

## **Pembroke PTO By-laws**

### **Article I - Name**

The name of this organization is Pembroke Parent-Teacher Organization

### **Article II – Article of Organization**

The organization exists as an unincorporated organization of its members. Its “articles of organization” comprise these by-laws, which should be reviewed annually and amended as deemed necessary.

### **Article III – Objective**

The objectives of the Pembroke School PTO shall be:

- a) To support programs designed to promote academic, physical and social growth for the students .
- b) To enhance educational resources available for normal and extracurricular activities.
- c) To encourage communications between home and school so that parents and teachers may work cooperatively in the education of the child.
- d) To promote the school’s educational programs and educational atmosphere by means of manpower and financial supplement.
- e) To provide an atmosphere for parental support, e.g. parents sharing ideas, experiences, problems and solutions.

### **Article IV – Basic Policies**

- a) This body of work shall constitute the regulating policies, organization, working by-laws and rules of the Pembroke PTO. A copy of said By-laws shall be made available upon request.
- b) These objectives are achieved through volunteers and fundraising activities.
- c) The Organization shall be noncommercial, nonracial, nonsectarian and nonpartisan.
- 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 a partisan interest, or for any purpose not appropriately related to promotion of the objectives of the Organization. No Board member may directly or indirectly financially profit from PTO activities.
- 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.
- f) The Organization shall cooperate with the school to support the improvement of education.
- g) The Organization shall seek neither to direct the administration activities of the school nor control its policies.
- h) The Organization may cooperate with other organizations and agencies concerned with the welfare of the child, but persons representing the Organizations in such matters make no commitments that bind the Organization without a majority vote of the Board.
- i) In the event of dissolution of the Pembroke PTO, the Organization shall, after paying or making provisions for the payment of all liabilities of the Organization may be

distributed for purposes benefiting Pembroke School, to be decided upon majority vote of the Board.

#### **Article V – Membership and Dues**

- a) Any individual who is willing to uphold the basic policies and subscribe to the By-laws of the Organization may become a member.
- b) The Organization shall conduct an annual enrollment of members; however, individuals may be admitted to membership at any time.
- c) The Volunteer Coordinator shall keep a record of the membership.
- d) Only members of the Organization shall be eligible to participate in the business meetings and serve on the Board.
- e) Any Principal or Superintendent shall be asked to serve in an advisory capacity to the Organization. These shall be non-voting positions. If a Principal or Superintendent has a child in Pembroke Elementary, their status as a parent supersedes their status as a Principal or Superintendent.

#### **Article VI – The Board**

##### **Section 1 – Definition**

Definition-The Board shall consist of a minimum of four officers: President, Vice President, Secretary, and Treasurer. Other positions or breakdowns of positions can be assigned as deemed necessary (e.g. Co-presidents, Recording Secretary & Corresponding Secretary, Volunteer Coordinator, etc.)

##### **Section 2 – Nominations**

Nominations can be made from the floor by any PTO member at the final meeting of the school year.

##### **Section 3 – Elections and Terms of Office**

- a) Board members shall be elected by written ballot or by verbal nomination & vote at the final meeting each year.
- b) Board members shall serve a term of one year from July 1 to June 30.
- c) Board members shall not be eligible to serve more than two consecutive terms in the same office unless there is a majority vote on the Board's member's behalf.

##### **Section 4 – Vacancies**

- a) In the event of a vacancy in the office of the President, the other members of the Board shall assume the responsibilities of the President until a new President is elected.
- b) In the event of a vacancy in a Board position, the other members of the Board shall assume the responsibilities of that person until the position is filled.
- c) In the event of a vacancy of a Chairperson, which affects a specific activity, the activity will not be held unless a volunteer is found to fill that position and chair the activity.

#### **Article VII – Duties of Members**

##### **Section 1 – President (Board position)**

- a) The President shall preside at all meetings of the Organization, shall coordinate the work of the Board, and shall serve as an ex officio member of all committees.
- b) It is the responsibility of the President to be familiar with the Roberts Rules of Order and to run the meetings in a fair and impartial way so that all points of view can be heard.
- c) All correspondence, memos, etc. that represent the organization must have approval of the President prior to issuance or posting.
- d) In the event that 2 people share Presidential responsibilities, all duties shall be split evenly and as determined by the Co-Presidents.

#### Section 2 – Vice President (Board position)

- a) The Vice President shall act as aid to the President and shall perform the duties of the President in the event that the officer is temporarily unable to do so.
- b) The Vice President shall review the by-laws annually, receive recommendations for changes, present proposals for possible changes to the PTO, and make the required revisions after a majority vote.
- c) The Vice President shall work with the President, Treasurer, and any other interested PTO members to investigate possible programs, equipment and activities for PTO sponsorship, and shall prepare a proposal for the Board when appropriate.

#### Section 3 – Secretary (Board position)

- a) The Secretary shall attend all meetings of the Organization, or make arrangements for a qualified substitute to record the minutes of the meeting.
- b) The Secretary shall distribute minutes including follow-up items to the Board members within 1-2 weeks of each meeting.
- c) The Secretary shall present for acceptance the previous meeting's minutes at the beginning of each public meeting.
- d) The Secretary shall keep a file of the agenda, minutes, treasurer's report, and any other pertinent information distributed at each meeting of the Organization.
- e) The Secretary shall keep a file of our By-Laws, Roberts Rules of Order, our tax exempt form, and all current and expired contracts.
- f) The Secretary shall copy and distribute all PTO communications, including the monthly Newsletter, Event flyers, Fundraiser materials, etc. In the event that the Secretary is not available to do so, another member of the Board may substitute.
- g) The Secretary shall ensure that all materials being distributed have been reviewed and approved by the PTO President before copying and distributing.
- h) The Secretary position may be split into Recording Secretary (a-e above) and Corresponding Secretary (f-g above).

