

Bylaws

This document has been ratified by majority vote, 30-0, at the PTO general meeting on May 13, 2019. Any changes will be voted on, dated, and recorded.

Bylaws

Boyertown Elementary School Parent Teacher Organization
641 E Second St, Boyertown, PA 19512

Article I: Name

The name of this organization is the Boyertown Elementary School Parent Teacher Organization (hereafter referred to as BES PTO).

Article II: Purpose

The purposes of the BES PTO are:

1. To provide a support network to students, staff, and families of the Boyertown Elementary School.
2. To promote the welfare of children in home, school, and community.
3. To provide activities that enhance children's school experiences.

Article III: Basic Policies

The following are the basic policies of the BES PTO:

1. The organization shall only engage in activities related to promoting the purposes of the organization (Article II).
2. Upon dissolution of the organization, after paying or providing for any debts and obligations of the organization, any remaining assets shall be distributed to the BES Activity Fund.
3. All members of the BES PTO must have current clearances on file in the school office.

Article IV: Membership

1. Membership is open to any adult family member of a child in the Boyertown Elementary School or to any staff member at BES.
2. Members may be accepted at any time.
3. Members have the right and responsibility to attend meetings and participate in the BES PTO activities.
4. Membership may be renewed each school year via online website; school year is defined by dates of student attendance, typically August through mid-June.
5. Members may bring concerns to any member of the Executive Board.

Article V: General Meetings

1. BES PTO general meetings will be held at the Boyertown Elementary School, or may be held at another location with advance notice given to members.
2. BES PTO general meetings will be held once a month.

3. All BES PTO general meetings are open to the community. Anyone who wishes to have a topic added to the agenda must submit to the executive board fourteen (14) days prior to the meeting.
4. A simple majority shall constitute a passing vote at a meeting.

Article VI: Executive Board

1. The executive board shall consist of the following officers: President, Vice President, Secretary, Treasurer, the principal at Boyertown Elementary School, and a teacher representative.
2. The budget expenditures, operation, and activities of the BES PTO shall be managed by the executive board.
3. No person may serve in more than one elected position in BES PTO simultaneously.
4. Officers shall assume their duties at the close of the May meeting and serve for one (1) year. The executive board may create standing committees.
5. A member of the executive board shall be responsible for monitoring communications including: mail, email, social media, and phone messages.
6. All executive board members must be a parent or legal guardian of a current student at BES.
7. The principal of BES as well as the teacher representative shall serve as non-voting members of the executive board.
8. The executive board shall prepare operational guidelines for policies not specifically defined by the bylaws, including but not limited to: cash management policies and election guidelines.
9. All executive board members should attend every officer's meeting and general PTO meeting.

Article VII: Duties of Officers

1. The President shall
 - Preside at meetings.
 - Propose an agenda for meetings.
 - Meet with administration of BES and BASD, as needed, to schedule activities.
 - Coordinate and oversee the work of the officers and committees of the BES PTO.
 - Work with the executive board to arrange for speakers for meetings.

- Create committees as needed with the executive board's knowledge and appoint committee chairpersons to fill vacancies.
- Keep and maintain a list of committees and their designated chairpersons.
- Review banking, budget, and other financial information as needed.
- Approve invoices and pay bills in the absence of the Treasurer.
- Approve expenditures of nominal value. The term "nominal value" shall be determined annually by each board. For the year 2016-2017, the nominal value is \$25.

2. The Vice President shall:

- Assume the responsibilities of the President in his/her absence.
- Work with the executive board to arrange speakers for meetings.
- Approve invoices and pay bills in the absence of the Treasurer and the President.
- Coordinate room representatives and act as liaison between room representatives and the PTO at large.
- Maintain records in all formats to be provided to future executive boards.
- Update events board outside office.
- Check PTO mailbox in office and distribute.
- Maintain website.

3. The Secretary shall:

- Keep accurate minutes of all executive board and general meetings.
- Maintain historical records of all meeting minutes.
- Be responsible for the sign-in sheets at general meetings and events.
- Distribute executive board meeting minutes to the executive board within one week of meeting.
- Distribute general meeting minutes as requested, and a digital copy uploaded to the website administrator within one week of meeting.
- Receive and respond to all correspondence, written and electronic, with the BES staff and community.
- Maintain and edit a current contact list in the PTO email account, adding and removing members as requested.
- Read any communication out loud at general meeting and executive board meetings.
- Be responsible for notifying members of the meetings (dates, times, location, topics).

4. The Treasurer shall:

- Maintain accurate records of all receipts, expenditures, insurance policies, and financial activities of the BES PTO.
- Provide a financial summary to the executive board and membership at executive board and general membership meetings.
- Pay out funds as authorized in the budget, by the executive board, and occasionally by presidential direction as determined by the nominal value amount mentioned in Article VII, 1, 1.
- Propose a budget in August.
- Arrange for preparation of the annual tax document by April 30.

- Recommend cash management policies to the board for approval at the initial executive board meeting for each school year.

