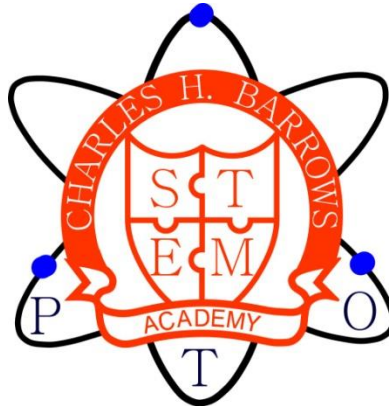


# Bylaws Of Charles H. Barrows Stem Academy PTO



## ARTICLE I – NAME & MISSION

**Section 1: NAME**– The name of the organization shall be The Charles H. Barrows STEM Academy PTO. The PTO is located at Charles H. Barrows STEM Academy at 141 Tuckie Road, North Windham, Connecticut, 06256.

**Section 2: MISSION**– The mission of the Charles H. Barrows Academy PTO is to encourage and promote relationships between families, students and staff in order to maximize the academic and social experiences while achieving unity within the community.

## ARTICLE II – MEMBERSHIP

**Section 1:** Any parent, guardian or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

## ARTICLE III – OFFICERS

**Section 1: EXECUTIVE BOARD AND OFFICERS**– The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, Marketing and Communications Officer, and Parliamentarian. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board. The duties of the Executive Board shall be: a) to transact necessary business between regular meetings, b) to present a report of their activities at regular meetings, c) to approve bills for payment when such payments may be of such an urgency that it cannot await a regular meeting, and d) suggest policy and direct activities essential to the successful operation of the organization.

President – Serve as leader and key contact for the PTO; presides at all PTO meetings; ex-officio member of most committees; appoint chairpersons for special committees; represents the organization at meetings

outside of the organization; coordinate the work of the officers and committees so that the PTO's objectives can be met. (Effort: year-round, on-going)

Vice President – Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board. Ideally – is willing to serve as President in the future. (Effort: year-round, time varies depending on roles)

Secretary – Keep the minutes of all general meetings and all meeting of the Executive Board; prepare correspondence and perform all other duties assigned; maintain master documents on school computer; help recruit committee chairpersons for all vacant standing committees of the board; keep the calendar of events for the PTO. (Effort 4-5 hours per month, average)

Treasurer – Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: 4-5 hours per month, average).

Marketing and Communications Officer – Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc. Do outreach activities in order to increase PTO participation and membership. Attend open houses and functions as a representative of the PTO. Engage interested parties in how to become involved in PTO and other volunteer efforts. (Effort: 4-5 hours per month, average).

Parliamentarian - Act as a consultant to assure that meetings and processes are conducted in accordance with bylaws: advise on parliamentary procedures, bring current copy of Constitution and By Laws to all meetings (effort: 2 hours per month).

**Section 2: TERM OF OFFICE** – An officer shall serve for a period of one year, shall hold office until his successor is elected, and shall not hold office for more than four consecutive terms; unless no one is nominated by slate or from the floor for that position, in which case an existing officer may choose to be added to the slate and by election serve an additional term.

**Section 3: QUALIFICATIONS** – Any PTO member may become an officer of the PTO.

**Section 4: NOMINATIONS AND ELECTIONS**– Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. PTO members who cannot attend this meeting may send in a ballot to a designated PTO member who is not running for any officer position.

**Section 5: REMOVAL FROM OFFICE**– Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

**Section 6: VACANCY** – If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy at the next regular meeting.

**Section 7: TEMPORARY DUTIES** – Elected officers who are temporarily unable to fulfill their duties may designate another willing elected officer or appropriate designee to fulfill those duties until they can return to service.

#### **ARTICLE IV – MEETINGS**

**Section 1: REGULAR MEETINGS** – The regular meetings of the organization shall be held monthly on a consistent day of the week and at a consistent time. The meeting schedule for an academic year shall be approved via a vote at the last meeting of the previous academic year. Should a regular meeting be cancelled due to school closure (e.g., snow day), the meeting shall be held on the regular day at the regular time the following week, provided that school is in session. The executive board may decline to reschedule the meeting if the next month's meeting is scheduled to occur within two weeks of the cancellation.

