

BAGGALEY ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION BY-LAWS

ARTICLE I NAME

The name of this organization shall be the Baggaley Elementary School Parent/Teacher Organization, also known as BES PTO.

ARTICLE II PURPOSE

This group is organized for the purpose of supporting the children at Baggaley Elementary by fostering relationships among the school, parents, teachers and community.

ARTICLE III MEMBERSHIP AND DUES

Any parent, guardian, or other adult standing in loco parentis with a child enrolled in Baggaley is automatically invited to become a member of BES PTO and shall have voting rights. Those members who do not presently have children in the Baggaley Elementary (but did so in the past) may take part in various PTO activities in order to maintain membership. Only members in good standing (as deemed by current executive board) shall be eligible to participate in its business meetings or to serve in any of the elective or appointed positions. Volunteers and others who are in a position responsible for the welfare of a child or having direct contact with children must obtain and have valid clearances on file with the school annually.

Membership dues shall not be assessed.

ARTICLE IV EXECUTIVE BOARD

The Executive Board will be composed of elected officers, invited committee chairs/co-chairs and up to two teacher representatives. The school principal (or designated member of school administration) may attend any set meeting or special meeting of the Board as deemed necessary.

Section 1 Duties

The duties of the Executive Board shall be:

1. to transact business between meetings in preparation for a general membership meeting
2. create standing rules and policies and assure members are following
3. set the schedule of meetings and announce to membership with agenda
4. prepare, review and submit a budget to membership approve routine bills
5. prepare reports and any other recommendations to be brought in front of general membership for vote

Section 2 Meetings

Meetings shall be held monthly and announced. Any special meeting deemed necessary may be called by two members of the board with three day notice to the entire Executive Board.

ARTICLE V OFFICERS

Section 1 Positions

Officers of the organization shall be two Co- Presidents, two Co-Vice Presidents, three Secretaries and two Treasurers.

Following the expiration of the term, the IMMEDIATE PAST PRESIDENT may serve in an advisory capacity to the Executive Board for a period of one year without voting privileges.

Section 2 Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by appointment of the President, subject to approval of the Executive Board. In the event a vacancy occurs in the office of the President, the executive board shall find a replacement to fill the unexpired term.

Section 3 Term and Eligibility

Officers of the Baggaley Elementary School Parent Teacher Organization are elected for a term of two years. No position is to exceed two consecutive terms. Officers shall serve until their successors are elected. An annual term shall run June 1 through May 31st of the school year.

In the event that there is no interested party for any selected office, an elected officer may continue to serve in their current office after two (2) terms until the next officer election.

Section 4 Nomination and Election of Officers

Officer Elections shall be held at the April general membership meeting.

The President shall announce the opening of-nominations at the March general membership meeting. A review of offices and duties of those officers shall be provided to membership at this meeting as well.

Members shall present themselves as a candidate or be nominated by another member. Nominations may be submitted in writing or received from the floor. All written nominations must be received by the President prior to the last calendar day in March to be placed on the ballot. Any person wishing to be an officer needs to be in good standings with the organization. Good standing in regards to not owing fundraiser money or bounced check fees.

In the event that only one nomination is received for each position, a voice vote shall be held. If more than one person is nominated for an office, a paper ballot vote shall be taken. The names of all nominees who consent to their nomination shall appear on the ballot at the April meeting.

New officers will assume their duties at the Executive Board meeting in June of the new year.

ARTICLE VI SPECIAL COMMITTEES

Additional special committees and chairs will be designated through the school year based on the activity of the organization. The Executive Board may request a representative of this committee to attend the Executive Board meeting when deemed appropriate.

ARTICLE VII MEETINGS

Section 1 General Membership Meetings

A minimum of six meetings will be held in accordance with the school calendar. Membership will be notified as soon as possible in the event of a cancellation due to unforeseen circumstances.

Section 2 Special Meetings

The Executive Board, or two elected Officers or the Principal/School District may call for any special meeting. If it is for general membership, notice must be posted to social media and a memo sent through students at no minimum five school days with date, time and place of meeting provided. If it is a request for the Executive Board only, two days notice shall be provided and all members of the board must be contacted with verbal response of attendance to ensure quorum is available.

Section 3 Quorum

A quorum shall be comprised of seven members present. The Presidents or School Principal/Administration Representative does not have voting privileges. In the event of a tie, a President will break the tie.