#### Section 4 – Treasurer (Board position)

- a) The Treasurer shall receive all monies of the Organization, keep an accurate record of receipts and expenditures, and pay out funds authorized by the Board.
- b) The Treasurer shall present a financial statement at every meeting of the Organization and other times when requested.
- c) The Treasurer shall make a full annual report at the June meeting.

- d) The Treasurer's accounts shall be examined semi-annually (January and June) by an audit committee of not less than two members, who, satisfied that the Treasurer's records for the year are correct, shall sign statement of that fact at the end of the report.

#### Section 5 – Volunteer Coordinator (Board position)

- a) The Volunteer Coordinator shall be responsible for the recruiting and coordinating of PTO volunteers.
- b) The Volunteer coordinator shall keep a list of all-active volunteers and room mothers.
- c) The Volunteer coordinator shall assist PTO committee chairpersons and school faculty in obtaining volunteers for PTO and school activities.
- d) The Volunteer coordinator shall run the annual volunteer drive in September.

#### Section 6 – Programs Coordinator

- a) The Programs Coordinator shall assist the Principal in seeking programs to promote academic, physical, and social growth for the students.
- b) The Programs Coordinator, in conjunction with the Principal, shall negotiate costs and content of various programs. The Principal will approve all programs.
- c) The Programs Coordinator will report prospective and upcoming programs at each PTO meeting or when necessary. If the Programs Coordinator is unable to attend, the Principal will report on upcoming events.
- d) All PTO members are encouraged to discuss ideas on possible programs to be considered with the Programs Coordinator.

#### Section 7 – City Wide PTO

- a) The city-wide PTO chairperson shall attend each city-wide PTO meeting and report back to the Pembroke School PTO. In the event that a chairperson is not named, any Board member may attend and report back.

#### Section 8 – Teacher Representative

- a) The teacher representative shall be the Pembroke teacher who attends the monthly PTO meetings and serves as a liaison between the teachers and the PTO.

#### Section 9 – School Store Chairperson

- a) The School Store Chairperson will be responsible for maintaining inventory and purchasing supplies.
- b) The School Store Chairperson will be responsible for submitting monthly income to PTO board with deposit notice completed.
- c) Any product purchases must be submitted for Board approval prior to ordering.

#### Section 10 – Event Chairperson

- a) The Event Chairperson must obtain the budget from the Treasurer for said event.
- b) The Event Chairperson must obtain any rental agreements, health department approvals, etc. that are necessary for the event.
- c) The Event Chairperson must work with the Volunteer Coordinator to ensure a sufficient number of volunteers for the event.

- d) The Event Chairperson must post a schedule for teachers to sign up 3-4 weeks prior to an Event, if teacher involvement is necessary (e.g. Book air, Holiday Boutique, etc.)
- e) The Event Chairperson must be responsible for keeping track of all expenditures and receipts to submit them within one week of completion of event.
- f) The Event Chairperson is responsible for submitting all money raised to the PTO Treasurer at the conclusion of the event.
- g) Only Board approved expenditures over budgeted amount will be reimbursed to the Event Chairperson.

## **Article VIII – Budget**

### **Section 1 – Regular Annual Expenses**

- a) Income received shall be allocated to fund budgeted expenses before excess funds may be dispersed.
- b) A minimum \$1,000 cushion shall be maintained if possible to rollover into the next school year.

### **Section 2 – Excess Funds**

- a) Any funds obtained during the year, which are not included in the budgeted expenses may be dispersed with a simple majority vote of the Board at any regular meeting.
- b) Any non-budgeted expenditure under \$50 must have prior approval of the President and the Treasurer. Only Board members may request funds in this way and all receipts must be submitted to the Treasurer for reimbursement.

## **Article IX – Meetings and Voting**

### **Section 1 – Schedule of Meetings**

The Pembroke School PTO meetings shall be open to the general school population and shall be held at least once a month between September and June.

### **Section 2 – Participation**

- a) Any PTO member is welcome to participate in the discussion of a motion; however, only Board members are eligible to make a motion and second a motion.
- b) All present are eligible to vote.
- c) A phone vote may be done by the President when an issue needs to be addressed before the next regularly scheduled PTO meeting.

## **Article X – Field Trip Expenses**

**Section 1** - \$10 per child is allotted per school year for field trips.

**Section 2** - \$15 extra per child will be allotted towards the fifth grade field trip.

**Section 3** – These funds will be dispersed to the school secretary upon written request based on approval of the grade level field trip.

Section 4 – In the event of a child needing financial assistance a request may be submitted for Board approval.

**Article XI – Parliamentary Authority**

Roberts Rules of Order Revised shall govern the Board in all cases in which they are applicable and in which they are not in conflict with these by-laws.

**Article XII – Amendments**

These by-laws may be amended at any regularly scheduled meeting of the Board by a simple majority vote of the members present, provided notice of the proposed amendment has been given at a previously scheduled meeting.

By-Laws Approved and Adopted

This \_\_\_\_ day of \_\_\_\_\_, 2010