

# **Constitution and Bylaws of the Ball-Chatham-Glenwood Elementary Schools Parent Teacher Organization (BCG PTO)**

## **ARTICLE I NAME AND PURPOSE**

**Section 1.01. Name.** The name of this organization will be known as the Ball-Chatham-Glenwood Elementary Schools Parent-Teacher Organization, also known as BCG PTO.

**Section 1.02. Purpose.** The purpose of this organization is to promote the development of children in this community and to assist the Ball-Chatham-Glenwood elementary schools. Actions toward this common goal may include fundraising, educational assistance, public awareness efforts of school activities and other actions to develop a strong link between parents, teachers and the schools. At all times, these activities will be done for the general and specific advantages of the children, especially with regard to their education.

## **ARTICLE II MEMBERS**

**Section 2.01. Qualifications.** All teachers, administrators, and parents or guardians of children enrolled at the above schools are members of the organization.

**Section 2.02. Dues.** The decision as to whether to charge dues and the amounts set for same shall rest with the Executive Board. If the Executive Board decides to impose dues, they should remain at a reasonable amount so as not to be a hardship for any member. Non-payment of dues will NOT be considered grounds for dismissal from the Organization.

**Section 2.03. Meetings.** The Organization will schedule regular meetings during the school year, and be able to call special meetings as needed. Notice of the regular meetings will be announced prior to the start of the school year. Special meetings, if involving the entire membership, will be announced no later than the previous regularly scheduled meeting, and will take place no sooner than one week after said announcement. Additional meetings may be called when agreed upon by the President and/or by request of at least 5 members. The members present shall constitute a quorum for the transaction of business at any regular or special meeting. Special committee meetings shall be arranged dependent upon the schedules of the committee members. The Executive Board will meet prior to the beginning of the school year to set an annual agenda and discuss budget issues. The annual meeting shall be held in May of each school year at which annual reports shall be received and officers installed.

## **ARTICLE III**

### **AUTHORITY AND DUTIES OF THE EXECUTIVE BOARD**

**Section 3.01. Executive Officers.** The Executive officers shall be Executive President, Executive Secretary, and Executive Treasurer. If possible, the Executive Board should be staffed by one person from each school.

**Section 3.02. School Officers.** The elected officers at each school shall be President, Vice-President, and Treasurer. These offices may be shared by up to two members of the organization.

**Section 3.03. Executive Board.** The Executive Board shall consist of the Executive Officers and School Officers. Its duties shall be to transact necessary business between organization meetings and other business as may be referred to it by the organization and to act in emergencies. Vacancies occurring in Executive offices shall be appointed by the Executive Board for the unexpired term. Those members present shall constitute a quorum.

**Section 3.04. Committees.** There shall be such committees selected by the elected officers of the Organization and the principals of each school as may be required by the organization to promote the goals and interest of the organization. The standing committees may be composed of at least two (2) persons which, except for an Executive Board Committee, may include non-Board members. The Executive Committee may ask for, or form, committees as it sees fit to perform specialized functions for the Organization. These committees will terminate at the completion of the designated objective. The exact roles and limitations of said committees are to be delineated by the Executive Board prior to the establishment of the committee, and shall be recorded in the Minutes of the Executive Board meeting.

**Section 3.05. Budget Committee.** If the Executive Board deems necessary, it shall establish the Budget Committee that will consist of the Executive President, the Executive Treasurer, the Immediate Past President and other persons the Executive President may deem advantageous to serve at that time. This may include outside experts, if needed. The Budget Committee will consist of no more than seven persons, and will report directly to the Executive Board.

**Section 3.06. Reimbursement.** Officers shall serve without compensation with the exception that expenses incurred in the furtherance of the BCG PTO's business are allowed to be reimbursed with documentation and prior approval. Approved expenses are outlined in the annual budget or as described under section 4.04.

## **ARTICLE IV**

### **AUTHORITY AND DUTIES OF EXECUTIVE OFFICERS**

**Section 4.01. Election of Officers; Terms of Office.** Nominations for the officers will be held at an open scheduled meeting in March or April. Nominations must be approved by the nominee, be seconded by a member of the Board. The Officers of the organization shall be elected by voice vote at the April or May meeting. Officers will be required to attend at least three scheduled meetings per year. In case of a tie, a run-off vote will be taken prior to the end of the meeting. Installation will be

done at the May meeting, with duties to begin immediately and run concurrently with the school year. New offices may be created and filled at any meeting of the Executive Board. Officers will be elected for one year terms and will be eligible for re-election, but may not serve more than two consecutive terms in an office.

**Section 4.02. Executive President.** The Executive President shall preside over all meetings of the Organization as a whole and of the Executive Board. The Executive President will have general executive and supervisory power over the interests of the Organization. In the absence of the Executive Treasurer, the Executive President will have power to authorize expenditures and have signatory rights to the financial accounts of the Organization. The Executive President acts as a connecting agent between the schools so that all three schools maintain comparable programs.

**Section 4.03. Executive Secretary.** The Executive Secretary will be responsible for keeping and recording the minutes of the meetings of the Organization. The minutes for all Organizational meetings will be submitted for review, approval, and acceptance at the next general meeting. The Executive Secretary will also be responsible for newsletters and correspondence with other organizations as deemed appropriate by the Executive Committee, will keep records of members attendance at meetings, and will in general be responsible for any and all documentation of important information generated by or for the Organization.

