

# **Parker Road PTO Bylaws**

## **ARTICLE 1- NAME**

The name of the organization shall be Parker Road Preschool Parent Teacher Organization.

## **ARTICLE 2- PURPOSE/POLICIES**

- Support the well-rounded education of children at the Parker Road Preschool. The organization will receive, administer and utilize funds in furtherance of this purpose.
- Aid the students at the Parker Road Preschool by providing support for their educational and recreational needs and to promote open communication between the administration, teachers and parents.
- To develop between educators and the general public such united efforts as will secure for all children advantages in physical, mental and social education.
- Promote welfare of children and youth in home, school and community
- This organization may make suggestions to administration concerning activities of the school. If such a suggestion is made toward the betterment of conditions of all concerned (students, teachers, administration and parents).
- This organization will conduct itself in a manner, which is free of racial discrimination, and provide equal opportunity and treatment for all members and prospective members regardless of their race, color, religion, sex, disability, age or national origin.

## **ARTICLE 3- MEMBERSHIP**

- Any teacher or parent interested in the objectives of the PTO may become a member.

## ARTICLE 4- OFFICERS AND DUTIES

The officers of the PTO shall be:

### 1. President/Co-Presidents

Chairperson of all PTO meetings  
Supervises all of the activities of the organization  
Spokesperson, when appropriate, for the group at public meetings and events  
Keeps informed of activities of all sub-committees  
Represents Parker Road Preschool at monthly district wide PTO meetings  
Attends or watches tapes of school committee meetings  
Shall select and appoint the chairpersons of all standing and special committees  
Shall vote only in the case of a tie in a vote of the Executive Board  
Will meet monthly with the director to establish the calendar of events and make recommendations on specific issues.  
Must have access to computer and email

### 2. Secretary

Maintains the minutes of meetings  
Provides the Director with weekly listserv announcements  
Handles necessary correspondence (thank you notes, confirmation letters to guest speakers, etc.)  
Must have access to computer and email

### 3. Treasurer

Maintains PTO checking account  
Prepares up to date financial report for distribution at PTO meetings  
Prepares annual financial report for June summarizing the years finances  
Has sole responsibility for allocating and maintaining cash boxes and counting money at all fundraisers and PTO functions  
Shall pay out funds as voted upon  
Shall be prepared for an audit of the books at any time  
Keeps full record and accurate account of receipts and expenditures  
Attends all PTO meetings  
Serve as an authorized signatory on all PTO accounts

### 4. Fundraising Coordinator

Chairs or appoints chairs for all fundraising events  
Oversees appointed chairs for all fundraising events  
Attends all PTO meetings  
Maintains a file on all pertinent fundraising material like notices and volunteer lists

Investigates potential new fundraisers  
Shall present all fundraising ideas/options to Executive Board prior to signing contracts.

#### 5. Volunteer Coordinator

Attends all PTO meetings  
Coordinate classroom volunteer program  
Coordinate parent volunteers as needed  
Communicate with the Preschool Director regarding new volunteers, volunteer orientation, CORI process  
Acts as a liaison between parent volunteers and preschool staff.

#### Policies Related to the Officers:

- The officers of the PTO shall be elected annually, by majority vote of members present at the May or September meeting.
- No officer shall serve more than a two year term in the same capacity
- Two or more people may share a position
- A vacancy occurring in any office shall be filled for the remaining term by a person elected by a majority vote of the PTO
- Current year officers will not enter into contracts which obligate future Executive Boards
- The Board has the authority to reassign specific job duties as required.
- All Board members shall deliver to their successors official materials at the close of their service of office.

### **ARTICLE 5- PTO BOARD AUTHORITY**

- The president may approve expenditures up to \$100 per month.
- Conduct necessary business in the intervals between regular meetings
- Create standing and temporary committees necessary to carry out the objectives and aims of this organization
- Present a report of plans, projects and activities at regular meetings
- Approve routine bills
- One week notice shall be given for special executive board committee meetings
- Those persons present at a properly called general meeting or special meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

## **ARTICLE 6- MEETINGS**

- General Meetings shall be held approximately every 6 weeks on a Tuesday at 7pm at Parker Road Preschool, 15 Parker Road unless otherwise specified
- The presidents or co-presidents will meet with the Preschool Director prior to general meetings at an agreed upon time
- Special meetings may be called by the president or a majority of the Executive Board with one week's notice

## **ARTICLE 7- MAJORITY VOTE**

- All requests for funds must be submitted to the board prior to the PTO meeting. Requested funds must be for the purchase of curriculum related material or enrichment activities. Those submitting the request must include a breakdown of the cost, any related ordering information, and a brief written summary of how the purchase will positively impact student learning. The board will not consider personal requests for reimbursement. It is essential that funding be secured before money is spent.
- In the event that expenditure is required between PTO meetings, the board may move to approve such expenditures by majority vote.
- In the election of the PTO Board, a written ballot may be used
- Fundraising projects shall be approved by a vote of the Executive Board

## **ARTICLE 8- PHILOSOPHY**

- It is the intention of this organization to provide a vehicle to improve the teaching and learning environment for our children. To do this, we feel that all elected members of the board should provide a united front in matters of controversy. A separate business meeting of the board will be held to reach a consensus prior to presenting the issue to the full PTO membership.

## **ARTICLE 9- AMENDMENTS**

- Exempt as otherwise provided by law, the Executive Boar shall have power to make, alter, amend and repeal the bylaws of the organization by affirmative vote of a majority of the Board. No such act shall be effective unless and until such action is approved by a majority of the members present at a subsequently scheduled regular meeting of the PTO.
- These bylaws may be amended at any regular or executive meeting of the organization by a majority vote of the Executive Board members.

## **ARTICLE 10- EXEMPT ACTIVITIES/EXPENDITURES**

- Notwithstanding any other provision of these bylaws, members of this PTO shall not take any action or carry on any activity by or on behalf of the organization not permitted to be taken or carried on by an organization exempt under Section 501 (3) of the code, or by an organization contributions to which are deductible under section 170 (2) of the code.

## **PRESENTATION OF BYLAWS**

- These bylaws were adopted by a quorum of members at an organizational meeting on May 21, 2002.
- These bylaws were changed January 4, 2003 by a quorum vote at the general membership meeting.
- These bylaws were changed September 28, 2010 by a quorum vote at the general membership meeting.
- These bylaws will be presented at the first general PTO meeting each school year.