

**PLEASANT VIEW ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION
CONSTITUTION AND BYLAWS
(August 2021)**

CONSTITUTION

I. NAME OF ORGANIZATION

1. The name of this organization shall be the Pleasant View Elementary School Parent Teacher Organization, (hereinafter referred to as PTO).
2. The mailing address of the PTO is 100 Pleasant View Avenue, Smithfield, RI 02917.

II. MISSION STATEMENT

The mission of the PTO is to foster a spirit of cooperation and communication among all members of our school community, and to help develop a closer relationship between home and school.

III. OBJECTIVES

THE OBJECTIVES OF THE PTO ARE TO:

- work with the school to support the provision of a high quality, well-rounded education for the children;
- encourage parent participation in the development and support of school programs;
- promote parent volunteers at all levels in the school;
- raise funds through various lawful and proper activities as approved by the majority of PTO members present at a regularly scheduled meeting;
- assist local school administration and staff in securing needed items and resources that cannot be obtained through the annual school budget;
- encourage the community-at-large to support activities at Pleasant View Elementary School;
- continually research, evaluate, monitor, and recommend activities, programs, and services that support the mission and objectives of the PTO.

IV. POLICIES

1. 501(c)(3) STATUS: The PTO is organized for nonprofit purposes and the individual members will not derive profit for the PTO. The PTO's 501(c)(3) status is on record with the Rhode Island Secretary of State.

2. **POLITICAL LIMITATION CLAUSE:** No activities of this organization shall consist of lobbying or propaganda, or otherwise attempt to influence legislation and the PTO shall not participate or intervene in a political campaign (including publishing or distributing statements on behalf of any candidate for public office).
3. **POLITICAL ACTIVITIES:** Notwithstanding, any other provision of these articles, the PTO shall not carry on any other activities forbidden to it (a) by an association exempt from Federal Income Tax User Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law/Code) or (b) by association contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law/Code). This organization shall be non-sectarian and non-partisan.
4. The PTO shall be incorporated with the Rhode Island Secretary of State's Office.
5. The PTO shall work to promote the health and welfare of the children at Pleasant View Elementary School and promote the collaboration among parents, teachers, the school and the community at large.
6. The PTO may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided they make no commitments that bind their member groups.

V. MEMBERSHIP AND ENROLLMENT

1. **ELIGIBILITY:** Membership shall be open to all Pleasant View Elementary School families, faculty, administration, and staff.
2. **ENROLLMENT:** Members shall submit an enrollment form to the PTO and pay dues, which shall be a predetermined amount, set by the Executive Board. The fee will be per family/household who wishes to join the PTO per school year.
3. **VOTING, NON-VOTING MEMBERS, AND ALLOWED FORMS OF VOTING:**
 - a. All PTO members are registered voting members. Voting is open to all registered PTO adult family members or guardians.
 - b. Only one vote per family is allowed.
 - c. The Principal of Pleasant View Elementary School is an advisor to the PTO and a non-voting member.
 - d. Voting shall be done verbally ("yeah" or "nay") or by paper ballot in the case of contested elections.
 - e. Voting by proxy is prohibited by this Constitution and Bylaws.
 - f. Voting by email is prohibited by State of Rhode Island Statutes.

VI. OFFICERS

1. **OFFICERS and QUALIFICATIONS for OFFICE**

- a. The officers of this association shall be President, First and Second Vice-Presidents, Treasurer, Secretary and Teacher Liaisons.
 - b. All officers shall maintain membership in the PTO.
 - c. No officer or member of the Executive Board shall be compensated by the PTO for their service.
 - d. Each officer shall attend the Executive Board and all regular meetings of the PTO unless prior notice of their inability to attend is given. Should their position require a report, that report may be submitted in their absence.
 - e. No Officer shall secure any contract in the name of the PTO without the approval to do so by a vote of the PTO Executive Board members (be it at a regular or special meeting of the PTO). Any approved purchase must be made within the budgetary restrictions set forth by said approval.
2. TERMS of OFFICE
- a. The terms of officers shall be for one school year beginning on the day after the last day of the school year.
 - b. The Treasurer's term of office shall follow the fiscal year, (August 1 through July 31). In the year in which a successor is elected, the previous Treasurer shall retain the title of Treasurer in order to complete the necessary IRS filings.
 - c. An officer shall serve no more than four consecutive terms in the same office.

VII. AMENDMENTS

This Constitution may be amended by a two-thirds ($\frac{2}{3}$) majority vote of the members present and voting at a meeting, provided a quorum has been met as described in Section III of the Bylaws and provided that the proposed amendment has been made known to the membership one week prior to the vote. Revisions of the Constitution and Bylaws shall take effect immediately upon passage.