ARTICLE VIII FINANCES

Section 1 Annual Budget

An annual budget shall be drafted by the Executive Board prior to the start of the school year. Budget shall be presented at the first general membership meeting of the school year and approved by general membership vote.

Section 2 Record Keeping

The Treasurer shall keep records of any disbursements, income and bank account information. The budget shall be updated monthly based on the cash flow. Monthly statements shall be made available to general membership at all meetings. The Treasurer shall prepare a projected end of year financial statement to be presented at the last meeting of the school year, where suggestions shall be made for how remaining funds will be disbursed. The financial records will be prepared in a timely manner, not to exceed seven business days when requested by any member or school official.

Section 3 Expenses and Distribution of Funds

The Treasurer shall present all incoming money and expenses needed to be disbursed on a monthly Treasurer's report. The Treasurer's report shall be presented to the general membership for approval by vote with proper motion.

Two authorized signatures shall be required on any check. All proper check request forms or disbursement request forms shall be completely filled in and submitted to the Executive Board. No check shall be left blank before signed.

Authorized Bank Representatives for the BES PTO shall be the Co- Presidents (two,) and Treasurers (two) for a total of no more than four.

The organization shall be noncommercial, nonsectarian, and nonpartisan.

The organization shall cooperate with other organizations and agencies concerned with child welfare, but persons representing PTO in such matters shall make no commitments that bind the organization.

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. This includes the publishing of distribution of statements.

The organization shall support the structure and procedures of the school environment and not interfere with administration and the school policies or daily routines.

All activities of the BES PTO are to promote the school environment. Any member of the organization is not to discuss personal matters, such as their child's progress, with a teacher member during such events.

Volunteers and others who are in a position responsible for the welfare of a child or having direct contact with children must obtain and have valid clearances on file with the school annually.

All issues related to the BES PTO are to be brought to the attention of any member of the Executive Board when deemed necessary and not to the Principal directly. The President or designated member of the Executive Board will be the contact for the Principal or School District.

All members of the organization shall represent the BES PTO and the Greater Latrobe School District in a positive way.

NOTIFICATION OF NON-SUFFICIENT FUNDS (NSF) CHARGES

Once the bank has notified the PTO that a check has to bounced, the Treasurer will contact the parent/guardian immediately by phone to explain what has occurred. A follow up letter will also be sent with verification of the bounced check and charged fees. If

there is no response from the parent/guardian within two weeks, another letter containing the same information will be sent by certified mail. If all attempts of contacting the parent/guardian fail to obtain payment, that parent/guardian will be found to be in "Not in Good Standing" with the PTO. A letter will be sent to the parent/guardian and the principal explaining that payment has not been received and that from now on payment for any fundraiser or event will need to be paid by cash or money order.

The organization respects the right of all members to maintain a blog or post comments on any social media outlet, however, members shall refrain from doing so in a negative way that involves the identity, integrity or reputation of our school, any administrator, teacher, parent/guardian and/or another volunteer member publicly. This would also include any outside verbal communication in the same regards.

ARTICLE X AMENDMENTS and BYLAWS REVISIONS

The ByLaws contain statements indicating whatever powers and limitations of powers are placed on members of this organization.

Section 1 Amendments

These ByLaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting. Notice of the proposed amendment shall have been provided at the previous meeting, memo sent home with students and posted to the social media outlets no less than fifteen days prior to a motion and vote of the proposed amendment.

Section 2 Revision Schedule

The BES PTO ByLaws are to be reviewed annually. Amendments can be made as needed.

Proposed Changes must be presented in physical form at a monthly meeting for members to review. The proposed changes shall also be available on the school website and through the proper social media outlets. A memo shall be sent home

directing parents where to view the proposed changes. Once posted for thirty (30) days, the ByLaws will be presented at the general membership meeting and open to discussion. At this time, motion can be made to adopt the proposed ByLaws.

ARTICLE XI PARLIAMENTARY AUTHORITY

The authority of the BES PTO shall follow the “Robert’s Rules of Order, Newly Revised, 9th Edition.”

ARTICLE XII DISSOLUTION

The organization, by majority vote in a general membership meeting, shall authorize the appointment of a committee to consider disbanding the organization and the necessary steps of doing so.

*Approved by Membership Vote on 9th day of October 2018.
Amended By Membership Vote on 11th day of February 2020.*