

BIRCH GROVE ELEMENTARY
PTO BYLAWS

Adoption Date:

Amended: October 19, 2004

Article I: Name

The name of this organization shall be the Birch Grove Elementary PTO (Parent-Teacher Organization).

Article II: Articles of Organization

The articles of organization of this PTO include (a) the bylaws of said organization and (b) the certificate of incorporation.

Article III: Purposes

The Objects of the Birch Grove Parent-Teacher Organization are:

- (a) to promote the welfare of children and youth in home, school and community;
- (b) to bring the home and school into closer relation so that parents and teachers may cooperate intelligently in the education of children and youth;
- (c) to develop, between educators and the parent/guardians, united efforts, as will secure for every child the highest advantages in physical, academic and social education.
- (d) to encourage students, parents and teachers to appreciate the cultural diversity of the student body and the community;
- (e) to secure adequate laws for the care and protection of children and youth.

Article IX: Basic Policies

Section 1: The basic policies of the Birch Grove Elementary Parent-Teacher Organization shall be:

- (a) Promote and provide input into the development of the academic and social curriculum in Birch Grove School from information furnished by administration and staff.
- (b) This 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.

Section 2: Federal tax code. The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501c (3) of the Internal Revenue Code or corresponding Section of any future tax code.

Article V: Membership

Membership in this PTO shall be made available to any parent/guardian of a Birch Grove student, principal and staff of Birch Grove Elementary School without regard to race, color, creed or national origin, under such rules and regulation as may be prescribed in the bylaws of this PTO.

Article VII: Officers and Their Election

Section 1: Each officer shall be a member of this PTO.

Section 2: (a) The officers of this organization shall consist of a President, Vice-President, Secretary and Treasurer.
(b) The Offices of Vice-President, Secretary and Treasurer shall be elected by ballot in the month of May, with the election of Secretary and Treasurer being held in alternating years. However, if there is but one nominee for any office, election for that office may be by voice vote.
(c) Officers shall assume their official duties on August 1 following the election. The President shall serve for one (1) year. The Vice-President shall serve in that capacity for one (1) year and succeed to the office of President in the second year following the election. The Secretary and Treasurer shall serve for terms of two (2) years.

Section 3: Nominations of eligible persons for each office shall be made from the floor during the meeting one month prior to the date set for elections. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office.

Section 4: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of President, the Vice-President will immediately assume the office of President with the election of a new Vice-President to be held as set out above.

Article VIII: Duties of Officers

Section 1: The President shall:
(a) preside at all meetings of the organization;
(b) perform such other duties as may be prescribed in these by-laws or assigned by the organization;
(c) maintain a list of officers and committee chairpersons;
(d) support and coordinate the work of the officers and committees of the organization to promote PTO objectives.

Section 2: The Vice-President shall:
(a) act as aide to the President;
(b) perform the duties of the President in the absence or inability of that officer to serve;

Section 3: The Secretary shall:
(a) record the minutes of all meetings of the organizations;
(b) have a current copy of the by-laws;
(c) maintain a list of officers and committee chairpersons;
(d) prepare and distribute agenda for each upcoming meeting;
(e) prepare minutes of previous meeting to be distributed.

Section 4: The Treasurer shall:
(a) have custody of all the funds of the organization;
(b) keep a full and accurate account of receipts and expenditures;
(c) make disbursements as authorized by the President, executive board, or organization in accordance with the budget adopted by the organization;
(d) have checks or vouchers signed by one of two authorized persons, the Treasurer and one other person appointed by the PTO board.

Section 5: All officers shall perform the duties outlined in these by-laws and those assigned from time to time. A majority vote of the executive board may remove an officer due to failure to perform the duties as defined.

Article IX: Executive Board

Section 1: The executive board shall consist of the officers of the organization and the principal of the school and a staff representative appointed by her/him. Chairpersons of standing committees shall be appointed as ad hoc members of the executive board as the officers and principal see fit. The chairpersons of the standing committees shall be selected by the officers of the organization.

Section 2: The duties of the executive board shall be:
(a) to transact 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 and special committees;
(c) to approve the plans of work of the standing committees;
(d) to present a report at the regular meetings of the organization;
(e) to select an auditing committee to audit the Treasurer's accounts annually or at the time a new Treasurer is elected;
(f) to prepare and submit to the organization for adoption a budget for the year;
(g) to approve routine bills, not to exceed one hundred dollars (\$100.00).

Section 3: Regular meetings of the executive board shall be held during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the President or by a majority of the members of the board.

Article X Meetings

Section 1: Regular meetings of the organization shall be held monthly during the school year on a predetermined day, unless otherwise provided the

association or by the executive board, ten (10) days notice having been given of change of date.

Section 2: Special meetings of the organization may be called by the President or by a majority of the executive board, a minimum of three (3) days notice having been given.

Section 3: The annual meeting shall be held in May.

Section 4: Twelve (12) members shall constitute a quorum for the transaction of business in any meeting of this organization.

Article XI: Committees

Section 1: Only members of the organization shall be eligible to serve in any elective or appointive positions.

Section 2: The executive board 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 chairpersons shall be one (1) year or until the selection of a successor.

Section 3: The chairperson of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 4: The power to form special committees and appoint or elect their members rests with the organization.

Section 5: The President shall be a member ex officio of all committees.

Article XII: Fiscal Year

The fiscal year of this PTO shall begin on August 1 of each year and end on the following July 31.

Article XIII: Parliamentary Authority

The rules contained in the current edition of 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 by-laws or the articles of incorporation.

Article XIV: Amendments

(a) These by-laws may be amended at any regular meeting of the association by a two-thirds vote of a quorum present, provided that notice of the amendment has been given at lease ten (10) days prior to the meeting date.

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

Article XV:

Dissolution of Organization

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501c (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.