BYLAWS

I. DUTIES OF OFFICERS

Below is a list of responsibilities and requirements for the PTO Officers. This list is not all-inclusive and may be modified from time to time by the Executive Board. Though the sections below describe the duties of each individual officer, the following responsibilities and requirements are required for every officer:

- Attends all monthly PTO and Executive Board meetings.
- Acts as a mentor for incoming officers during their first few months of office.
- Forwards all notes, files and other information concerning committees and other responsibilities to new officers immediately following the end of the school year.
- Oversees certain committee chairs and reports to the Executive Board on those committee activities.
- Performs other duties as assigned and agreed.
- Should be well-organized; have access to and knowledge of computers.
- Should be able to commit to a full term of office.
- The PTO must adopt a positive or zero balanced budget.
- The PTO Executive Board members may join the Rhode Island PTA (via the Ocean State PTA open membership) at their discretion. The fee for this membership shall be covered by the PTO and not the individual member.

1. PRESIDENT - The President shall:

- a. Schedule, create the agenda in conjunction with the Secretary, and preside over all meetings of the PTO and Executive Board.
- b. Serve as signatory on PTO checks.
- c. Act as the primary resource to Pleasant View Elementary School on matters pertaining to the PTO or impacting the PTO's mission.
- d. Functions as a liaison to the school, consulting with the Principal on issues of mutual concern and to apprise the Principal of proposed PTO activities.
- e. The President shall serve in an ex-officio capacity on all committees except the nominating committee.
- f. Coordinate the assignment of all committees at an Executive Board meeting;
- g. Perform other duties to promote the PTO's objectives.

2. FIRST VICE-PRESIDENT - The First Vice-Presidents shall:

- a. Assist and/or perform duties of the President in his/her absence or inability to serve;

- b. Shall assume the role of Event Coordinator and coordinate the PTO event calendar for the entire year by assigning specific dates at the start of the school year with the other board members and the school principal.
- c. Obtain necessary permits for PTO activities and events.
- d. Manage all of the PTO chairpersons.
- e. Will hold a brief training at the beginning of the year for all committee chairpersons.
- f. In conjunction with the Second Vice-President, will maintain the PTO Facebook page and website.
- g. Perform other duties to promote the PTO's objectives.

3. SECOND VICE-PRESIDENTS - The Second Vice-Presidents shall:

- a. Assist and/or perform duties of the First Vice-President in his/her absence or inability to serve;
- b. Coordinate and execute the Membership Drive.
- c. Maintain a current list of all members of the PTO for voting and corresponding purposes.
- d. Coordinates the receipt of general PTO mail and distributes items to the individuals and/or positions as appropriate.
- e. Create the weekly e-newsletter to be included in the Principal's/Assistant Principal's weekly schoolwide email
- f. in conjunction with the First Vice-President, will maintain the PTO Facebook page and website.
- g. Perform other duties to promote the PTO's objectives.

4. SECRETARY - The Secretary shall:

- a. Record, copy and distribute the minutes of all general and Executive Board meetings.
- b. Assists the President in setting the agenda for the Executive and General Board Meetings; and distribute meeting agendas in advance of meeting
- c. Notifies the Executive Board of meeting changes in a timely manner.
- d. Maintains a current copy of the PTO Constitution and Bylaws; properly annotated with any amendments and carrying the date the amendment was accepted by the group.
- e. Coordinates all PTO correspondence (for example, newsletters, meeting flyers, computer emails, news releases, etc.) to ensure that all necessary information is disseminated to the PTO membership.
- f. Conveys PTO messages (e.g., offering congratulations, sympathy, thank-you, etc.).
- g. Monitor the PTO email account by sending out monthly meeting reminder emails, responding to emails in a timely fashion and emailing monthly meeting minutes to members.
- h. Shall serve as a registered agent for the PTO.

- i. Perform other duties to promote the PTO's objectives.
- j. Shall notify members of their election to office or appointment to committees.

5. TREASURER - The Treasurer shall:

- a. Transfer all Organization funds to the PTO's bank account within one (1) week of their receipt.
- b. Maintain deposit slips, with appropriate identification of the source of funds.
- c. Maintain an up-to-date record of income and expenditures.
- d. Pay bills upon preparation for those items included in the PTO's budget.
- e. Serve as a signatory on PTO checks.
- f. Distribute receipts upon request for donations to the PTO.
- g. Provide financial reports at all Executive & General Board meetings.
- h. Adhere to and implement all financial procedures established by the PTO.
- i. Present a full financial report and proposed budget at the October PTO meeting and present budget to general membership for approval.
- j. Report the results of the annual financial review of the Treasurer's accounts.
- k. Complete and file the Annual Report and listing of Officers as required by the Rhode Island Secretary of State's office in accordance with their deadlines.
- l. Complete forms & filings as required by the IRS in accordance with their deadlines. (The Treasurer shall engage a Certified Public Accountant (CPA) to file taxes on behalf of the non-profit. She/he will ensure that taxes are filed according to IRS regulations. Per IRS regulations, taxes are to be filed prior to the 15th of the 5th month following the end of the fiscal year (November 15). The budget shall include a line item for this expense.)
- m. Maintain the list of current Faculty/Staff PTO members.
- n. Perform other duties to promote the PTO's objectives.