5. The Principal at BES shall:

- Serve as advisor to the executive board to arrange for speakers for meetings.
- Provide a report at general meetings.
- Meet annually with the President.

6. The staff of BES shall annually select a Teacher Representative to serve on the board. The Teacher Representative shall:

- Be a member of the BES faculty.
- Act as a liaison between faculty/staff and the BES PTO.
- This position shall be a rotating position in which a different individual would serve for a minimum of one (1) year.

Article VIII: Elections

1. Candidates must abide by the rule of the election process set forth by this document or their nomination will be terminated.

2. Nomination process

- A nominating process will be conducted annually for the officers of the executive board.
 - i. Nominations may be anonymous.
 - ii. A member can nominate themselves.
 - iii. A member can nominate another member.
 - iv. Nominations will be accepted from April 1 and concluding with the close of the April general membership meeting.
 - v. Once nominations have been gathered, the election representative will verify the nominees' status. The election representative will then provide information regarding the process of the elections to each nominee.
- Nomination information will be distributed to all members in March.
- Current BES student enrollment is required.

- A member may not accept nominations for more than one office simultaneously. It is the election representative's responsibility to verify potential candidacy with each nominee and assure that only one office is chosen by each nominee.
- Nominations can be withdrawn at any time prior to election.
- Executive Board may fill a vacant position if one becomes available.

3. Elections

- Elections will be held at the May general membership meeting.
- Elections committee shall be responsible for:
 - i. Coordinating the nomination process.
 - ii. Gathering candidate biographical information.
 - iii. Providing candidate biographical information to the members.
 - iv. Posting candidate biographical information on the PTO bulletin board for review by BES staff and visitors.
 - v. Providing ballots at the May meeting.
 - vi. Providing absentee ballots as requested.
 - vii. Verifying ballots have been submitted by members.
 - viii. Announcing results at the May meeting.
- Members of the elections committee will be members of the PTO who are not running for office.
- Candidates must be members to run for office and must renew membership during the year for which they are elected.
- An anonymous designee(s) will be assigned by the Principal to supervise the counting process and verify results; a BES staff member that shall not be the Teacher Representative serving on the executive board. The elections committee will not count ballots or play a role in verifying the tallies.
- Only the elections committee may distribute PTO approved/created election information or forms.
- Absentee ballots will only be accepted during specific time periods and dates.
- Absentee ballots shall remain sealed until the election, at which time they will be counted and verified.
- Absentee ballots will be sealed and maintained in order to verify results if need be; sealed ballots will be maintained in the school office.
- Candidates are offered the ability to be made aware of the ballot counts for the position in which they ran. In the event that a candidate would like to view the tallies for his/her specific election, the President may do so at any time as long as notice is provided to the executive board.
- Any questions of elections procedures not covered herein shall be proposed to and voted by the executive board.

Article IX: Committees

1. Committees may be created by board approval to promote the purposes of BES PTO.
2. Each committee shall have a chairperson who is a member of the BES PTO and consist of volunteers to serve on the committee.

3. A list of committees and a request for volunteers will be made available to all members.
4. Committee chairpersons shall provide a status report at general membership meetings or to the President in the event that they are unable to attend the meeting.
5. Committee budgets must be approved by the executive board and non-budget items must also be requested and approved by the executive board.
6. Committee chairpersons may spend their approved budget amounts as needed for their projects. Whenever an expense will exceed the budgeted amount, it must be approved by the executive board prior to purchase.
7. Any unused funds in committee budgets will revert to the PTO's general fund on October 1 of the next budget year.
8. The President shall keep and maintain a list of committees and designated chairpersons.

Article X: Dismissal

1. From the executive board
 - Dismissal shall occur if one of the following occur:
 - i. Embezzlement, fraud, or other activity in conflict with the purpose of the BES PTO.
 - ii. Majority of the BES PTO executive board agrees that the behavior of the member in question is negatively affecting the purpose of the BES PTO.
2. From the committee chairperson
 - Dismissal shall occur if one of the following occur:
 - i. Embezzlement, fraud, or other activity in conflict with the purpose of the BES PTO.
 - ii. Majority of the BEST PTO executive board agrees that the behavior of the member in question is negatively affecting the purpose of the BES PTO.
3. From a PTO event
 - Dismissal shall occur if one of the following occur:
 - i. Embezzlement, fraud or other activity relating to or concerning the purpose of the BES PTO.
 - ii. Majority of the BES PTO executive board agrees that the behavior of the member in question is negatively affecting the purpose of the BES PTO.

Article XI: Bylaws

1. The bylaws shall serve as the guiding principles until amended by majority vote at a general meeting.
2. The bylaws may be updated as required.
3. Suggested changes to the bylaws should be proposed to a member of the executive board prior to the initial general meeting of each year.
4. A final draft of changes will be voted on by majority vote at a PTO: accepted and signed.

President

Vice President

Secretary

Treasurer

Principal

Teacher Representative