

THE BYLAWS OF BETHLEHEM ELEMENTARY SCHOOL PTO
Adopted September 1, 2015

Article I –Name

The name of the association shall be the Bethlehem Elementary School Parent Teacher Organization. (BES PTO)

Article II – Purpose

The purpose of the organization is to support the education of the children at BES by fostering relationships among school, parents, and teachers.

Article III – Membership

Membership shall be open to all parents and guardians of BES students and to all faculty and staff of BES.

Article IV – Officers and Elections

Section I

The officers of this organization shall consist of a President, Vice President, Secretary, Treasurer, and Fundraising Coordinator. Any office position may be job shared by two people. Each person elected shall hold only one office at a time.

Section II

Each officer shall be elected for a term of one (1) year (elected in May, assume position in June, with term running through the following May) with an option of serving consecutive one-year terms, if he/she is in good standing, and is duly elected. Each officer agrees to remain available for the month of September of the year following his or her term to orient the incoming officer.

Section III

The consent of each candidate must be obtained before his or her name is placed in nomination. Each member present shall be entitled to one (1) vote. The vote shall be by show of hands unless the nominee requests the President to register the votes by ballot. If such a request is made, the vote shall be by ballot with the President appointing tellers as may be needed to collect and count said ballots. Elections shall be held at the PTO Meeting prior to the last PTO meeting of the academic year.

Section IV

A vacancy occurring in an office shall be filled for the remainder of the term. The PTO Board shall appoint a person to fill such a vacancy for the unexpired term.

ARTICLE V: Duties of Officers

Section I

The President shall preside at all meetings of the Executive Board, and the general membership; shall be a member ex-officio of all Standing Committees; supervise all Committee Chairs; have access to the Treasurer's books and be authorized to disburse funds in the absence of the Treasurer; supervise and maintain the PTO calendar; schedule the events and fundraisers; and perform all other duties pertaining to the office. The President may assign duties to other Executive Board members as needed.

Section II

The Vice President shall act as aide to the President, and perform the duties of the President in the absence of that officer. The Vice President shall meet monthly with the Treasurer to go over the account and budget. The Vice President will obtain building permits for events held outside normal school hours.

Section III

The Secretary shall keep a record of all meetings of this organization and of the Executive Committee, will take attendance at all PTO meetings and include them in all meeting minutes. Following approval from the President, the meeting minutes will be posted on the BES PTO website. The Secretary shall keep all members accurately informed of all activities, prepare the monthly Bulldog Newsletter to be posted on the BES PTO website and will send out group emails to the BES PTO members as needed. The Secretary will perform such other activities as shall be delegated to the office by the President.

Section IV

The Treasurer shall receive all monies of this organization, shall keep an accurate record of receipts and expenditures, and shall pay out funds only as authorized by the Executive Board. The Treasurer shall also present a statement of account at each general meeting, and at other times when requested by the Executive Board or any general member. The responsibilities of the Treasurer will include the planning and coordination of accounting and budgeting, asset management, assisting all Officers and Standing Committee Chairperson(s) with any project that includes financial activities, and the preparation of monthly financial statements for the organization and its officers. An auditor appointed by the Executive Committee may examine the Treasurer's account. The treasurer will follow all practices and procedures in accordance with the requirements of a non-profit organization.

Section V

The Fundraising Coordinator shall organize and coordinate the efforts of main fundraising events in conjunction with the PTO Board members. In addition, present all fundraising opportunities first to the PTO Board, and then (based on calendar availability and reliability/profitability of the fundraiser) to the PTO membership at large. The Fundraising Coordinator shall serve as main contact and coordinator for all passive fundraising programs, Portions of the role may be delegated to those willing to chair the passive programs, but the oversight of functions and monetary handling will be conducted by the fundraising coordinator in conjunction with the Treasurer. The Fundraising Coordinator will communicate all fundraising efforts to the PTO at large .

ARTICLE VI: Meetings

Section I

General membership meetings shall be held at the discretion of the Executive Board. General membership meetings shall be held as often as monthly, but no less than five (5) times per school year.

Section II

Executive Officers shall not miss more than three (3) meetings in a school year, and shall not miss any two (2) consecutive meetings.

Section III

Special meetings: The Executive Board shall meet at the request of the President or at the request of two (2) members of the Executive Board.

Article VII: Committees

Section I

Each committee will have a Chairperson, who may be any Executive Officer or General Member, and who is appointed by the Executive Board. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section II

The BES PTO has the following standing committees: beautification, fundraising, hospitality, communications, family events and fifth grade graduation committee.

Section III

The PTO Executive Board may remove or appoint additional committees as needed,

ARTICLE VIII: Finances

Section I

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

Section II

The treasurer shall keep accurate records of all disbursements, income and bank account information.

Section III

The Executive Board shall approve all expenses of the organization.

Section IV

The Treasurer shall prepare a financial statement at the end of the year, to be reviewed by the executive Board.

ARTICLE IX: Amendments

The By-laws may be amended at any general meeting of this organization by two-thirds (2/3) vote of the members present provided the proposed amendment has been presented in writing to this organization at least ten (10) days before the vote is taken.

ARTICLE X: Review of By-laws

Each time a new President is elected, these by-laws will be reviewed by the PTO Executive Board.

ARTICLE XI:

On any points of procedure not specifically covered by these By-laws, Parliamentary Procedure Robert's Rules of Order shall govern.