6. TEACHER LIAISON - The Teacher Liaison shall:

- a. Keep the lines of communication open between the parents and the faculty.
- b. Represent the faculty point of view on PTO issues.

II. MEETINGS

1. REGULAR, SPECIAL, AND ANNUAL MEETINGS

- a. Regular meetings of the PTO shall be set by the Executive Board in accordance with the Smithfield School Department Calendar prior to the first regular meeting of the school year. Notification of a meeting date change will be given five (5) days prior to the date change.
- b. The President or a majority of the Executive Board may call special meetings, or upon the written request of ten members of the organization, five-day prior notification of the

meeting must be given to the membership. (The notice of the special meeting shall state the date of the meeting, purpose of the meeting and the name of the member/members calling the meeting. No other business beyond the noticed action may be considered by a special meeting of the PTO.)

- c. The privilege of holding office, making motions, debating and voting shall be limited to members of the organization whose dues are not in the arrears.
- d. The annual report meeting shall be the regularly scheduled October meeting.
- e. Meetings shall be conducted in a civil and proper manner.

- 2. PARTICIPATION IN MEETINGS:** Introducing motions and voting on all matters shall be limited to members of the PTO. All attendees present will have the opportunity to discuss and debate the matters at hand.

III. QUORUM

- 1. A quorum shall exist if the number of non-Executive Board voting PTO members is two members plus the number of members of the Executive Board present.
- 2. At each meeting a roll of attendees shall be taken and attached to the minutes to evidence a quorum existed at the time of the meeting. This can be, but is not limited to a sign in sheet. Only current members may sign in and be counted.

IV. EXECUTIVE BOARD

- 1. DUTIES** - The Executive Board shall:

- a. attend all regular and Executive Boards meetings;
- b. conduct the necessary business of the PTO between meetings;
- c. create and oversee committees;
- d. approve the work plans of the committees;
- e. establish the agenda for the regular meetings;
- f. perform other such duties as may be delegated;
- g. make all appropriations from the funds of the PTO as voted upon at a general or special meeting and as agreed to in the Executive Board Financial Meeting where the budget is finalized;
- h. have the authority to manage the affairs and finances of the PTO.

- 2. MEETINGS**

- a. Regular meetings shall be scheduled monthly through the school year.
- b. Special meetings may be called by the President or by the request of a majority of members of the Executive Board. (The notice of the special meeting shall state the date of the meeting, purpose of meeting and the name of the member/members calling the

meeting. No other business beyond the noticed action may be considered by a special meeting of the PTO.)

3. DISCIPLINARY ACTION

- a. The Executive Board may replace any officer who is grossly negligent of his/her duties as defined in the Bylaws and Job Descriptions or who is incapacitated to fill the unexpired term. This vacancy shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board, notice of such vacancy and election must be given to the membership by the President. In the event a vacancy occurs in the office of the President, the First Vice-President shall fill the unexpired term. The Second Vice-President then becomes the First Vice-President.
- b. The general membership may remove any officer of the Executive Board who is grossly negligent of his/her duties as defined in the Bylaws and Job Descriptions or who is incapacitated to fill the unexpired term, with a motion from a member and a $\frac{2}{3}$ vote of the membership present at a quorum meeting, provided that the agenda for the meeting states that a vote will be taken by the membership as a disciplinary action against an Executive Board member, and is provided to the membership at least one week prior to the meeting.

4. BOARD MEMBER LIMITATIONS: the office of the board member shall be immediately vacated if:

- a. he/she is no longer a member of the PTO
- b. by written notice, in which he/she resigns the office

5. AUDITS: The Board has the duty to audit the records of the Secretary, Treasurer and the various committees including but not limited to their use of finances of the PTO.

6. REQUEST FOR EXPENDITURES: The Board shall prepare and make available upon request of a member a statement of expenditures and receipts for the period requested. Statements will be provided within sixty (60) days of the receipt of such written request.

7. REQUEST FOR BUSINESS RECORDS: The Board shall prepare and make available, upon request of a member, a copy of the reports and/or minutes of Executive Board or PTO Meetings for the period requested. These reports and/or minutes will be provided within sixty (60) days of the receipt of such a written request.

