

Bow Parent Teacher Organization Bylaws

Date of Adoption: February 2, 2005

Date of Revision: April 13, 2009

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Article I – Name

The name of this organization shall be the Bow Parent Teacher Organization (PTO).

Article II – Articles of Organization

The articles of organization include (a) bylaws and (b) certificate of incorporation or 501c(3) designation.

Bylaws may be amended at any general membership meeting and approved by a majority vote of members present. Written notice of amendments or additions to the bylaws must be presented to the Executive Board at least one week prior to the meeting and then posted on the PTO website.

These bylaws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community and brought to a vote of the general membership, provided that the posting requirements are met.

Article III – Mission/Goals

- To mobilize and support parents, teachers and students in Bow in order to benefit the Bow school community.
 - To serve as a communication link between Bow schools and the Bow community in order to promote a positive school/community relationship that will enhance our children's educational environment and experience.
 - To enhance the educational outcomes of Bow schools by fostering support for the schools' educational objectives.

- To enhance the educational facilities and opportunities for Bow students that are not otherwise provided for in the school budgets.
- This mission is to be carried out through volunteerism and fundraising by the Bow PTO on behalf of the children of Bow.

Article IV – Policies

a) This organization shall neither seek to direct the administrative activities of the school(s) nor to control its policies.

b) This organization may make suggestions to the administration concerning activities of the school, if such suggestions are made toward the betterment of conditions for all concerned (i.e., students, teachers, administrators and parents).

c) Policies shall be developed, approved or revised via meetings or committees. Their approval shall be acquired through a majority vote at a general membership meeting.

d) Notwithstanding any other provisions of these articles, the Organization is organized exclusively for one or more of the purposes as specified in 501(c)(3) of the Internal Revenue code of 1986, as amended, and the Organization's activities shall follow the permissible activities specified by this code or corresponding provisions of any subsequent Federal tax laws for exempt organizations.

e) No substantial part of Organization activities shall be directed towards lobbying, or otherwise attempting to influence legislation, except as otherwise provided by IRS 502(k).

f) The Organization shall not participate or intervene in (including the publication or distribution of materials) any political campaign on behalf of any candidates for public office.

g) Monetary Policies:

1) An annual budget meeting will be held each year in April at which time the budget for the following year will be prepared and discussed. That budget will be presented to the membership at a general meeting in May and subsequently posted on the PTO's website. Discussion and amendments to the proposed budget will be reserved for the general meeting held in June. Voting shall follow discussion with a simple majority of those present required for passing.

2) Any school administrator wishing to add a non-standard line item to the PTO annual budget for the following year must be present at, or send a representative

to, the April budget meeting in order to present and discuss his/her request in person.

3) Budgeted Enrichment Spending

i. Enrichment funds for BES/BMS/BHS and BES/BMS/BHS specialists (Dollar amount to be determined by the yearly budget) are to be spent for classroom expenses which would otherwise come out of the teacher's pocket. Forms for requesting reimbursement from the PTO can be found on the PTO website at www.bownet.org. Completed forms, with receipts attached, should be submitted to the PTO Treasurer using the PTO mailboxes in each school.

ii. All enrichment funds must be used within the school year of the appropriation and prior to February 1st of that school year. Funds cannot be carried over to a subsequent school year UNLESS a written request, with a specific purpose stated, is received by the executive board prior to February 1st.

4) Non- Budgeted Items

i. No requests for special funds or additional enrichment funds will be considered until the November general meeting, at which time the results of the magazine drive are known. Also, the PTO requires that budgeted enrichment funds be used in full prior to requesting any additional enrichment funds.

ii. At that point, all requests for Special Funding or additional enrichment funds equal to or less than \$500 must be in writing and include an itemized list of expenses (including shipping/handling, etc.) and all invoices, purchase orders or receipts. Requests should be reviewed/approved by the building principal and delivered to an executive board member prior to a general meeting or delivered in person to the general meeting by the requestor. Requests will be considered on an individual basis and voted on following the presentation of the request. Funds will be dispersed immediately upon a majority affirmative vote.

iii. Requests for Special Funding or additional enrichment funds in excess of \$500 must adhere to the rules in 4 ii. However following presentation and discussion of the request at the general meeting the request will be tabled for vote at the next meeting. This will allow the executive board time to post, on the website, the request in the following month's agenda.

