Five members shall constitute a quorum for the transaction of business in any meeting of this organization.

## **IX: Committees:**

- A. Only members of the organization shall be eligible to serve in any elective or appointive position.
- B. The executive committee may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the organization. The term of

each chairperson shall be for one year or until the selection of his/her successor.

C. No committee work shall be undertaken without the consent of the executive committee. The executive committee may request a written plan of work from each committee.

D. The power to form special committees and appoint their members rests with the organization and the executive committee.

E. The president and principal shall be a member of all committees.

**X: Fiscal Year:**

The fiscal year of this organization shall begin July 1 and end June 30.

**XI: Parliamentary Authority:**

Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

**XII: Amendments:**

A. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the executive committee. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.