

**BLACK MOUNTAIN PRIMARY SCHOOL  
PTO BYLAWS  
Last Amendment: August 2012**

**Article I- Name**

The name of the organization shall be the Black Mountain Primary Parent Teacher Organization (BMP PTO)

**Article II- Purpose**

The purpose of the PTO shall, through volunteer and financial contributions, enhance and support the educational experience at Black Mountain Primary School; promote the welfare and growth of each child; encourage and develop strong parental and community involvement with the school; provide enriching experiences for Black Mountain Primary School students; and assist in any other manner deemed necessary and appropriate to improve the environment at Black Mountain Primary School.

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation. The organization of individual members on behalf of the organization shall not intervene in any political issue or campaign on behalf of any candidate for public office.

**Article III- Membership**

Section I: Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member. The principal and any faculty/ staff employed at the school may be a member.

Section II: To be considered a member with voting rights, a member shall attend a minimum of three PTO meetings during the regular school year and be involved in 2-3 committees and be the coordinator/ chair person of a committee.

Section III: The membership year shall be from the start of the school year in August until the end of the school year in June.

Section IV: Dues, if any shall be established by the executive board.

**Article IV- Officers and Elections**

Section I: Officers

A. The Executive Board

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Communications Coordinator
6. Faculty/ Staff Representatives

Section II: Duties of Officers

1. The President shall
    - a. Preside at all Executive Board and general membership meetings.
    - b. Provide general supervision of the affairs of the PTO.
    - c. Ensure that the PTO complies with the By-Laws and follows the necessary steps to amend them if the need arises.
    - d. Act as a liaison with the Principal, staff and parents of Black Mountain Primary
    - e. Train and mentor the President-Elect in the duties and operations of the organization in preparation for the transfer of the leadership.
    - f. Act as an authorized co-signer for all the organization's funds should the treasurer be unavailable.
  2. The Vice President shall
    - a. Perform the duties of the President in the event of her/his absence or inability to serve
    - b. Assist the President in coordinating the programs of the organization.
    - c. Work closely with the President to understand and learn the duties of the President.
    - d. Oversee all fundraising efforts and stay in close communication with committee chairperson(s).
    - e. Be responsible for correspondence, minutes of meetings in absence of the secretary.
    - f. Train and mentor the Vice President-Elect in the duties and operations of the Vice President for the next term.
  3. The Secretary shall
    - a. Record the minutes of all executive board and general membership meetings.
    - b. Provide all executive board members with minutes of meetings for approval.
    - c. Maintain a file of bylaws, rules, letters, reports, records, and any transactions involving PTO.
    - d. Maintain and or supervise the PTO bulletin boards within the school.
  4. The Treasurer shall
    - a. Receive all funds of the organization.
    - b. Keep an accurate record of receipts and expenditures.
    - c. Pay out funds in accordance with approval of the executive board.
    - d. Provide a financial statement at every executive board meeting and at other times of the year when requested by the Executive Board.
    - e. Make a full report to the general membership at the end of the school year.
- If  
and
- general members want to discuss financial concerns, the Treasurer  
President will address those concerns.
5. The Communications Coordinator shall:
    - a. Compile the quarterly Backpack newsletter.
      - b. Maintain the Organization's website.
    - c. Maintain and or supervise the school sign.
    - e. Maintain parent email addresses and provide those parents with emails as

- approved by the Executive Board.
- d. Maintain and or supervise banners for meetings, events, and activities PTO sponsors.

### Section III: Terms of Office

With the exception of President and Vice President, officers of the organization will be elected for the term of one year. The President and Vice president are two-year minimum terms. The President needs to have served as Vice President first. The Vice Presidents needs to have served as a committee chair. The President and Vice President positions will be elected opposite years to enable more experience. Any parent, guardian, or other adult standing in loco parentis may run for any BMP PTO position if they are active members.

### Section IV: Elections

Elected Officers will be approved at the general membership meeting in the fall of the current year. In the spring of the prior year, candidates will be nominated for executive positions and committee chairs at the spring general membership meeting. Nominees need to be present at the meeting. Voting shall be by voice vote if a slate is presented. If more than one person is running for office, a ballot vote shall be taken.

