

Davidsonville Elementary School

Parent Teacher Organization

Bylaws

Article I – Duties of the Officers

Article II – Duties of the Executive Board

Article III- Duties of the Standing Boards

Article IV – Meetings

Article V – Nomination and Election of Officers

Article VI – Financial

Article VII – Membership Dues

Article VIII – Amendments

FINAL

Adopted at General Membership Meeting 6/29/2016

Article I – Duties of the Officers

- a) Officers of the Executive Board shall consist of a President, Vice President(s), Secretary, Treasurer, Assistant Treasurer and Parliamentarian.

President. The President shall be the principal executive officer of the organization and, subject to the control of the Executive Board and the direction of the membership, shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Board and all meetings of the membership. The President shall select and appoint the chairpersons of all Standing and Special Boards and shall be an ex-officio member of all Boards of the organization. The President shall have the authority to sign checks drawn on the account of the organization. The President shall act as the official representative and point of contact for Davidsonville Elementary School PTO. To be eligible to serve as President, a person must be a Voting Member of the Organization and presided over a Board for at least 2 years and/or been a member of the Executive Board.

Vice President -- Communications. The Vice President- Communications shall be a member of the Executive Board, and, in the absence of the President, shall perform the duties of the President. The Vice President --Communications shall conduct all school-wide communications, including the school-wide directory and weekly electronic communications to the membership. To be eligible to serve as the Vice President- Communications, a person must be a Voting Member of the Organization.

Vice President – Volunteer Coordination. The Vice President -- Volunteer Coordination shall be a member of the Executive Board. The Vice President -- Volunteer Coordination shall maintain the Board responsibilities and job descriptions to support the organization. The Vice President -- Volunteer Coordination shall publish the list of open Board chairs and assist the President in selecting and filling all of the chairpersons of the Boards listed in Article III of these by-laws. The Vice President-- Volunteer Coordination shall present a list of the standing Boards at the Kindergarten Orientation and the Volunteer Orientation at the beginning of each school year. To be eligible to serve as the Vice President -- Volunteer Coordination, a person must be a Voting Member of the organization.

Vice President – Fundraising. The Vice President -- Fundraising shall be a member of the Executive Board. The Vice President – Fundraising shall oversee the fundraising endeavors of the organization. To be eligible to serve as the Vice President -- Fundraising, a person must be a Voting Member of the organization.

Secretary. The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board; receive from the Membership Chairperson the list of Voting Members who have paid dues; shall see that all notices are duly given in accordance with these Bylaws; and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive

Board. The Secretary shall maintain all records and changes to the Constitution and Bylaws. The Secretary shall have available at each meeting a copy of the Bylaws and all records and minutes of past meetings available for members to view and shall provide copies for those requesting copies of the Bylaws. The Secretary shall be responsible to work with the Committee Chairs to send thank you notes throughout the year. Finally, the Secretary shall maintain the files of Committee responsibilities and job descriptions required to support the organization. To be eligible to serve as Secretary, a person must be a Voting Member of the organization.

Treasurer. The Treasurer shall be a member of the Executive Board. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Board. The Treasurer shall make disbursements as authorized by the President, Executive Board, or membership in accordance with the budget adopted by the membership. The Treasurer shall reconcile monthly bank statements, pay personal property tax, pay quarterly sales and use tax, and prepare the annual budget. The Treasurer shall present a written financial report at each General Membership meeting of the membership and at other times as requested by Executive Board. The Executive Board shall engage an outside professional Certified Public Accountant to perform a review of the organization's records. The outgoing treasurer shall conclude all tax business for the fiscal year. To be eligible to serve as Treasurer, a person must be a Voting Member of the organization.

Assistant Treasurer: The Assistant Treasurer shall be a member of the Executive Board. The Assistant Treasurer shall assist the Treasurer in the duties specified in Article I(a)(5). The Assistant Treasurer shall be assume the responsibilities if the Treasurer is not able to fulfill them. To be eligible to serve as the Assistant Treasurer, a person must be a Voting Member of the organization.

Parliamentarian: The Parliamentarian shall be a member of the Executive Board. The Parliamentarian shall be the outgoing President. To be eligible to serve as Parliamentarian, a person must be a voting member of the organization.

