Baldwin Heights PTO Bylaws

Revised 5/26/2015

Article 1 – Name
The name of this organization is the Baldwin Heights PTO.

Article 2 – Purpose
The purpose of this organization is
1. To involve parents and school personnel in a cooperative and sustained system of activities that will enhance the educational and social opportunities of the children both in the school and at home.
2. To improve school/home relationships by enabling parents and school personnel to:
   ● Define their relationship with each other
   ● Define their roles as they pertain to the children by the schools
   ● Identify the needs and resources of the district, its families, and its community
3. To provide teachers and administrators with opinions and viewpoints that will lead to a better analysis of the needs of the students and more relevant program planning.
4. To sustain parent interest and to provide the resources needed by school personnel to function effectively in a working relationship with parents and other community members.

Article 3 – Basic Policies
Section 1 The organization shall be non-commercial, non-sectarian and non-partisan.

Section 2 The name of this 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 or for any purpose not appropriately related to promotion of the purpose of the organization.

Section 3 This organization shall not directly or indirectly participate or intervene (in any way, including publishing or distributing of statements) 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.
Section 4   The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make the decisions has been delegated by the people to boards of education.

Section 5  In event of the dissolution of this organization, its assets shall revert to Baldwin Heights Elementary School and such assets shall be distributed at the principal’s discretion.

Article 4 – Membership
Section 1  Any individual who is a parent, guardian or other adult standing in loco parentis for a student at Baldwin Heights may become a member of this association and shall have voting rights.

Section 2  Membership in this organization shall be available without regard to race, sex, color, creed, or national origin.

Section 3  The principal and any teacher employed at the school may be a member and have voting rights.

Section 4  Members in good standing of the organization shall be eligible to participate in its business meeting or to serve in any of its elective or appointive positions.

Section 5  The membership year shall be from July first through the last day of June the following year.

Section 6  Student Council may send a representative to attend PTO meetings. This representative shall have voting rights.

Article 5 – Officers and Elections
Section 1  The officers of this organization shall consist of president, vice president, secretary and treasurer. This shall be known as “the executive board”

1. Officers shall be elected annually in the month of May
2. Officers shall assume their official duties on the 1st day of July and shall serve for a term of at least one year and shall remain in office until their successor assumes the office
• A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board and the principal.

3. A person shall be eligible to serve more than two consecutive terms in the same office.
   • The original term shall be for two consecutive years. After the term is complete, the board member will have the option to run in an election to continue to hold the board position.
   • The person elected to run more terms, shall hold the board spot for one additional year per election.

4. No employee of the Greenville Public School system shall hold the position of President or Treasurer.
   • Due to a possible conflict of interest, the positions of President and Treasurer shall be held by non GPS employee.
   • The positions of Vice President or Secretary can be held by a teacher or GPS employee. This shall help show transparency with voting and money handling.

Section 2 All voting for officer positions shall be done on a nomination basis.
1. All officers and members will be part of the nomination committee.
2. The nomination committee shall choose their own chairperson.
3. Voting shall be done by a voice vote.
4. If more than one person is running for an office a ballot vote shall be taken and the candidate with the majority of votes shall win.
5. Only those who have signified their consent to serve shall be nominated for, or elected to such office.
6. No more than two board positions may be held by Baldwin Heights teachers/staff. School personnel are not eligible to run for President or Treasurer.

Section 3 An invitation to serve on the Baldwin Heights PTO shall be sent to all parents, guardians or other adult standing in loco parentis for a student at Baldwin Heights
1. The PTO invitation shall be sent out via the weekly Friday Flyer or by a separate notice from the PTO.
2. The invitation shall be sent in the month of September and again in March for upcoming elections.
Article 6 – Duties of Officers

Section 1   President
1. The president shall preside at all meetings of the organization and the executive board.
2. Shall be an ex-officio member of all committees.
3. Perform such duties as assigned to him/her by the organization or by the executive board
4. Coordinate the work of officers and committees in order that the purpose of the organization is served and promoted.
5. Serve as the primary contact for the principal.
6. Represent the PTO outside the organization.

Section 2   Vice President
1. The vice president shall act as an aide to the president
2. Shall perform the duties of the president in case of his/her absence

Section 3   Secretary
1. The secretary shall keep an accurate record of all meetings of the organization and of the executive board, with copies to be distributed to all members of the executive board, the principal, and, if needed, the student body.
2. Conduct the correspondence delegated to him/her.
3. Shall have and keep custody of all papers belonging to the organization not otherwise under charge of any other officer.
4. Shall see to the publication of all approved announcements in the Daily News and the Baldwin Heights Friday Flyer.
5. Shall prepare and distribute notices to every student in the school informing families of PTO events.
6. Shall post school activities on the calendar in the hallway outside the office.
7. Shall make PTO meeting minutes available on the Baldwin Heights School website within two days of meetings.