### Section V: Removal from Office

Officers can be removed from office with cause by a two-thirds vote of active members who are present at the meeting. Such cause for removal from office can be but is not limited to not performing one's duties, not attending meetings, and any other behavioral that does not benefit the organization or represent what the organization stands for.

### Section VI: Resigning:

Any officer, other than the Secretary may resign her/his position by written notice to the Secretary. The Secretary may resign her/his position by written notice to the President

### Section VII: Quorum

For Executive Board and general membership, quorum includes half the number of active members present plus one

## **Article V- Executive Board**

### Section I: Membership

The Executive Board shall consist of the officers, principal, standing committee chairs, and faculty/staff representatives.

### Section II: The Duties of the Executive Boards shall be:

- a. Transact business between meetings in preparation for the general member meetings
- b. Shall work to ensure that all activities of the organization are in concert with the needs of the school community.

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- c. Shall establish an agenda for the school year and establish means of enacting the agenda. This shall include formulating a tentative budget review of existing fundraisers and PTO events.
  - d. All activities, events, fundraisers, and business must be approved by the Executive Board.
  - e. Shall create standing and special committees and approve the work of committees.
  - f. Shall have the discretion to determine the topics that require a vote of general active membership provided there is advance notice to the general membership.
  - g. Shall have one of the officers as a co-signatory of all checks with the Treasurer.

### Section III: Meetings

The Executive Board shall meet monthly during the school year with the time to be determined and fixed during the summer Executive Board Planning Meeting.

All active general members may attend the Executive Meeting but must contact the President in advance of the meeting in order to be placed on the agenda to speak.

### Section IV: Quorum

Half the number of active members plus one constitutes a quorum for voting purposes.

### Section V: Faculty/ Staff Representatives

A representative of the faculty/staff shall volunteer and be approved by the principal in consultation with the Executive Board. She/he will serve as a staff liaison to provide input. This may include more than one staff member.

## **Article VI- Committees**

### Section I; Standing Committees

The following committees shall be held by the organization: Communications, Funding, Staff Appreciation, and Events.

### Section II: Additional Committees

The Executive Board may appoint additional committees as needed.

## **Article VII- Finances**

Section I: A tentative budget shall be drafted in the summer for each school year.

The budget shall be approved by a majority of the board at the first meeting of the school year. The budget shall be shared with the general membership in the fall at the general membership meeting.

Section II: The Treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section III: The Executive Board shall approve all expenses of the organization.

Section IV: Two authorized signatures shall be required on each check over the amount of \$150. Authorized signers shall be the President, Vice President, Treasurer, Secretary, and Communications Coordinator.

Section V: A petty cash fund for events up to \$200 may be utilized as needed.

Section VI: The Treasurer shall prepare a financial statement at the end of the school year, to be reviewed by the Executive Board and shared with the general membership.

Section VII: Upon the dissolution of the organization, any remaining funds shall be used to pay for any outstanding bills and with the Executive Boards approval, the remainder spent for the benefit of Black Mountain Primary.

Section VIII: The fiscal year shall be from July 1 to June 30.

Section IX: Any financial concerns of the general membership shall be addressed at an Executive Board meeting: the member shall share concerns in person and a response will be given by the President and or Treasurer within five days.

Section X: Legitimate expenses shall include conference registration, meals and travel associated with the benefit of the Organization.

Section XI: Non-Inurement Provision: No part of the next earnings of the Organization shall inure to the benefits of any member, staff member, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member or officer of the the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

### **Article VIII- Parliamentary Authority**

Robert's Rule of Order shall govern meetings when they are not in conflict with the Organizations by-laws.

### **Article IX- Standing Rules**

Standing rules may be approved by the Executive Board and the Secretary shall keep a record of the standing rules.

### **Article X- Dissolution**

The Organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the board meeting.

### **Article XI- Amendments**

Section I: The by-laws may be amended at any Executive Board and or general membership meeting by active members. Amendments must be approved by two-thirds (quorum) of those present.

Section II: The by-laws shall be reviewed by a committee every two years for the purpose of evaluating the effectiveness of the organization's programs in the light of its long-range goals and objectives.