**Section 2: QUORUM** – Eight (8) members of the PTO present and voting constitute quorum for the purpose of voting.

#### **ARTICLE V – COMMITTEES**

**Section 1. MEMBERSHIP** – Committees may consist of members and board members with president acting as an ex officio member of all committees.

**Section 2. – STANDING COMMITTEES** – Those committees that occur throughout the year. The standing committees may include: Hospitality, Fundraising, Fall Fundraiser and others that may prove to be essential to the successful operation of the organization.

**Section 3. – EVENT COMMITTEES.** – Those that occur once or briefly during the school year. The event committees may include; Ice cream social, book fair, Big Y, box tops, School Logo and others that may prove useful or which are desired by the organization.

**Section 4. – VOTING** – Full membership will vote on which committees are Standing or Event.

**Section 5. – CHAIRPERSONS-** Are expected to maintain organized files which include a record of the activities of the committee and shall give this file to the incoming chairperson and explain the duties of the committee and chairperson.

#### **ARTICLE VI – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

**Section 2: BANKING** - All funds shall be kept in a checking account in the name of Charles H. Barrow Stem Academy PTO, requiring two signatures of the Executive Board and held at a local financial institution. There will be no pre-signing of blank checks.

**Section 3: REPORTING** - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. There shall be a monthly bank reconciliation performed by an organization officer other than the Treasurer. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

**Section 3: TRANSACTIONS**—All funds shall be handled in accordance with the rules and policies set forth by the organization. An amount over \$100 within a single month needs to have the vote of a quorum of PTO members. An amount under \$100 within a single month can be voted upon by the elected officers.

**Section 4: CONTRACTS** - Contract signing authority is limited to the President or the President's designee.

**Section 5: SIGNERS** – Authorized signers shall be the president, vice president and treasurer.

**Section 6: DISSOLUTION** – Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

## **ARTICLE VII – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

## **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

These bylaws were adopted on September 9, 2013.

These bylaws were last amended on April 6, 2015.

### **Amendment History:**

#### **Amendment #1: Snow Day Cancellations**

This bylaws amendment creates the policy for rescheduling meetings cancelled due to school closure. It also clarifies how meetings will be scheduled when the first Monday of the month occurs during a school holiday. (See Article IV, Section 1)

A friendly amendment changed all the references to “Executive Committee Board” to “Executive Board”.

Approved by PTO on March 3, 2014.

**Amendment #2: Monetary Payouts Requiring Approval**

This bylaws amendment provides for small-dollar routine expenses and reimbursements to be agreed upon by the Executive Board. Large-dollar expenses and payouts will be voted on by the full PTO. (See Article VI, Section 3)

Approved by PTO on June 2, 2014.

**Amendment #3: Positions Added to Executive Board**

This bylaws amendment allows for the Marketing and Communications elected official and the Parliamentarian to be part of the Executive Board. (See Article III, Section 1)

Approved by PTO on June 2, 2014

**Amendment #4: Years of Service**

This bylaws amendment changes term limits for officers from two to four years, although officers will still have to be re-elected each year. (See Article III, Section 2)

Approved by PTO on June 2, 2014

**Amendment #5: Quorum**

This bylaws amendment raises the quorum needed for voting during regular meetings to eight. It had been six. (See Article IV, Section 2)

Approved by PTO on June 2, 2014

**Amendment #6: Voting Procedures Effective Fall 2014**

This bylaws amendment allows for mail-in ballots for elections. (See Article III, Section 4)

Approved by PTO on June 2, 2014

**Amendment #7: Officer Duties**

This bylaws amendment allows for officers to temporarily “fill in” for officers who cannot fulfill their duties for an event.

Approved by PTO on April 6, 2015

**Amendment #8: Meeting Scheduling**

This bylaws amendment removes the requirement that PTO meetings be held on the first Monday of each month and allows a different meeting day and/or time if desired.

Approved by PTO on June 1, 2015