



Bates PTO

Bates School | 53 Liberty Hill Avenue, Salem, MA 01970 | phone: 978.740.1250

Bylaws
of the
Bates School PTO

(Adopted May 20, 2002)

Revised October 2006

Revised September 2011

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I. NAME: The name of the organization shall be the Bates Parent Teacher Organization, or PTO.

II. PURPOSE:

- A. To aid the students of the Bates School by providing support for their educational and recreational needs.
- B. To provide a forum for open communication between the administration, teachers and parents.
- C. To assist in providing funding for special events, cultural enrichment, equipment and other material which will enhance the learning process.
- D. To foster an understanding of school programs and policies.

III. MEMBERSHIP: Membership in the Bates PTO is open to all parents and guardians of children who are enrolled in the Bates School and to the faculty of the school. Members will be known as the Voting Members.

IV. REGULAR MEETINGS: Times and dates for the regular monthly meetings of the PTO for the school year will be proposed by the President for the Executive Board and finalized by a consensus of members present at the September meeting.

B. Special Meetings: Additional meetings of the organization may be called, either by vote of the Executive Board or by petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.

C. Agenda: A timed agenda will be prepared by the Secretary for each regular meeting and will be followed to ensure optimum use of meeting time. Copies of the agenda will be available to members.

- a. Advance notice of special events such as: elections, guest speakers or important impending decisions will be sent home a week ahead.

D. Quorum: Those persons 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 any action taken by the organization.

F. “Robert’s Rules of Order” will be used as guidance for conducting business with efficiency and orderliness.

V. OFFICERS

A. Positions. The Executive Board consists of persons holding the offices of President, Vice President, Treasurer, Secretary, and Cultural Arts Representative.

B. 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 when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President votes only in the case of a tie in a vote of the Executive Committee or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be ex-officio members of all committees of the organization. If the President is unable to attend a meeting, the President shall report such absence to the Vice President and the Vice President shall act on behalf of the President during such meeting.

C. Vice President. The Vice President shall be a member of the Executive Board. The Vice President shall assist the President in all areas of general supervision and control of the activities of the organization. If the Vice President is unable to attend a meeting, the Vice President shall report such absence to the President and the President shall act on behalf of the Vice President during such meeting.

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D. Secretary. The Secretary shall be a member of the Executive Board. The Secretary shall prepare agendas, keep the minutes of the proceedings of the membership and the Executive Board, 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. If the Secretary is unable to attend a meeting, the Secretary shall report such absence to the Co-Treasurer(s) and the Co-Treasurer(s) shall act on behalf of the Secretary during such meeting,

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E. Co-Treasurers. The Co-Treasurers shall be members of the Executive Board. The Co-Treasurers 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 organizations from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Board. The Co-Treasurers shall make disbursements as authorized by the President, Executive Board, or membership in accordance with the budget adopted by the membership. The Co-Treasurers shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the Executive

Board. If either of the Co-Treasurers are unable to attend a meeting, he or she shall report such absence to the other.

- F. Cultural Arts Representative. The Cultural Arts Representative shall be a Member of the Executive Board. The Cultural Arts Representative shall have charge of and be responsible for organizing, scheduling and booking cultural arts programs throughout the year. If the Cultural Arts Representative is unable to attend a meeting, the Cultural Arts Representative shall report such absence to the President and the President shall act on behalf of the Cultural Arts Representative during such meeting,
- F. Fundraising Committee: The chairperson or co-chairs of the Fundraising Committee shall be members of the Executive Board. The committee shall be responsible for planning and organizing events and activities to raise money for the PTO throughout the year. If the Fundraising Chairperson is unable to attend a meeting, the Fundraising Chairperson shall report such absence to the Vice President and the Vice President shall act on behalf of the Fundraising Chairperson during such meeting.

