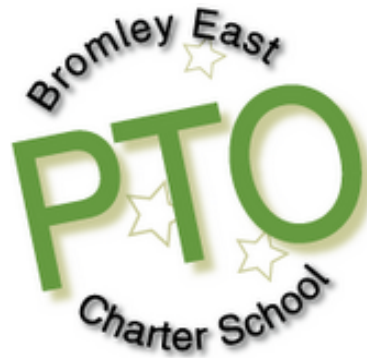


# **Parent Teacher Organization**

## **Bromley East Charter School**

### **Bylaws**



**Created**

**Thursday, June 6, 2013**

**Revised December 30, 2021**

**Bromley East Charter School PTO Bylaws**

## **Article I - Name**

The name of the organization shall be the Bromley East Charter School (BECS) PTO.

## **Article II - Purpose**

**Section 1.** The mission of the Organization is to support and enhance cooperative community spirit among the teaching staff, students, and families.

**Section 2.** We believe that children are motivated to become lifelong learners when they are part of a thriving learning environment that includes active participation by their families, schools, and the larger community.

## **Article III - Members**

**Section 1.** - Any parent, grandparent, guardian, adult standing in loco parentis for a student at the school, may be a member and have voting rights. The BECS staff employed at the school, and any member of the community that has direct involvement with Bromley East Charter School for the benefit of the children attending BECS, may be a member and have voting rights. To vote, you must attend the meeting where the voting is taking place.

**Section 2.** - Dues. There will be no dues charged for membership.

## **Article IV - Officers, Liaisons, and Elections**

**Section 1. Officers.** The elected officers shall be President, Vice President, Secretary, Treasurer, Assistant Treasurer, Communications Marketing Specialist, and Fundraising Specialist.

**a. President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the executive director, represent the organization at meetings outside the organization, serve as an ex officio member of all committees and coordinate the work of all the officers and committees so that the purpose of the organization is served.

**b. Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

**c. Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

**d. Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, make deposits, and pay out funds in accordance with the approval of the membership or executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The treasurer will also prepare any paperwork needed to complete any tax forms required for the end of year and handle any taxes required throughout the year.

**e. Assistant Treasurer.** The assistant treasurer shall assist the treasurer and carry out the treasurer's duties in his or her absence or inability to serve. Also, in the absence of the secretary the assistant treasurer serves as recorder for general and special membership meetings and executive board meetings. He or she shall also serve as a secondary signer for all fiscal accounts.

**f. Communications Marketing Specialist.** The Communications Marketing Specialist will be the point of contact for all social media and website information pertaining to the PTO. Making certain that website and Facebook sites are up to date. Posting weekly on social media outlets to increase parent involvement and awareness. Working closely with administration to ensure pertinent information pertaining to PTO is shared on the school's website, weekly parent newsletter, and Friday folders.

**g. Assistant Communications Marketing Specialist.** The Assistant Communications Marketing Specialist shall assist the Communications Marketing Specialist specialist and carry out the Communications Marketing Specialist 's duties in his or her absence or inability to serve. The Assistant Communications Marketing Specialist will work in conjunction with the Communications Marketing Specialist for all social media and website information pertaining to the PTO. Making certain that website and Facebook sites are up to date. Posting weekly on social media outlets to increase parent involvement and awareness.

**h. Fundraising Specialist.** The Fundraising Specialist will coordinate all fundraisers set forth by PTO. Work closely with outside representatives coordinating and organizing events. Ensuring teachers and administrative staff have marketing materials for each fundraising event. Coordinating with administration and getting assembly times booked if required. Coordinating with PTO Board times and locations to count funds for each fundraising event.

**i. Volunteer Coordinator.** The Volunteer Coordinator shall work in conjunction with the Fundraising Specialist. Ensuring to communicate with all school volunteers in ways they can volunteer through fundraising events, teacher sign ups, etc. Acting as the main point of contact for volunteers at large scale fundraising events. Making certain all volunteers understand roles, responsibilities, and times needed on the day of events.

**Section 2. Nominations and Elections.** Elections will be held at the March meeting of the school year. Nominations are requested one month prior to elections. At the March election meeting, nominations may also be made from the floor. Voting shall be by voice vote if a position has a single nomination. If more than one person is running for an office, a ballot vote shall be taken.

