

Bethany Parent-Teacher Organization By-Laws

Article 1: Name

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

Article II: Mission Statement

The purpose of the PTO is to provide an organizational structure within which families and guardians and the Bethany Community School (BCS) staff can become involved in achieving the goals established by the PTO.

Article III: Goals

The PTO shall support the following goals, which may include, but shall not be limited to, providing volunteers and/or funding raised through the PTO.

1. To promote the physical, emotional and mental welfare of children.
2. To assist and enhance the educational programs at Bethany Community School.
3. To promote closer relations between home and school.
4. To promote reading and reading opportunities.
5. To promote enrichment and exposure to cultural diversity.
6. To recognize the contributions of regular staff, support staff, bus drivers and community volunteers.
7. To assist and enhance a nurturing environment in school.
8. To stimulate the exchange of ideas between educators and BCS parents and guardians.

Article IV: Policies

Section 1: The PTO is composed of members who may serve on the Board, Standing Committees, Temporary Committees, or in such other volunteer capacities as necessary to achieve the goals set by the PTO.

Section 2: This organization shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the organization nor the names of its officers in their capacities shall be used in any

connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization.

Section 3: This organization shall be interested in educational policies, but shall not seek to direct the administration of the school or to control its policies. This organization shall support and cooperate in united efforts to secure the best education for all children.

Section 4: This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided that no commitments are made without the approval of the Board.

Section 5: Robert's Rules of Order, Revised, shall serve as guideline for the organization in all cases in which they are applicable and in which they are not in conflict with these By-Laws.

Article V: Membership

Section 1: Any parents or guardians and BCS staff shall be eligible to become a member of this organization, provided he or she subscribes to its By-Laws. Membership in the organization shall be available without regard to race, color, creed, national origin, or sexual orientation.

Article VI: Meetings of Members

Section 1: An annual meeting of the organization shall be held at such time and place as the Board shall determine. At the annual meeting and at any regular meeting any business may be transacted with or without notice of any such business, except amendment of the By-Laws.

Section 2: No fewer than four (4) regular meetings of the members shall be held during the school year at such times, places and intervals as the Board shall determine.

Section 3: Special meetings of the members shall be called at any time by the President(s) upon the request in writing of any ten (10) members. Such requests shall state the purpose of the meeting.

Section 4: Five (5) members shall constitute a quorum at any meeting of the members. Members shall be notified of the date, time, place and purpose of every meeting not less than seven (7) days prior to such meeting.

Article VII: Nomination and Election of Officers

Section 1: The officers of this organization, all of whom shall be members, shall be a President(s), Vice-President(s), Recording Secretary(ies), Corresponding Secretary and Treasurer. Those officers shall be elected at the June Meeting. Officers shall serve for a term of one (1) year and shall remain in office until their successors are elected. No officer shall be eligible for the same office for more than two (2) consecutive terms. Having co-officers is an option.

Section 2: Nominations of officers shall be solicited by a nominating committee of at least three (3) members consisting of a chairperson who shall be selected by the Board and additional members selected from the membership. An official call shall be presented to the membership in writing by the April Meeting. Public notice of election and nominees for office shall be given to the members of the organization at least fourteen (14) days in advance of the meeting. The consent of each candidate must be obtained before her/his name is placed in nomination. Additional nominations may be provided from the floor, provided that the consent of each candidate has been obtained before her/his name is placed in nomination.

Section 3: The vote of the membership shall determine the election of the officers. The nominating committee shall count the ballots and announce the results that night. Absentee ballots must be submitted to the nominating chairperson prior to the meeting.

Article VIII: Duties of Officers

Section 1: The President(s) shall preside at all meetings of the organization. She/he shall be an ex-officio member of all standing committees, with the right to vote, except the nominating committee. She/he shall perform all other duties pertaining to the office.

Section 2: The Treasurer shall receive all monies of the organization and shall be responsible for their safe keeping. She/he shall keep an accurate record of the receipts and expenditures and shall pay out local funds as authorized by the organization. The Treasurer shall present a statement of account at every board meeting and at other times when requested by the Board and shall make a full report at the annual meeting.

Section 2a: The Treasurer and/or any of the designated members who are listed on the PTO account's signature card shall be empowered to issue checks for all pre-approved budget items and any unapproved funds not to exceed five hundred dollars (\$500.00). Non-budgeted expenses exceeding five hundred dollars (\$500.00) require Board and general membership approval.

Section 2b: The Treasurer shall be responsible for filing a tax report to the appropriate authorities in a timely manner.

Section 3: The Recording Secretary(ies) shall keep a record of all meetings of the organization and of the Board and shall perform such other duties as may be delegated to

her/him. Minutes will be forwarded to the PTO Webmaster for posting one week prior to their approval.

Section 4: The Corresponding Secretary(ies) shall attend to all correspondence of the organization, submit the PTO newsletter, and perform such other duties as may be delegated to her/him. She/he, or their designee shall empty the PTO mailbox and direct mail to the appropriate officer or committee chair.

Section 5: No more than two thirds of the Board membership will change per year.

Section 6: The Vice-President(s) shall act as an aid to the President(s) and shall perform the duties of the President(s) in the absence of that officer(s). The Vice-President(s) shall also be liaison to the Bethany Board of Education. The Vice President shall attend no less than four (4) Bethany Board of Education meetings throughout the school year. Unless otherwise requested by the PTO Board, the Vice President is free to choose which meetings he/she is able to attend. The Vice-President is responsible for updating the PTO Board of Bethany Board of Education discussion points as well as relaying pertinent information and reviewing the minutes of the Bethany Board of Education meetings. The Vice-President may designate a substitute to attend said meeting(s) as needed.

Section 7: The PTO Board is responsible for preparing the PTO's budget for the upcoming school year. A preliminary budget should be prepared and presented at the PTO meeting no later than April 30 of the current school year. Changes shall be made if necessary and a finalized budget shall be prepared for review at the May PTO meeting. Final vote on the budget shall take place in June of the current school year.

Article IX: Standing Committees

Standing committee(s) shall be created by the newly elected Board as may be required to promote the objective sand interests of the PTO The Standing Committees of the PTO shall consist of, but are not limited to: fundraising, hospitality, membership, cultural enrichment, publicity, teacher liaisons, and volunteers, or such others as may be required to promote the goals and interests of the PTO. Each committee shall consist of one or more volunteers. Their term of office shall be a minimum of one (1) year, with the understanding that said position may be held for an additional, consecutive second year if the committee member so desires. If at the end of committee persons one (1) or two (2) year term no other volunteer requests placement on such committee, the current committee member(s) may continue in said position on the committee(s) for consecutive years if she/he so desires. Should the committee chair not be able to attend a monthly meeting, a written report will be submitted to the President and/or the Secretary at least five (5) days prior to the meeting.

Article X: Amendments

Section 1: Proposals to change these By-Laws will be done by the PTO Board as needed.

Section 2: These By-Laws may be amended at any meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendments has been given at a previous meeting.