Funds will be dispersed following an affirmative vote by the majority of members present.

- iv. The executive board (with the approval of any two executive members) has the authorization to spend up to \$500 for emergency reasons with no membership vote required.
- v. No money requests can be taken from an individual.

- 5) Organization spending guidelines shall be reviewed, updated and approved annually.
- 6) No individual member or delegation of members of this organization shall have the authority to enter into any agreement or contract monetary or otherwise or to obligate this organization except upon the authorization of this organization through a majority vote at a membership general meeting. In the absence of a general meeting for membership vote, a vote of the Executive Board is authorized to obligate this organization.
- 7) In the event of dissolution, all remaining assets and property of the organization shall, after payment of necessary expenses thereof, be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code of 1988, as amended, or corresponding provisions of any future Federal Tax Code.
- 8) No member trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the Organization assets on dissolution.
- 9) No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization).
- 10) Voluntary annual dues are collected in the amount of \$5 per family.
- 11) At the first meeting of the school year, an auditor's report will be presented by the executive committee for adoption. Once the annual report of the auditor is adopted, it is no longer necessary to move to adopt each month's treasurer's report. The reports will be presented and filed for next year's audit.

- 12) Verify that all check written during the year are accounted for, approved, signed, substantiated, and not defaced, and that they have been posted to the proper budget category.
 - i. Verify that all deposits made during the year have been logged accurately and assigned to the proper budget category.
 - ii. Review the bank statements for any unusual fees or withdrawals (check printing fees, for example). Verify proper record keeping for these items. Ensure the account was reconciled each month.
 - iii. Verify that the treasurer reports add up from month to month.
 - iv. Complete a worksheet that summarizes the year' s financial activity, including beginning cash balance, total receipts during the audit period, disbursements, and ending cash balance, among others. This is often called the financial review worksheet.
 - v. Suggest improvements to internal controls such as record-keeping and cash-handling, if needed.
 - vi. Assess the group' s performance against its budget, if requested.)
- 13) All cash issued to events for change, etc. should be signed for and received from the treasurer or other officer to be properly accounted for and debited from the event' s proceeds.
- 14) A reconciliation report will be created for each fundraising event to account for all monies in and out, and deposits made for accurate fiscal reporting of each event.
- 15) At all fundraising events. A fundraising chairperson and another member will complete deposits together and each will initial the deposit slip/form before any monies leave the event.

Article V – Membership

- a) Membership is open to any Bow community member or public school faculty member, including teachers and administrators.

- b) Any member shall have the privilege of making motions, voting and serving on committees.

Article VI – Officers: Elections & Duties

- a) Officers shall be elected by ballot annually in the month of May. However if there is but one nominee for any office, upon motion from the floor, the election may be by voice vote.
- b) Officers shall assume their official duties at the close of the regular meeting in June and shall serve until a successor is elected or upon their resignation.
- c) The Executive Board may fill any office vacancy by appointment.
- d) All officers shall deliver to their successor' s official materials at the close of their service of office.
- e) The PTO Executive Board shall be comprised of any combination of the following elected officers to minimally include a President, Vice President, Secretary and Treasurer.
- f) The duties of the Executive Board are as follows:
 - 1) To transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the organization or committees requiring or needing assistance.
 - 2) To solicit input from membership in the development or revision of the organization' s purpose, goals and objectives.
 - 3) To monitor progress towards the organization' s goals and objectives and report on progress at membership meetings.
 - 4) To administer discretionary emergency funds not to exceed \$500 per incident.
 - 5) To delegate to PTO members, the responsibilities of PTO activities:
 - 1. Membership Drive
 - 2. Volunteer Coordinator for BES and BMS
 - 3. Magazine Drive for BES and BMS