VI. EXECUTIVE BOARD JOB DESCRIPTIONS

President

- Chair monthly PTO meetings
- Serve as chief contact and liaison for all PTO affairs
- Coordinate all PTO efforts and activities
- Schedule and chair Executive Board planning meetings
- Direct the formulation of an annual budget proposal and submit it for approval at the September/October meetings.
- Appoint subcommittee chairs
- Issue assignments to officers and subcommittees
- Monitor assignments, information and reports from officers and subcommittees
- Meet on a regular basis with the school Principal
- Direct the dissemination of PTO information to parents and teachers
- Perform other duties as needed
- Review the Bylaws with the Executive Board each school year

Vice President

- Assist the President in coordinating all PTO efforts and activities
- Assist the President in issuing assignments to officers and subcommittees
- Assist the President in monitor assignments, information and reports from officers and subcommittees
- Assist the President in directing the dissemination of PTO information to parents and teachers
- Perform other duties as needed

Co-Treasurer(s)

- Maintain account of all PTO money
- Make reports and keep records as required
- Attend monthly PTO meetings and Executive Board meetings
- Assist in formulating and submit an annual projected budget proposal at the September/October meetings
- Prepare an annual final report to be sent home to all parents and distributed to faculty
- Perform other duties as needed

Secretary

- Plan, generate and distribute monthly agenda
- Keep minutes for the general membership and for Executive Board meetings
- Maintain a PTO log of all agenda, minutes, activity reports and any other materials pertaining to PTO activities
- Attend monthly PTO and Executive Board meetings
- Perform other duties as needed
- Maintain list of member email addresses
- Work with school webmaster to post PTO information including all agenda and approved minutes
- Maintain supply of PTO colored paper
- Prepare Thank –you notes as required

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Cultural Arts Representative

- Work with Treasurer and make sure that artists get paid
- Work with Principal and Co-Presidents on selecting appropriate programs
- Solicit input at the beginning of each year from teachers about recommendations for programs
- Become an active member and attend meetings (or name a rep to) of the North Shore Creative Arts Council
- Keep teachers and Principal informed of any opportunities for grants
- Keep office calendar up to date with listings of performances
- Attend monthly PTO and Executive Board meetings

Specific duties may include:

- Write at least one Massachusetts Cultural Committee grant per year (by October deadline), if they are available, to help subsidize the cost of programs, and assist teachers in grant writing.
- Work with other Salem and nearby communities' PTOs to block book programs.
- Preview or name a representative to preview at least 6 new programs a year.

Fundraising Committee Co-Chairs

- Present the fundraising plans at PTO meetings

- Obtain approval from the Principal
- Coordinate volunteers and include staff as appropriate
- Strive to meet monthly and establish a fundraising calendar of events to be distributed to parents and teachers
- Attend monthly PTO meetings

VII. ELECTORAL PROCEDURE. The election of officers shall take place during the September meeting. Nominations shall be taken from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

A. Terms. Officers serve a one year term of office to ensure continuity from September to June. Any officer shall not be allowed to exceed two consecutive full terms in a given Position. A member may hold only one executive office at a time.

When an office is vacated before the full term has been served, the Executive Board will appoint a replacement officer who will serve out the term of office.

B. In the event an officer misses two (2) consecutive meetings with failure to give their report as described in Section V. Officers, the Executive Board shall determine if such officer shall be allowed to remain in his/her Position. If such Officer is allowed to remain in office and such conduct continues, the Officer shall be asked to vacate his/her position and the Executive Board will appoint a replacement officer.

VIII. FINANCES

The PTO fiscal year is defined as July 1 – June 30. This provides a beginning and ending date for records and reports.

A. Budget. The Executive Board shall present a budget to the membership at the first Regular Meeting of the year of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Board during the year. Any substantial deviation from the budget must be approved in advance by the membership.

B. Record of Transactions. 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 Committee 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.

All transactions will be recorded twice, both in the checkbook register and in a record book or on computer disk. This will provide a way to check accounting accuracy and provide easy reference for all transaction. The checking account shall bear the name(s) of the Treasurer(s) and Treasure(s) will reconcile the checkbook with the bank statement each month.

C. Financial Report This report will summarize all actual income and expenses for the school year. A beginning and an ending balance will be recorded. The final report will be given at the end of the school year and copies will be distributed to PTO members.

D. Loans. No loans shall be made by the organization to its officers or members.

IX. FUNDRAISING

The number and type of fundraisers will be suggested by the PTO Fundraising Committee at the (first) meeting of each school year. A rough schedule for each will be set at this time and a person or committee will be appointed to coordinate each activity.

All proposed fundraisers must be pre-approved by the principal. The purpose of fundraising is to generate additional money for cultural enrichment, special programs that support the school, buses for field trips or other activities suggested by the teachers and/or parents.

We do not encourage children to go door to door without a responsible adult.

X. AMENDMENTS. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Voting Members at any Regular or Special Meeting.

XI. AUTHORITY. If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Salem School Committee, they shall be deemed null and void and the decision of the Salem School Committee shall, in all cases, control.