

P.T.O.

By-Laws

By-Laws of the Braden River Elementary School

Parent -Teacher Organization - P.T.O.

Mission Statement

The Braden River Elementary Parent Teacher Organization is a community of parents, teachers, families and administrators working together to positively impact our school by promoting volunteerism, supporting students and staff, and building community relationships.

Article I - Name

The name of this organization is the Braden River Elementary School Parent-Teacher Organization or P.T.O. Our fiscal year is July 1- June 30th of the following year.

Article II - Objectives/Purposes

Section 1. The purpose of this P.T.O. is to work toward creating a close relationship between the parents, teachers and administrators with the intent of securing for each student their maximum potential in all aspects of school life.

Section 2. The objectives of this organization are promoted through educational and social programs directed towards students, parents, teachers and the community.

Section 3. The goal of the P.T.O. is to support and enhance the education of our students through the planning, organizing, executing and evaluating the success of fundraising events each school year. See fundraising policies for further details.

Article III - Organization Guidelines

The following are the basic guidelines of this organization:

Section 1. The organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 2. The name of the organization or the name of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the organization.

Section 3. The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing or statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 4. The organization shall work with the school to provide quality education of all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibilities to make decisions has been delegated by the people to Boards of Education, local School Districts, and local elected School Boards.

Section 5. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall be prohibited from making commitments in any form that bind the organization.

Article IV – Membership

Section 1. Membership in the P.T.O. shall be open to any individual without regard to race, color, sexual orientation, creed or national origin, under such rules and regulations are not in conflict with the provisions of these by-laws.

Section 2. Membership of the BRE P.T.O. shall be open to parents or legal guardians of children currently registered, and the staff of BRE shall subscribe to the objectives and basic policies of this organization.

Section 3. Every member shall have the privilege of making motions, voting and serving on committees, excluding those with a conflict of interest as outlined in the conflict of interest policy.

Article V - Executive Board and Their Election Process

Section 1. The Executive Board of officers of the organization shall be a President, Vice President, Principal, Secretary and Treasurer. Officers shall hold office for one year and shall not be eligible to serve for more than two consecutive terms in the same office, except the Principal, who shall be the Principal of BRE. Nominees for President shall have served on the BRE P.T.O. Executive Board for at least one year; whenever possible. One person may not hold more than one office concurrently.

Section 2. The Election Process will begin with the Nominating Committee, which shall be co-chaired by the Assistant Principal and the immediate past PTO President. The committee shall also consist of two or more additional members at large appointed by the executive board. In the event one of the co-chairs is unable to serve, the Nominating Committee will appoint a person to fill the vacancy.

- a. The committee will be responsible for the necessary publicity to obtain nominations from the members at large.
- b. If a member of the committee is nominated for an office and accepts, then he/she must resign from the committee. At this time, the President will appoint a person to fill the vacancy.
- c. The committee shall obtain each candidate's consent before presentation as a nominee and shall brief each nominee as to the duties of that office.
- d. Nominations are open 30 days prior to the election meeting. The Committee shall present the slate of officers to the membership at the election meeting before the casting of ballots with nominations from the floor accepted at this time.
- e. If there are no accepted nominations for an office, the President, with the approval of the Executive Board, will appoint someone to that position.
- f. The election shall be held and voted at the April PTO meeting of the school year. This meeting shall be the annual election meeting. The duties of the Executive Board of officers shall be assumed at the close of the May meeting, after the Annual Report has been given and accepted by the membership.
- g. The candidate receiving the most votes shall be deemed elected. In case of a tie, the Principal's vote will serve as the tie breaker.
- h. The ballots, either paper or chosen electronic means, will be counted by two members of the nominating committee at the April meeting. In the event the two members of the nominating committee are not present, volunteer tellers will be appointed by the President.

Section 3. Vacancies in office shall be appointed by the President with the Executive Board approval.

Article VI- Duties of Executive Board of Officers

Section 1. The President shall preside at all meetings of the organization; shall be a member ex-officio of all committees, except the Nominating Committee; shall with the cooperation of the officers elected, appoint special committees; shall perform all other duties pertaining to the office. The President will also conduct fundraising reviews after each activity and shall be responsible for periodic reports of same activities and prepare and present an annual report with assistance from the treasurer, at the end of the year. The President will also work with the room parent coordinator to promote parent engagement.

Section 2. The Vice President shall assist the President and in the absence of that officer; shall assume the duties and office of the President. The Vice President will oversee all business partner sponsorships and work in tandem with BRE's appointed ePie coordinator. These responsibilities will include, but are not limited to updating the sponsorship package yearly, solicitation, follow through on promised perks, and retention of business partners.

Section 3. The Secretary shall keep a correct record of the minutes and count and keep a correct record of votes of all meetings of the organization and of the Executive Board; shall keep in organized manner, all records and correspondence for historical purposes; shall update and duly record any amendments made to organization's by-laws. The secretary will be responsible for sharing minutes as designated. The Secretary shall keep a record of the volunteer lists. The secretary shall also ensure that the PTO website is maintained and kept updated.

Section 4. The Treasurer shall receive and deposit all monies of the organization in a timely manner; shall keep an accurate record of receipts and expenditures; shall pay out funds only in accordance with the approval of the Executive Board; shall file any IRS documents as required; shall present a financial statement at every meeting and at other times as requested by the Executive Board; shall make a full report at the end of the current school year; shall prepare an annual financial report to be submitted to the Executive Board at their annual meeting. Further details outlined in the financial policies.

Section 5. The Principal shall be the BRE Principal or their designee.

Section 6. All officers shall perform the duties outlined above as well as any other duties prescribed in these by-laws, and such other duties as may be delegated to her/him.

Section 7. All officers shall deliver to their successor official materials at the close of their service of office

Article VII - Meetings

Section 1. The annual meeting of the Past and Present Executive Boards shall be held in May of each calendar year, the exact date to be decided upon by the Executive Board.

Section 2. The regular meetings of the organization shall be held monthly either in person or virtually. Should a meeting date occur when school is not in session, the Executive Board will decide upon the alternate date with sufficient notice. The theme, date, time and topics/agenda shall be published and made available to the membership prior to each meeting.

Article VIII - Standing and Special Committees

Section 1. The President with the approval of the Executive Board will appoint standing and/or special committees as may be required to promote the objectives and interests of the organization.

a. Chairpersons of standing and special committees shall be appointed by the President with the approval of the Executive Committee to serve for the term of the current school year.

b. Members of the committees will be volunteers from the general membership.

Section 2. Chairperson of all committees shall present their plans to the Executive Board for their approval. No committee projects shall be undertaken without Executive Board approval.

Section 3. The President shall be an ex-officio member of all committees, except Nominating Committee.

Article IX - Parliamentary Authority

Robert's Rules of Order, Newly Revised shall govern the organization in which they are applicable and in which they are not in conflict with these by-laws.

Article X- Amendments

Section 1. These by-laws may be amended in any regular meeting of the organization by a two-thirds vote of the members present and voting, providing that notice of the proposed amendment shall have been given at the previous meeting.

Section 2. A By-laws Committee will be appointed to review by-laws at the beginning of each even numbered school year, or as needed, by the Executive Board to review the by-laws and submit recommendations for revision or no change to the Executive Board. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

Article XI – Disposition of Assets

In the event of the 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 of 1986 as from time to time amended, or the corresponding section of any federal tax code then in effect, or to the federal or a state or local government.