**Section 3. Eligibility.** Officers and Officers at large shall be present at the executive meetings and the general meeting. Officers are allowed 3 absences per school year; however extenuating circumstances will be taken into consideration and voted on by the executive board.

**Section 4. Terms of Office.** Officers are elected for three years and may serve no more than two (2) consecutive terms in the same office. If there are no other candidates running for that office, the officer may retain their position. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** If there is a vacancy in the office of the president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 6. Removal from Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

#### **Article V – Meetings**

**Section 1. Regular Meetings.** The regular meeting of the organization shall be bimonthly, on the first Thursday of September, November, January, March, & May at 6p.m., at Bromley East Charter School unless otherwise noted by the executive board at least one month before the meeting. Notifications of the meetings will be at least one week prior to the meeting.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting.

**Section 3. Quorum.** The quorum shall be half the number of elected members present plus 1.

#### **Article VI – Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the elected officers.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

**Section 3. Meetings.** Board meetings shall held on the last Thursday of each month during the school year at 6 p.m, if the Board deems necessary. This may take place at any place where the Executive Board decides to conduct business, including through email, Google hangout, Skype, Facebook Live, etc.. Special meetings may be called by any two board members, with 24 hour notice.

**Section 4. Quorum.** Half the number of elected executive board members plus one constitutes a quorum.

#### **Article VII – Committees**

**Section 1. Membership .** Committees may consist of members and board members, with at least one executive board member acting as an ex officio member of all committees.

**Section 2. Additional Committees.** The board may appoint additional committees as needed.

**Section 3. Committee Procedures.** Event dates must be approved by the BECS Executive Director prior to any meetings or events. All Committee meetings must be held at BECS unless approved by the PTO Executive Board at least two weeks prior to the meeting. Committee Chair(s) must present a proposed budget to the BECS Membership at the general membership meeting prior to the event. All purchasing must be done through the PTO Treasurer and/or Assistant Treasurer. All petty cash purchases must be tax exempt and receipts must be submitted no later than 7 days after the event. The BECS PTO will provide cash boxes with budgeted change. Reconciliation of all cash boxes must be completed within 24 hours of the event.

#### **Article VIII – Finances**

**Section 1.** A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** Two elected member's signatures shall be required on each check over the amount of \$5000.

**Section 4.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school. In the event the Organization changes names by membership vote, funds may be rolled to the new Organization name.

**Section 5.** The fiscal year shall be July 1st to June 30th.

**Section 6.** Funding requests of \$200.00 or less will be reviewed and approved or denied by the executive board. If you have a funding request, please fill out the funding request form. This form will be submitted directly to the BECS Executive Director, if requesting \$500 or more. Please do this at least two weeks before the next BECS PTO meeting. All requests for money must be in writing and will be voted on by the BECS PTO. In order for your request to be given adequate and fair consideration, the PTO requests that you, or someone representing the request, attend the next meeting to answer questions about how this benefits students and how this fits the BECS PTO funding guidelines. Thank you.

1. **Guidelines for Funding Requests.** Bromley East Charter School PTO will consider, but not be restricted by, the following guidelines when funding requests are made:
  - a. The request will serve the majority of students.
  - b. The request will serve a population of students with a need not being met by another means.

- c. The request will serve a grade level of students over a period of years, to enrich all students when they reach that grade level.
- d. The request will serve students in a unique manner deemed worthy of funds.
- e. Previous allocations will be taken into consideration when a request for funds is made to the BECS PTO.
- f. All funds will be dispersed and purchased within 30 days unless a work order accompanies the request.

#### **Article IX – Parliamentary Authority**

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

#### **Article X – Dissolution**

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

#### **Article XI – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

#### **Article XII – Conflict of Interest Policy**

The purpose of the conflict of interest policy is to protect this tax-exempt organization’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. In the event a conflict of interest should arise, it will be taken into consideration and discussed by the executive board. After exercising due diligence, the membership shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the membership shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### **Article XIII - Approval**

These Bylaws were created by the 2021-2022 BECS PTO Executive Board and will be used until further notice.

Elizabeth Strobel

President

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Judit Kiss

Vice President

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Elia Bybee

Secretary

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Le Shane Tuck

Treasurer

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Andrea Kroekel

Communications Marketing Specialist

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Christy Langerstrom

Fundraising Specialist

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Lindsey Saldivar

Volunteer Coordinator