

**Constitution and Bylaws
Of
Barretts Elementary School Parent-Teacher Organization**

Article I – Name

The name of the organization shall be the Barretts Elementary School Parent-Teacher Organization, not affiliated with any state or national organization.

Article II - Articles of Organization

The PTO exists as an unincorporated association of its members. Its "Articles of Organization" comprise these Bylaws as from time to time amended, and its Articles of Association, if any. In the absence of separate Articles of Association, the Bylaws shall be deemed to be the Articles of Association. In the event of any conflict between these Bylaws and any Articles of Association, these Bylaws shall govern.

Article III – Mission and Purpose

- a. To promote the welfare of children and youth in home, school and community.
- b. To provide Barretts Elementary School (Barretts) with assistance and support in achieving the total educational goals established by the school.
- c. To strengthen the relationship between the home and the school, so that parents and teachers may cooperate intelligently in the training of the child.
- d. To bring together educators and the general public in united efforts that will secure for every child the highest advantages in physical, mental, and social education.

Article IV – Policies

Section 1: The policies of this organization shall be:

- a. The Organization exists as an unincorporated association of its members.
- b. This organization shall be non-commercial, non-profit, non-sectarian, and non-partisan.
- c. This organization shall cooperate with Barretts to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control their policies.
- d. 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 for any purpose not appropriately related to promotion of the objects of the Organization.
- e. The Organization shall not, directly or indirectly, participate or intervene 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.
- f. Nothing herein shall be constructed to prohibit the Organization from sponsoring activities designed to raise money for educational purposes.

- g. The organization may cooperate with other organizations and agencies concerned with child and adult welfare, but persons representing this organization in such matters shall make no commitments that bind the organization.
- h. In the event of the dissolution of this 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 1954 as from time to time amended.
- i. The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

Article V – Membership

- a. All parents and guardians of a student attending Barretts Elementary School and all members of the administrative and teaching staff at Barretts are automatically members of the PTO, so long as they are willing to uphold the policies of the PTO and subscribe to its By-Laws.
- b. All members, in good standing with the organization, shall be entitled to make motions, debate and vote at any general meeting of the Organization, and shall be entitled to hold office and to serve on any committee to which they may be appointed.
- c. Membership in this organization shall be available without regard to race, color, creed, national origin or sexual orientation.

Article VI – Officers and Their Appointment

Section 1: Officers and Terms

- a. The officers of this organization shall be: President, Vice-President, Secretary, Treasurer, Ways and Means Chair and Volunteer Coordinator. These Officers serve as the PTO Executive Board.
- b. Other officers of this organization who are not members of the PTO Executive Board, will include the School Principal and the Past PTO President.
- c. The Secretary, Treasurer, Ways and Means Chair and Volunteer Coordinator shall serve a term of office no greater than two years.
- d. The Vice President, President and Past President offices are successive with terms of office of one year each. A person becoming Vice President is in training to take the President office the following year. The President moves into the Past President office at the end of their one year term. A person that has served the PTO as President will have served the PTO for three years. One year as the Vice President, one year as President and one year as Past President.
- e. If an Officer is to serve less than or more than the term of that office, it must be approved by a majority of the Executive Board.
- f. The term of office for the Secretary, Treasurer, and Ways and Means Chair shall be on alternating years with the other positions to ensure continuity of the organization.
- g. The Officers shall assume their official duties at the end of the school year.
- h. Newly selected Executive Officers shall attend the final Executive Board meetings prior to the beginning of their elected term (April, May, or May/June).
- i. All Offices shall act in the best interest of the PTO.
- j. No Officer shall be compensated by the PTO for their service.

- k. Each Officer shall attend the Executive Board and monthly PTO meetings.
- l. Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO Meeting. Advance notice of the vote shall be given to the PTO membership at least one week prior to the meeting.
- m. Each Officer shall assist in the nomination of incoming Chairpersons of Standing Committees.

Section 2: Appointments

- a. The President, by April 15th, shall appoint officers for the vacant board positions for the next school year. These appointments must be approved by the Executive Board.
- b. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office.
- c. In the event of a resignation of an officer, the President shall appoint a replacement. A two-week notice should be given to the President.

Article VII – Duties of Officers

Section 1: President

- a. The President shall preside at all meetings of this organization and the Executive Board.
- b. Prepare each meeting's agenda.
- c. The President shall be an ex officio member of all committees.
- d. The President, along with the Executive Board, shall appoint the chairperson of all standing and special committees.
- e. The President shall perform such other duties as may be prescribed in these Bylaws or assigned to him/her by the Executive Board or the organization.
- f. In the event of a tie vote among Executive Board Members, the President shall be the deciding vote (the President should not otherwise vote when serving as the presiding officer).
- g. The President shall be responsible for maintaining the PTO website and ensuring that the PTO budget, minutes of PTO Executive Board meetings and PTO general meetings, Ways and Means grants, information regarding PTO fundraisers, are posted in a timely fashion.
- h. Be an authorized co-signer on withdrawals or checks drawn on bank accounts of the PTO, in conjunction with the Treasurer.
- i. Announce PTO General meetings to the School population at least one week in advance of that meeting.