5. Ski & Skate Sale
6. Craft Fair
7. BES Book Fair(s)
8. Box Tops for Education
9. Hannaford Certificates Programs
10. Echosmith Clothing Recycling
11. Selection of Senior Scholarship Winners
12. School Supplies
13. Other Activities as they arise

ii. The members delegated these responsibilities shall; attend the first general meeting of the year in order to introduce themselves to new members, oversee the operations of the activities through their completion; solicit general member participation for these activities, and present periodic reports on progress at general membership meetings.

1. Progress reports are required and can be made in person at general meetings or can be made to the PTO President at least one week prior to a general meeting. These reports should be presented at the meeting just prior to the onset and the meeting immediately following the conclusion of the PTO activity to be discussed. Reports for ongoing fundraising activities (i.e., box tops, clothing drive, etc.) should be made at least twice during the school year. Those wishing to present in person should contact the PTO President at least one week prior to a meeting so that an item can be added to the meeting agenda.
2. A written wrap-up report, to be included in the PTO files, is required and should be prepared for each activity upon completion noting the following:
 - a. General discussion of how activity went—including funds raised, if appropriate
 - b. Number of volunteers used for activity

- c. Whether volunteer level was adequate
- d. Any changes suggested for the following year

g) Responsibilities of each office are as follows:

President or Co-Presidents

1. To preside at all meetings of the organization and Executive Board.
2. To prepare and post, on the PTO website at least three days prior to a general meeting, the upcoming meeting's agenda.
3. To serve as an authorized signatory of PTO checks.
4. To coordinate the work of the officers and chairs, oversee the fulfillment of organizational goals and objectives and to ensure the pursuit of the organization's purpose.
5. To submit to the District's fundraising coordinator the fundraising schedule for all PTO activities for the subsequent school year. Submission should be completed by the end of July prior to a new school year.
6. To foster communication between the PTO and the school community (parents and teachers/school staff) through the use of periodic written updates distributed via school backpacks, e-mail, website, etc.

Vice President

1. Attend general membership, budget and executive board meetings.
2. In the President's absence preside over general membership and Executive Board meetings.

3. In the event that the President is unable to complete the term, the Vice President will assume the office, responsibilities and duties of the President.

Treasurer

1. Attend general membership, budget and executive board meetings.
2. Serve as authorized signatory on all PTO accounts.
3. Review and present monetary requests to the Executive Board and/or general membership for discussion and vote.
4. Receive all monies of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the executive board and or general membership.
5. Coordinate receipt, approval and payment for enrichment/special funds.
6. Present financial statements and report on the organization' s budget at general membership meetings or when requested by the Executive Board.
7. Prepare, present to Executive Board, and file IRA required tax returns by November 15th of each calendar year.
8. Maintain and file all treasurers' reports and assist as needed to complete each annual audit.

Secretary

- a) Record minutes of all general membership and Executive Board meetings, distribute minutes as appropriate and keep minutes on file.

VII – Meetings

- a) Motions and votes are a privilege of every member.
- b) Motion approval requires a majority vote at a membership meeting.

- c) There will be a minimum of five general and two Executive Board meetings per year that are scheduled at the discretion of the Executive Board.
- d) General membership meetings shall be held on the second Wednesday of the month unless otherwise noted by the President.
- e) Special meetings, with appropriate notification, may be called by the Organization or the Executive Board. Notification is deemed appropriate if posted on the website at least three days prior to special meeting.
- f) Committee chair progress reports will be presented at each general membership meeting, as appropriate.
- g) Minutes of meetings shall be kept on file and posted on the PTO website.
- h) Minutes may be approved by the executive board before posting on the PTO website.