Article II – Duties of the Executive Board

- a) Membership. The Executive Board shall consist of the officers of the organization.
- b) Duties. The Executive Board shall transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization. They shall create standing and temporary Boards necessary to carry out the objectives of the organization and approve the plans of work created by the standing Boards. The Executive Board shall present a report of plans, projects, and activities at the regular meetings of the organization. The Executive Board shall approve routine expenses and approve/disapprove requests for funds from school staff or any other sources. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Board at any time.

Article III – Duties of the Standing Committees

- a) The President shall appoint a Chairperson for each Standing Committee. The Chair's term of office shall be for the year beginning August 1 and ending July 31, except that the President, in consultation with the Executive Board, may remove a Standing Committee Chair for cause, including a continuing neglect of responsibilities.
- b) The Chairperson of each Standing Committee shall consult with the Executive Board in the formulation of all plans and programs and shall render to the Secretary at the expiration of the Chairperson's term all records and materials pertaining to the function of the Committee.
- c) The Chairperson of each Standing Committee shall determine the number and recruit the members for that Committee, and may recommend a successor.
- d) Each Standing Committee Chairperson will present a proposed budget to the Executive Board at the May General Membership Meeting.
- e) It is the Chairperson's responsibility to manage their budget with accountability. An Officer must approve any substantial deviation to the budget in advance.
- f) Purchases in excess of \$150 must be approved by an Officer prior to exercising the purchase. Chairpersons may not enter into agreements with vendors without approval of an Officer.
- g) Funds received by a Chairperson must be turned into the Treasurer within fourteen (14) days of receipt.
- h) The following Standing Committees are deemed necessary to promote the objectives of the PTO and include, but are not limited to the following:

Enrichment. Enrichment activities outside of the regular curriculum are carried out through the parent volunteer efforts for the following activities:

Social: This committee will host activities throughout the school year with a goal of at least five (5) per school year. These activities should foster good will to bring the community (children, parents and teachers) together without the burden of a fundraising activity.

Yearbook. Parent volunteers oversee the school's yearbook development and assist with layout and production

Science Fair. Parent Volunteers organize, setup, and staff this yearly event to promote learning and an appreciation for science.

Reading Incentive Program. A parent volunteer organizes and implements a reading incentive program for all grades in coordination with the school's reading teacher.

Authors Week. A parent volunteer coordinates visits by local authors to speak and engage with the students.

Fundraising – This Board is responsible for raising funds to provide for and support the PTO sanctioned activities. This is achieved through the suggested following activities:

Box Tops/Rebate Programs. Parent volunteers promote, tally, and process the various rebate programs to earn equipment for the school.

Gator Gamble. This is the major fundraiser for PTO sponsored programs and activities. Parent volunteers organize and oversee the fundraiser program.

Catalog Fundraising: Under the supervision of the VP of Fundraising a fall and spring catalog fundraiser will be offered each school year.

Membership. This Board conducts the annual PTO membership drive and maintains Membership documentation.

Academic School Support – Parent volunteers provide assistance for various assistance for various ongoing and/or special school programs during normal school hours.

Book Fair. Parent volunteers organize and staff this weeklong event to promote reading literacy.

Cultural Arts arranges and provides for a variety of cultural arts and science programs for each grade level.

First Grade Literacy. This yearlong program is staffed by parent volunteers who work with groups of children to read selected literature and then discuss and draw pictures on a pillowcase relating to the story.

Art Appreciation Volunteers. This activity utilizes parent volunteers to work with students to develop an appreciation of famous artists and their paintings.

Non-Academic School Support – This Committee provides and coordinates morale-supporting activities and assistance for the teachers and staff.

Hospitality and Teacher Luncheons. Parent volunteers coordinate and provide the food for quarterly luncheons.

Teacher and Staff Appreciation. Parent volunteers organize and prepare ‘tokens of appreciation’ for Teacher Appreciation Week and Secretary’s Day.

Grounds Support. Parent volunteers are responsible for maintaining and improving the school’s outdoor classroom and various landscaped areas.

Teacher-of-the-Year. Parent volunteers meet monthly from December to March preparing paperwork and documentation to coordinate the nomination for this yearly award.

School Store. Parent volunteers staff and operate a school supplies store for the purpose of providing school items (paper, pencils, glue sticks, etc...) to students.