V. STANDING COMMITTEES

The Executive Board, as it deems necessary to promote the objectives and carry on the work of the PTO, may create and dismiss standing committees. No committee spending, beyond any previously authorized or budgeted by the Executive Board, shall be undertaken without the consent of the Executive Board. Chairmen of the standing committees shall present plans of work to the Executive Board, and no work shall be undertaken without the approval of the Board.

VI. SPECIAL COMMITTEES

Special Committees, as may be necessary, shall be appointed each year by the Executive Board and will be discharged upon completion of their duties and receipt of their final report.

1. The Nominating Committee shall consist of three (3) current members, one (1) who is a representative of the Executive Board and two (2) who are representatives of the current general membership; one of which may be a teacher. The committee shall canvas the membership in writing for recommendations of candidates for all positions. All candidates must be current members of the PTO prior to the election and be willing to serve if elected.
2. In the event that an independent financial advisor has not been retained to review the accounts of the PTO, the Executive Board at the May meeting shall appoint a Financial Review Committee. The committee consisting of no less than three (3) current members of the general PTO membership, including at least one teacher, elected by a majority of the members present shall then examine the PTO's financial records and sign them, indicating that they are satisfied as to the accuracy of the records. Before the review, the Treasurer will take steps to ensure that confidential information is not revealed.
3. The Bylaws Committee shall, upon direction of the Executive Board, perform a periodic review of the Bylaws and ensure they are current with statutory regulations and language and relevant to the PTO as written. This committee will present, if necessary, a draft of the Constitution and Bylaw Amendments for discussion and formal review and approval by the PTO. All changes to the Constitution and Bylaws must be posted and sent to the general membership one week prior to the vote on said changes or amendments. One Executive member shall act as a liaison with no voting privileges on this committee.

VII. BUDGET GUIDELINES

1. The attached budget guidelines are to be used as a standard for the yearly PTO budget. Line items and their associated budget may be added, removed or changed at the discretion of the board currently holding office. Monies allotted for each budget item may be increased

or decreased by way of a vote held during a regular PTO meeting where a quorum is in existence.

VIII. ELECTIONS

1. REGULAR ELECTIONS

- a. Officers shall be elected by ballot in the month of May.
- b. The Nominating Committee is to be appointed at the March meeting.
- c. The Nominating Committee shall present a list of eligible candidates and request additional nominations from the floor at the regular April PTO meeting. All nominated candidates must be current members of the PTO prior to the election and acceptance of nomination as defined in Section V of the Constitution. All nominations are considered closed at the end of the April meeting and no further candidates may be added to the ballot.
- d. The Nominating Committee shall compile an alphabetic list of all candidates and the office for which they were nominated. This list shall be distributed to the PTO members not less than 10 days prior to the election date.
- e. The Nominating Committee will present the nominees to the membership at the regular May PTO meeting at which the elections are held. The Nominating Committee will conduct the election process.
- f. If there is only one candidate for the given position, the Secretary will, by one vote, declare the candidate/candidates elected to the Executive Board of the PTO.
- g. All elections votes shall be open to all registered PTO voting members. Regular and Special elections shall be conducted at PTO meetings.
- h. If no person is nominated and elected for a position to the Executive Board. The Executive Board shall follow the policy for vacancies in accordance with Section VII Paragraph 2 of the Bylaws. A notice should be sent to the membership informing them of who is filling the vacancy.

2. **VACANCIES:** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board, notice of such vacancy occurs in the office of the President, the First Vice-President shall fill the unexpired term. The Second Vice-President shall become the First Vice-President.

IX. AMENDMENTS

These Bylaws may be amended by a two-thirds ($\frac{2}{3}$) majority vote of the members present and voting at a meeting, provided a quorum (as described in Section III of the Bylaws) has been met and provided that the proposed amendment has been made known to the membership one week prior to the vote. Revisions of the Constitution and Bylaws shall take effect upon passage.

X. DEDICATION AND DISSOLUTION CLAUSE

1. **CHARITABLE PURPOSE:** The property of this organization is irrevocably dedicated to the charitable purposes and no part of the net income or assets of this organization shall ever be dispersed for the benefit of any director, officer or member thereof or to the benefit of any private person.
2. **ASSETS UPON DISSOLUTION:** Upon the dissolution of the PTO, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for the purpose or to such an organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

XI. SCHOLARSHIPS

1. There will be one \$500 scholarship awarded yearly to a Smithfield High School graduating senior that graduated from William Winsor School until the class of 2033 has graduated.
2. There will be one \$500 scholarship awarded yearly to a Smithfield High School graduating senior that graduated from Anna McCabe Elementary School until the class of 2033 has graduated.
3. There will be two \$500 scholarships awarded yearly to Smithfield High School graduating seniors that graduated from Pleasant View Elementary School starting with the Class of 2034.