**Section 4.04. Executive Treasurer.** The Executive Treasurer will have direct responsibility for the financial affairs of the organization. This will include collecting all monies due to the organization and depositing it in the approved accounts at the designated financial institution within 15 days of receiving said monies. The Executive Treasurer will maintain accurate and current information on all financial affairs of the Organization. The Executive Treasurer shall have signatory rights to the accounts of the Organization and pay all bills approved by the budgeting process, the Executive Board, or by a majority vote during a regular meeting. Any expenses not approved directly by the budgeting process and exceeding \$250.00 MUST have prior approval of the Executive Board. Expenses exceeding \$500.00 MUST be approved at a meeting of the general membership. Expenses over \$1000 shall require competitive bids from qualified providers. The Executive Treasurer will not reimburse any member of the Organization for expenses unless previously approved by budgeting process. The Executive Treasurer will serve on the Budget Committee, and will be responsible for submitting a balanced statement of financial affairs at the end of the fiscal year. In addition, the Executive Treasurer will be responsible for maintaining and completing any and all records necessary to document the status of the Organization as a Federal, State and Local Tax Exempt Organization, such as those defined under the Section 501(c)3 of the Federal Internal Revenue Code.

**Section 4.05. Immediate Past-President.** The Immediate Past-President will serve in an advisory role to the Executive Board.

**Section 4.06. Budget Committee Chairman.** If the Board establishes a Budget Committee, the Budget Committee Chairman will hold an advisory role with the expressed role of monitoring costs and income for future projects.

## **ARTICLE V**

### **AUTHORITY AND DUTIES OF SCHOOL OFFICERS**

**Section 5.01. President.** The School President communicates with the School Administrators regarding events, activities, volunteers and any other issues pertaining to the office. The School President shall be ex-officio, a member of all school PTO committees, shall appoint special committees and shall perform all other duties usually pertaining to the office.

**Section 5.02. Vice-President.** The School Vice-President acts in coordination with the School President.

**Section 5.03. Treasurer.** The school Treasurers will have responsibility for the financial affairs pertaining to the activities held at their school. Each Treasurer is responsible for collecting and depositing all monies received in the approved accounts at the designated financial institution within 15 days of receiving said monies. Treasurers are responsible for providing start up monies at all fundraising events held at their school during the school year. Treasurers are responsible for reimbursing approved expense receipts submitted to them. School Treasurers will not reimburse any member of the Organization for expenses unless previously approved by the budgeting process. School Treasurers must submit regular reports to the Executive Treasurer pertaining to financial activities at their school and deposits and withdrawals to the account. Each school Treasurer will assist the Executive Treasurer in preparing the budget for the school year.

## **ARTICLE VI**

### **INDEMNIFICATION**

Every member of the Executive Board, Officers or members of the Organization may be indemnified by the corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Executive Board, officer or member in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Executive Board, officer, or member of the organization, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provide, however, that in the event of a settlement the indemnification herein shall apply only when the Executive Board approves such settlement and reimbursement as being in the best interest of the organization. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Executive Board, officer or organization member is entitled.

## **ARTICLE VII**

### **FINANCIAL ADMINISTRATION**

**Section 7.01. Fiscal Year.** The fiscal year of the Corporation shall be July 1 – June 30 but may be changed by resolution of the Executive Board. The BCG PTO, as an organization, shall have the right to carry over funds from year to year as benefit's the needs of the organization.

**Section 7.02. Checks, Drafts, Etc.** All checks, orders for the payment of money, bills shall be signed or endorsed by the Executive Treasurer or School Treasurers. All checks exceeding \$500 must have two authorized signatures. Board members with signatory rights to the accounts include the Executive Treasurer, School Treasurers, and the Executive President. The Executive Treasurer is responsible for reconciliation of the bank account and providing regular reports of the financial status of the corporation to the Executive Board.

**Section 7.03. Deposits and Accounts.** All funds of the corporation shall be deposited in the approved accounts at the designated financial institution within 15 days of receiving said monies. The Executive Treasurer will maintain accurate and current information on all financial affairs of the Organization.

**Section 7.04. Dissolution of Assets.** In the event of dissolution of the BCG PTO, all existing assets shall be distributed evenly among the three schools: Ball Elementary, Chatham Elementary, and Glenwood Elementary. Or, distribution shall be made to another organization formed for similar purposes, which is exempt from federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code of 1954.

## **ARTICLE VIII AMENDMENTS**

The Constitution and Bylaws of this Organization can be amended by a two-thirds vote of approval of the members present at a regularly scheduled meeting. Written notice of said amendment(s), and their intent, must be presented to the general membership at a prior meeting. Time must be allowed at the general meeting prior to the vote for open discussion. Any such amendments which are approved shall then be appended to the Constitution and Bylaws by the Secretary and be recorded with the date of approval. Approved amendments will take effect at the beginning of the next fiscal year unless expressly stated otherwise.

## **ARTICLE IX ORGANIZATIONAL RULES**

**Section 9.01.** Organizational disputes will be resolved using the most current version of “Robert’s Rules of Order”.

**Section 9.02.** All activities, programs, etc., involving the general membership shall have the prior approval of the Board.

**Section 9.03.** The Organization will refrain from any partisan politics or political activities. Likewise, it will not support an individual religious creed.

**Section 9.04.** The Organization shall not attempt to influence the Administrative activities of the schools involved.

**Section 9.05.** The Organization is not to be used as a sounding board for individual grievances.

**Section 9.06** The Executive Board may spend up to \$250.00 in non-recurring costs without the express approval of the General Membership.

## **ARTICLE X SETTING POLICIES**

Nothing contained herein should prevent the Executive Board from setting policy from time to time that does not conflict with the Constitution and Bylaws.