Volunteer Coordination – This Board provides the organization and coordination of parent volunteers school wide, in the classroom, as well as special support services (art helpers, media helpers, room parent resource).

Article IV – Meetings

- a) **Executive Board and Chairpersons.** Meetings of the Executive Board and the Chairpersons shall be held monthly on a date determined in advance by the Executive Board. During Executive meetings only members of the board may vote. All Members are welcome to attend the monthly meetings
- b) **General Membership.** The General Membership shall meet at least two times per school year, generally in September and May. The time and place of meetings shall be announced at least seven (7) days prior to the meeting. The Executive Board shall determine the agenda for the General Membership meetings. Voting Members wishing to add items to the agenda must do so in writing to the President at least three (3) days prior to the meeting. The Executive Board shall determine the agenda for the General Membership meetings. Only members of the Executive Board may make a motion to call a vote. During General Membership meetings all members of the PTO in good standing may vote.
- c) **Special Meetings.** Special meetings may be called either by vote of the Executive Board or by petition of a majority of the Voting Members.
- d) **Quorum.** Those present at a properly called meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.
- e) **Voting.** A majority vote of the Voting Members present at any meeting shall be required for all actions to be taken by the organization. At any time, an Executive Board member can request vote by written ballot. In the event of a tie vote, the President casts the deciding vote.

Article V – Nomination and Election of Officers

- a) **Procedure.** The election of officers shall take place during the last General Membership meeting each year. All Voting Members of the organization may participate in the election. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.
- b) **Terms of Office.** The term of each officer shall be one year beginning on 1 August and ending on 31 July of each year. A person may be elected to the same or other office for more than one term.
- c) **Selection.** A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.
- d) **Vacancies.** Any vacancy in the office due to death, resignation or inability to serve shall be filled by the Executive Board for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice President shall immediately assume the office. Should a vacancy occur in either office of Vice President for any reason, the vacancy shall be filled by

election at a Special Meeting of the membership, consistent with the procedures established herein.

- e) **Background Checks.** All Officers shall be subject to a background check conducted by Anne Arundel County Public Schools.
- f) **Qualification for Board** – Any member in good standing may apply for an executive board position after completing one year as a chairperson of a recognized PTO Committee. In the event that a Committee chairperson is unavailable to serve as a Board member, a qualified candidate shall be nominated by a member of Executive Board.

Article VI – Financial

- a) **Budget.** The Treasurer shall prepare a preliminary budget for review by the Executive Board during the June meeting. At the fall General Membership meeting, the Executive Board shall present to the membership a budget of anticipated revenue and expenses for the year. Any substantial deviation from the budget must be approved in advance by the membership.
- b) **Obligations.** The Executive Board may authorize any officer or officers to enter into contracts of agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Davidsonville Elementary School, nor should they hold themselves out as having such authority.
- c) **Loans.** No loans shall be made by the organization to its officers or members.
- d) **Commercial Paper.** All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer, Assistant Treasurer or President.
- e) **Funds.** The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies, or other depositories as the Executive Board may select and shall make such disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.
- f) **Financial Report.** The Treasurer shall present a financial report of the budget at each meeting of the organization and shall prepare a final report at the close of the fiscal year. The Executive Board shall have the report and the accounts examined annually by an auditor or an informal audit Board who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

Article VII – Membership Dues

- a) **Amount.** The organization shall authorize and collect membership dues to be used for the operation of the organization. Any change in the amount of the dues shall be approved by a vote of the Executive Board.
- b) **Financial Hardship.** No regular member shall be denied the right to participate in the activities of the organization or become a Voting Member due to financial hardship. The Executive Board shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

Article VIII– Amendments

- a) These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Voting Members at any regular or special meeting.
- b) Proposed amendments to the Bylaws shall be distributed to all members prior to a scheduled meeting. They shall be voted on at the next scheduled meeting subsequent to that meeting by which time they were required to be distributed. A majority vote of the members present at the meeting is required to amend the Bylaws.

CERTIFICATE

I hereby certify that the foregoing Bylaws, consisting of nine (9) pages, including this page, constitute the Bylaws of the Davidsonville Elementary PTO, proposed by the Executive Board as of 16 May 2016 and adopted by the General Membership on 29 June 2016.

Carrie A. Groff

June 30, 2016

President

Date