

Thompson Brook School
Parent-Teacher Organization Bylaws

Article I: Name

_____The name of this organization shall be the Thompson Brook Parent-Teacher Organization (PTO)

Article II: Purpose

The purpose of the Thompson Brook PTO shall be as follows:

To encourage an exchange of ideas and information among educators, parents/ guardians (hereafter called parents), and children throughout volunteer efforts on committees, in publications and on projects

To sponsor general meetings and activities during the year in order to promote interest and awareness of the curriculum, physical plant, staff and community

To raise funds and provide programs, services, equipment, etc to aid in the educational process

Article III Basic Policies

Section 1:

This organization shall be non-commercial, non-sectarian and non-partisan. It shall not endorse a commercial enterprise, a candidate or political party. All PTO sponsored activities shall be conducted in an inclusive manner to best serve the needs of the Thompson Brook community

Section 2:

The name of the organization or the names of its officers in their official capacities shall not be used in connection with a commercial organization or any partisan interest or venture or for any purpose other than the regular work of the organization

Section 3:

Notwithstanding any other provisions of these articles, the PTO shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code or (2) by any organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code

Article IV: Membership

Membership of the Thompson Brook PTO shall include all parents and guardians of Thompson Brook students, and all Thompson Brook teaching, administrative, and staff members. Teachers are encouraged to volunteer as a liaison position on the PTO Executive Board.

Article V: Executive Board Duties

Section 1:

- a. The Executive Board is the entity charged with the management and responsibility for the organization. The board shall establish the objectives of the organization and determine the policy for the development of the objectives.
- b. The duties of the Executive Board shall be as follows:
 1. To transact necessary business in the intervals between the organization meetings
 2. To present status reports at the regular meetings of the organization
 3. To prepare and submit to the organization for approval of a budget for the fiscal year with input from the committee chairs
 4. To approve routine bills within the limits of the budget and major school expenses per the voting procedures that follow in Article VIII
 5. The President and Co-Presidents have authority to approve major school expenses up to \$250 after verification of available funds from the Treasurer
 6. The Executive Board can vote to approve a major school expense of up to \$500 in available funds between regular meetings
 7. After annual budget approval, subsequent budgeted line item changes must follow bylaws guidelines Article VIII Section 1d
 8. Special meetings of the Executive Board may be called by any officer. Chairperson's may be invited to attend this meeting.
- c. The Officers of the Executive Board of this organization shall include President, and/ or Co-Presidents, Secretary(s) and Treasurer, Vice President of Ways and Means and Vice President Volunteers and Activities, Vice President Social Media/Webmaster and Teacher representative(s).
- d. A vacancy occurring in any office shall be filled for the remainder of the term and appointed by the President or Co-President (herein referred to as President) with the approval of the Executive Board (as defined by Article V, Section 1c). Notice of such appointment shall be given to the general membership.
- e. Members of the Executive Board shall assume their duties July 1 and shall serve a term for one year or two years through June 30th.
- f. A person shall not be eligible to serve more than 2 consecutive terms in the same office, with the exception that no person has volunteered for that position

Article VI. Elections

Section 1.

- a. There shall be a Nominating Committee. This Committee shall consist of at least three members of the PTO and always an uneven number
- b. The Nominating Committee shall select one nominee for each office to be filled. A list of candidates for the Executive Board positions will be provided to the general membership, if possible, at least 30 days prior to the election
- c. Officers shall be elected by a majority vote of the members present at the final general meeting of the year. No proxy votes will be accepted.

Article VII Duties of the Executive Board Members

Section 1 President/Co-Presidents

The President/Co-Presidents shall preside at all meetings of this organization and of the Executive Board; shall perform all other duties as may be prescribed in these bylaws or assigned by the organization or by the Executive Board; and shall oversee the work of the officers and committees.

Section 2. Secretary

The Secretary(s) shall handle the correspondence of the organization, the PTO Board, and the Executive Board; and shall be responsible for recording and publicizing the minutes of all PTO general meetings

Section 3. Treasurer(s)

- a. The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds as authorized by the membership.
- b. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Board and shall make a full report at the final meeting
- c. The Treasurer's books and records shall be audited annually by an outside independent accountant and/or auditor, prior to the first meeting of the new school year, to determine that the overall bookkeeping and record keeping were maintained in an appropriate and adequate manner. The Treasurer is responsible for ensuring that proper tax returns are filed.

Section 4. Vice President(s) of Ways and Means

The VP of Ways and Means shall handle all fundraising activities throughout the terms. Including sourcing, organizing, marketing and distribution of goods sold

Section 5. Vice President(s) of Volunteers and Activities

The VP of Volunteers and Activities shall recruit volunteers to manage and execute the activities of the PTO, as well as, oversee before and after-school activities.

Section 6. Vice President of Webmaster/Social Media

The VP of Webmaster/Social Media shall attend all Executive and General PTO meetings and keep the membership up to date on all activities and happenings with the PTO, by posting on the PTO website, email updates through Avon Public School System and Facebook.

Section 7 Vice President Activities Registration

The VP Activities registration will facilitate scheduling and registration of extra curricular activities, publish consolidated registration forms, collect forms and fees and prepare documentation for the Treasurer. Also will develop and submit class rosters to teachers, and respond to parent registration related inquiries.

Article VIII Disbursements of Funds

Section 1.

- a. All un-budgeted fund requests are to be reviewed by TBS Administration.
- b. Final fund requests are reviewed by the Executive Board
- c. Final acceptable requests are presented at a PTO meeting for review and approval by the general membership
- d. The Executive Board must approve any committee expense overages
- e. All money raised by the PTO shall be spent as specified in the approved budget. Any additional expenditures must be approved by a majority vote of the Executive Board and general membership
- f. The current Executive Board will leave an adequate amount of monies to be carried over each year as start-up monies

Article IX. Standing Committees

Section 1

Such standing committees shall be created by the Executive Board as deemed necessary to carry out the work of the organization

Section 2

Each committee shall have at least one chairperson who will report to the Executive Board. The chairperson may be chosen by the committee or Executive Board

Article X Meetings

Section 1

All PTO meetings are open to the general membership. All times and dates are to be decided by the Executive Board. Times and dates are to be published publicly on PTO website, school website, distributed notifications or email. Additional meetings may be called by the Executive Board with adequate notice given to the general membership

Section 2

A simple majority of members present shall constitute a quorum for the transaction of business in any meeting of the PTO

Section 3

The privilege of holding office, introducing motions, debating and voting shall be limited to members of the PTO

Article XI. Operating Budget

Section 1

The fiscal year of this organization is from July 1 - June 30.

Section 2

The operating budget is to be established by the incoming Executive Board. The budget shall be approved by the PTO membership at the first meeting of the school year. Committees must follow the budget guidelines as established by the PTO and directed by the treasurer. The treasurer will make disbursements in accordance with the budget adopted by the current PTO

Article XII. Parliament Procedure

Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not in conflict with these by-laws.

Article XIV Miscellaneous

Any situation not specifically defined in the aforementioned articles shall be resolved by a majority vote of the PTO membership