Section 4   Treasurer
1. The treasurer shall have custody of the funds of the organization.
2. Keep a full and accurate account of receipts and expenditures
3. Make disbursements in accordance with the approved budget as authorized by the organization or the executive board.
   - All disbursements must be co-signed
   - Authorized signatures will include the president and the treasurer.

4. Shall present a financial statement at every meeting of the organization and at other times when requested by the executive board.

5. Make a yearly report in June to present to the executive board.

6. Be responsible for the maintenance of such books of account and records as conform to the requirements of the bylaws.

Article 7 – Finances

Section 1 A tentative budget shall be drafted in the fall for each school year and approved by a majority vote by members present.

Section 2 The treasurer shall keep accurate records of any disbursements, income and bank account information.

Section 3 The board shall approve all expenses of the organization.

Section 4 Two authorized signatures shall be required on each check
   - Authorized signatures shall be the president and the treasurer
   - The principal shall also be able to be the second signature at any time the treasurer or president is not available for a period of time, or during the time when board members are in the process of changing members.

Section 5 The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the executive board

Section 6 Upon the dissolution of the organization, and remaining funds should be used to pay any outstanding bills, and with the executive board’s approval, spent for the benefit of the school.

Section 7 The fiscal year shall coordinate with the school year.
Section 8  At the end of any event where monies are collected by a PTO board member, those monies shall be counted at the close of the event.

- If this is an ongoing event (more than one consecutive day) the monies shall be counted daily.
- If this event is a one-time activity, the monies shall be counted at the end of the event.
- All monies shall be counted by at least two board members at the end of the day and/or event.
- The monies collected shall be recorded and deposited by the treasurer in the night deposit box. If the treasurer is unavailable the responsibility of the deposit falls to the remainder of the PTO Executive board in the following order: President, Vice-President, Secretary, then Principal.

Section 9  PTO Inventory may be stored off-site in a secured location that is accessible to the executive board and Principal. The Treasurer must keep an inventory of items over $50 of all PTO assets.

Article 8 – The Executive Board

Section 1  Membership of the executive board shall consist of the officers of this organization, at least two teacher representatives and the school principal.

- The principal shall keep the organization informed as to the policies of Baldwin Heights, the school district and any special necessity of the school.
- The members of this board shall serve for a term of one year and shall remain in office until their successors assume office.

Section 2  The duties of the executive board shall be

1. To transact business between meetings in preparation for the general meetings.
2. To create standing rules and policies
3. To create standing committees
4. To prepare and present reports and recommendations to the membership
5. To appoint an auditing committee at least two weeks before the end of the fiscal year to audit the treasurer’s accounts.
6. To prepare and submit to the organization for approval a budget for the fiscal year.
7. To approve routine bills within the limits of the budget
8. To approve legal contracts with companies supplying goods and or services for PTO related activities.

Section 3   Regular meeting of this executive board shall be held monthly during the school year
1. Times for the meetings to be fixed by the executive board at it's first meeting of the year. A Majority of the executive board shall constitute a quorum.
2. All executive board voting is to take place in a regular scheduled meeting, or any special meeting called with notice to all board members. If such time all the board members are unable to attend a special meeting, voting may take place via email.
   ● Email shall contain the reason for the vote at the special meeting, the reason the board member is unable to attend, their vote, their name and date.
   ● Emails can be exchanged between all executive board members if there is an emergent matter to be voted upon.
3. Special meetings of the executive board may be called by the president or by a majority of the members of the board.

Article 9 – General Membership meetings
Section 1 Regular meetings of the organization shall be held regularly each month during the school year unless otherwise provided by the organization or the executive board.
   1. Seven days notice shall be given of change of days
   2. Day and times shall be established by the officers.

Section 2 Special meetings may be called by the executive board
Three days notice must be given to call a special meeting

Section 3 Major purchases or projects will be presented for a vote when necessary.
   1. A major purchase or project would be defined as over $500

Article 10 – Standing and Special Committees
Section 1 The executive board may create such standing committees as it may deem necessary to promote and carry on the work of the organization.

Section 2 The chairperson of all committees shall present plans of work to the executive board.
Section 3  No committee shall be created or work to be undertaken without the prior approval and/or authorization of the executive board.

Section 4  The president shall be a member ex-officio of all committees

Article 11 – Fiscal Year
Article 1  The fiscal year of the organization shall begin on July 1st and end on the following June 30th.

Article 2  Outgoing PTO executive board members shall transfer pertinent information such as passwords, records and any files outside of the shared access space to the incoming officer by the start of the fiscal year (July 1st).

Article 12 – Amendments
Section 1  These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting.

Section 2  A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting by all members present, or at a meeting of the executive board.
1.  A vote of two thirds is required to pass any revised set of bylaws
2.  A vote of two thirds is required to pass any revised amendment.