Section 2: Past President

- a. The Past President shall have served previously as PTO President. This office serves to ensure continuity of the organization and serves as a consultant to the current Executive Board.
- b. The Past President is a member of the Barretts PTO and it is not a requirement that they have a child attending Barretts during their service.
- c. The Past President is not a voting member of the PTO Executive Board.

Section 3: Vice-President

- a. The Vice-President shall conduct meetings of the organization and the Executive Board in the absence of the President.
- b. The Vice-President shall assist the President as requested.
- c. Be an authorized co-signer on withdrawals or checks drawn on bank accounts of the PTO, in conjunction with the Treasurer.
- d. The Vice-President shall audit the Treasurer's books at the end of the year, and other programs as designated by the Executive Board.

Section 4: Ways and Means Chair

- a. The Ways and Means Chair shall conduct meetings in the absence of the President and Vice-President.
- b. The Ways and Means Chair shall be Chairman of the Ways and Means Committee.

Section 5: Principal

- a. The Principal shall serve as a liaison between the school, the school district and the organization.
- b. The Principal is not a voting member of the PTO Executive Board.

Section 6: Secretary

- a. Record the minutes of all the PTO and Executive Board meetings and shall perform other duties as may be delegated. Copies of the minutes should be forwarded to each Executive Board member within one week of the recorded meeting. PTO meeting minutes should be posted to the PTO website.
- b. Circulate the minutes from the preceding PTO meeting at each PTO meeting.
- c. The Secretary shall monitor the PTO mailbox and distribute mail to the appropriate Board member or committee chair.
- d. The Secretary shall write notes of appreciation to committee chairs upon conclusion of the committee events and to any PTO meeting guest speakers.
- e. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.

Section 7: Treasurer

- a. The Treasurer shall receive all monies of the organization, including but not limited to donations, fundraising sales and contributions.
- b. Keep full, up-to-date, and accurate account of receipts and expenditures.
- c. Be an authorized and required signer of all withdrawals or checks drawn on bank accounts of the PTO.
- d. The Treasurer shall pay out funds only as authorized by the Executive Board.
- e. The Treasurer shall be prepared to present a statement of account at every Executive Board meeting and at other times upon the request of the Executive Board, and shall make a full report at the end of the school year.
- f. File all required Federal tax reports as well as other filings and district financial reports, pertaining to the PTO's 501(c)3 status.
- g. The Treasurer's accounts shall be examined at the end of each school year by the Vice-President.

- h. The Treasurer shall prepare the annual budget, in conjunction with the President and Vice President, each year so that it can be approved at the May PTO Meeting.

Section 8: Volunteer Coordinator

- a. The Volunteer Coordinator shall be responsible for obtaining volunteers to serve as chairs and co-chairs for the PTO committees. The chairs are approved by the Executive Board.
- b. The Volunteer Coordinator shall maintain the PTO committee chair list that contains contact information for all committee members and provide a link to an electronic database where the information is maintained to Executive Board.
- c. The Volunteer Coordinator shall assist committees in obtaining volunteers to assist in the committee activities and ensure volunteers are thanked after their participation.
- d. The Volunteer Coordinator shall ensure that each committee is documenting pertinent information relative to that committee to assist future chairs in execution of the activities of that committee.

Section 9: Fundraising Chair

- a. The Fundraising Chair shall be responsible for coordinating the efforts for annual fundraising events.
- b. The Fundraising Chair shall maintain a designated electronic database of fundraising activities and provide the President and Treasurer access to the database.
- c. The Fundraising Chair shall regularly update the Executive Board regarding funds received and expenses paid.

Article VIII – Meetings

Section 1: Meetings

- a. The regular meetings of this organization shall include at least four meetings per year and meeting dates shall be announced at the beginning of each year.
- b. Special meetings may be called by the Executive Board; three days' notice must be given.
- c. The order of business shall be conducted as follows and may be changed at the President's discretion:
 - 1. Call to Order
 - 2. Approval of minutes from preceding meeting
 - 3. Treasurer's Report
 - 4. Officer Reports
 - 5. Committee Reports
 - 6. Teacher / Staff representative announcements
 - 7. Unfinished Business
 - 8. New Business
 - 9. Special program/presentation (if applicable)
 - 10. Communications and Announcements (Next Meeting Date)
 - 11. Adjournment

Article IX – Parliamentary Authority

Section 1: Roberts Rules of Order

- a. Robert's Rules of Order, Newly Revised shall govern this organization in all cases to which they are applicable and by which they do not conflict with these Bylaws.
- b. These Bylaws may be amended at any regular meeting of this organization by a two-thirds vote of the members present and voting, provided written or electronic notice of the proposed amendment shall have been given at least fourteen days prior to the meeting.
- c. A committee may be appointed to submit a revised set of Bylaws as a substitute for these Bylaws only on a majority vote of the Board.

