

# **By-Laws of the Beechwood Knoll Elementary School Parent Teacher Organization Quincy, Massachusetts**

## **Article I – Name of Organization**

The name of the organization shall be the Beechwood Knoll Elementary School PTO (BKS PTO).

## **Article II – Mission Statement/Purpose**

The corporation is organized to promote a cooperative and supportive relationship between parents and educators that contributes to the educational, cultural, and social development of each child and enhances the learning process.

## **Article III – Members**

Any parent and legal guardian of a Beechwood Knoll Elementary School student may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

## **Article IV – Membership Meetings**

The Executive Board of BKS PTO will schedule meetings of the members ("General Meetings"). Every effort will be made to have one General Meeting a month, at the latest every two months (i.e. no meeting the month of December) during the school year. The Executive Board will deliver advance notice of meetings via Facebook, BKS PTO Website and school wide email list. The co-chairs will preside the General Meetings and coordinate discussion of items on the agenda. The co-chairs will direct the discussion of each agenda item in an orderly manner that encourages participation by all members who wish to speak. The co-chairs may impose reasonable limits on the time and manner of discussion and , on any matter

requiring a vote, shall phrase issues in the form of a vote. Each member present shall have one vote and a majority vote is required by these by-laws. All records of the BKS PTO will be kept electronically and will be available for examination by any BKS PTO member at their written (i.e. email) request. The executive board shall meet in person once per month. The executive board shall be in contact via other means (i.e. phone call, email, text) at least once per week.

## **Article V – Officers and Elections**

Section 1. Officers. The officers shall be two co-chairs, secretary, treasurer and assistant treasurer.

a. Co-chairs-The co-chairs shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex-officio member of all committees except the nominating committee, initial all payments from the BKS PTO bank account, approve all paper and electronic notices and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, and any other necessary supplies, and brings them to meetings. The secretary shall generate, copy and translate paper notices to be sent home. All General Meeting minutes will be available on the BKS PTO Website for examination by any member.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the written approval of the 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. Each year the Executive Board shall appoint an auditing committee (which shall not include

any members of the Executive Board) to audit the financial records of the BKS PTO at the end of the school year and to present a report at the last General Meeting.

e. Assistant Treasurer. The assistant treasurer shall assist the treasurer in tasks such as, but not limited to, providing cash boxes at event, making deposits and/or withdrawals from the bank and writing checks to vendors.

f. Co-Web/Promotion Officers. The Co-Web/Promotion Officers shall maintain the BKS PTO website.

Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the school year. Any member is eligible to be a candidate. At the April General Meeting candidate names will be called for election/re-election. At the May meeting, nominations may also be made from the floor. A written ballot vote shall be taken. The ballots will be available at the meeting as well as an opportunity for an absentee ballot. An absentee ballot will be sent home with students and returned to the BKS PTO mailbox. Ballots will be retrieved by a member of the election committee. Ballots will be counted by an election committee appointed by the Executive Board, which shall not include any Executive Board members or candidates for election. The candidates receiving the most votes for each office will be elected. Selected candidates will be announced at the June General Meeting and will serve the following school year. The outgoing Executive Board shall make every effort to advise newly elected Executive Board members and provide for a smooth transition.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for a two year term. There shall be no limit on the number of terms that any member may serve in any office. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of co-chair, the other co-chair will serve alone. At the next regularly scheduled meeting, a new co-chair 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. Upon recommendation of the Executive Board, a motion may be made at any General Meeting of the BKS PTO to remove an Executive Board member (except the principal). If the motion passes, notice will be sent to all members advising them that a vote to remove an Executive Board member will be taken at the next General Meeting. A two-thirds vote of the members in attendance will be required for removal of an Executive Board member. The Executive Board member shall be given reasonable notice prior to both such General Meetings and shall be given an opportunity to be heard at both meetings prior to the vote being taken.

## **Article VI – Amendment of By-Laws**

The Executive Board may propose an amendment to the by-laws. Written notice of any proposed amendment to the by-laws shall be given to the members at a General Meeting and voted on for approval at the next scheduled General Meeting. To pass an amendment, a majority of members present at the General Meeting must vote in favor of it. Upon acceptance, amendments to these by-laws shall be attached (i.e. electronically) to the original document with the date of the amendment's adoption clearly noted.

## **Article VII – Miscellaneous Provisions**

### a. PTO Binder

A PTO binder and/or online record of PTO meetings, events and duties must be kept and passed on to any new co-chair to assist with the planning and implementation of the responsibilities of the PTO Executive Board.