Article X – Committees

Section 1: Executive Board

- a. The Executive Board shall consist of the officers of this organization as stated in Article IX. The duties of the Executive Board shall:
 1. Transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
 2. Approve the plans of work of the Standing Committees.
 3. Present a summary of the pertinent issues discussed at the Executive Board meetings at regular meetings of this organization.
 4. Approve an annual budget.
 5. Present regular expenses and approve extraordinary expenses.
 6. Hold regular meetings of the Executive Board monthly 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 shall constitute a quorum.
 7. Call special meetings of the Executive Board as requested by the President or by a majority of the members of the Executive Board.
 8. Use e-mail for correspondence and as a method for voting on issues.

Section 2: Standing Committees

- a. Standing Committees shall be created by the Executive Board as may be required to promote the objectives and interests of the organization.
- b. The Volunteer Coordinator is responsible for maintaining a current list of all Standing Committees.
- c. The Volunteer Coordinator shall obtain volunteers to chair these committees and maintain and make available a current Chair List. The Executive Board approves selection of chairs and co-chairs.
- d. The Executive Board may request that the Chair of any Standing Committee provide an update regarding the committee's activities at a monthly Executive Board meeting.
- e. The chairperson of each committee shall keep a written record of the activities of their committee in a manner that would allow these records to be passed on to future chairs. These records should be turned over to the incoming chairperson

during transition in addition to the Secretary, who will maintain a comprehensive file of all events planned by the PTO and make them available to future chairs.

- f. No committee chairperson shall secure any contract in the name of the PTO without the approval to do so by a vote of the PTO members. Any approved purchases must be made within budgetary restrictions.

Article XI. Special Committees

The power to form special committees, determine their size, and appoint their chairperson(s) rests with the President, subject to the approval of the Executive Board.

(a) The chairperson of a special committee will contact volunteers provided by the Volunteer Coordinator and select additional members if needed, subject to the approval of the Executive Board.

(c) The chairperson of a special committee will keep a notebook on that special committee to be turned in to the President at the conclusion of its work.

(d) The chairperson of each special committee shall present a report, if necessary, at the regular meeting of the PTO Board.

(e) The special committee will be dissolved at the conclusion of its work.

(f) The President shall be a member ex-officio of all standing and special committees

Article XII. Parkway District Committees

Section 1: PTO Leadership

- (a) The PTO Leadership team meets monthly during the school year to learn and share about issues of common interest and concern and is a key means of communicating items from the District and between the Schools. The Barretts PTO shall be represented at the PTO Leadership meetings by the President and/or Vice-President. Other members of the Executive Board are encouraged to participate.

Section 2 - Other Parkway District Committees

- (a) A representative from Barretts Elementary School shall be appointed by the President with the approval of the Executive Board to serve on each of the following district committees, as directed by the district coordinators. The committees may include:

- o PACCD - Parents Advisory Council for Children with Disabilities
- o School Photographer
- o Government Relations
- o Alumni Association Representative
- o PAMEE - Parents Advocating for Multicultural Excellence in Education
- o Special Connections

- (b) One representative to each of the district committees shall provide written quarterly reports of activities and report information as needed at general meetings.

Section 3: Other Barretts School Organizations

Barretts PTO will act as the sponsor of the Scouting organizations that meet at Barretts School.

Article XIII. Funds

- (a) PTO funds shall be used for programs, events, and items that directly benefit the students of Barretts or the School Community (ie, Field Trips, Teacher Luncheon, etc.)
- (b) All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer shall be deposited into the PTO bank account within 4 days of receipt. Separate deposits receipts should be maintained for funds received from each unique fundraising event.
- (c) Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expenses or by three weeks prior to the end of the fiscal year, whenever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.
- (d) Monetary requests for non-budgeted items may be submitted by any PTO member to the Executive Board of the PTO for consideration as a grant request. Grant requests under \$1,000 may be approved by a vote of the PTO at the next scheduled meeting.
- (e) All checks written by the PTO or funds withdrawn from the PTO account in excess of \$500, require two authorized signatures, of which must be the Treasurer, with the other signatory required to be another authorized signer (with the President or Vice-President).
- (f) An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.
- (g) The PTO is authorized to carry over funds from one fiscal year to the following one as recommended by the Executive Board.

Article XIV. Dissolution of Organization

Upon the dissolution of the organization, the organization shall, after paying or making provisions for the payment of all liabilities of the organization, disposed of all the assets of the organization in such manner or to such organization or organizations organized and operated exclusively for the charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501c3 of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law) as the PTO shall determine. Any such assets not so disposed of by the Court of Common Pleas of the county in which the principle office of any organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XV. Amendments

(a) The By-Laws shall be reviewed at least every three (3) years by a committee of PTO members appointed by the Executive Board.

(b) These By-Laws may be amended at any regular meeting of the Organization by a majority vote of the members present and voting, provided notice of the proposed amendment shall have been given at a previous meeting or through electronic correspondence within at least seven (7) days of the general meeting.

These amended, restated Constitution and By-Laws were approved and adopted by the members of the Organization, upon proper notice, at a regular meeting of the Organization duly called and held on November 19, 2019.

President Katie Werner Vice President Kyle McCool
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