

# Parents and Teachers of Bartlett Elementary School

## By-Laws

September 16, 2010

Article I.	NAME.....	2
Article II.	BASIC POLICIES.....	2
Article III.	MEMBERSHIP .....	2
Article IV.	OFFICERS AND ELECTIONS.....	3
Article V.	PTB BOARD.....	6
Article VI.	MEETINGS.....	6
Article VII.	PARLIMENTARY AUTHORITY.....	7
Article VIII.	STANDING COMMITTEES.....	7
Article IX.	AD HOC COMMITTEES.....	8
Article X.	AMENDMENT OF BY LAWS.....	8
Article XI.	REQUEST FOR FUNDS.....	8
Article XII.	REMOVAL OF OFFICERS .....	9

## **ARTICLE I: NAME**

The name of the Organization shall be the Parents and Teachers of Bartlett Elementary School henceforth referred to as PTB.

## **ARTICLE II: BASIC POLICIES**

The following are the basic policies of the PTB:

- a. The Organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The Organization shall not seek to direct the activities of the school nor to control its policies.
- c. The name of the Organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the Organization.
- c. In the event of dissolution of this Organization the assets of the Organization shall be given to Bartlett Elementary School for use with the school.
- d. The fiscal year shall be July 1 to June 30. Organizational years shall be designated by the number of the year in which they end. At the end of the fiscal year, the Treasurer's annual report shall be examined either by an auditing committee (as defined in Special Committees) or by an outside auditor.
- e. Bank statements will be audited by a board member who doesn't have authority to write checks.

## **ARTICLE III: MEMBERSHIP**

Section 1.

Any person who is in the attendance area and is interested in the purpose of the PTB, or any current Bartlett Elementary staff member who is interested in the objectives of the PTB, and is willing to uphold its basic policies and subscribe to its By-laws shall be considered a member in good standing.

Section 2.

The annual dues for members shall be established by the Executive Board. These dues are not refundable in the event of resignation or moving.

Section 3.

Membership is open July 1 through June 30, inclusive. Persons who join during the year shall pay dues for the entire year.

Section 4.

Active members in the organization shall be eligible to serve in any of its elective or appointive positions.

Section 5.

Members are encouraged to participate in the PTB by serving on committees and/or volunteering for activities sponsored by the PTB.

Section 6.

Membership in this Organization shall be made available without regard to race, age, color, creed or national origin, family status or physical disability.

**ARTICLE IV: OFFICERS AND ELECTIONS**

Section 1.

The Executive Board shall consist of the following offices: President, First Vice President, Second Vice President, Treasurer and Secretary. The Treasurer position shall be filled by one person; the other positions may be filled by one or two persons. A person shall hold only one Executive Board position. Two persons who agree to share an office shall be considered a single candidate for that office. Co-officers shall share responsibilities for their office and shall each have one vote.

Section 2.

These officers shall be elected for a term of one (1) year; the President may serve no more than two (2) consecutive years in that office; the other officers may serve no more than three (3) consecutive years in the same office.

Section 3.

Duties of the officers shall be assumed at the close of the school year except for the Treasurer who will turn over his/her duties upon completion of the annual audit.

Section 4.

There shall be a nominating committee composed of three (3) members. The Executive Board shall select one (1) of its members to serve as chairperson with two (2) other appointed members of the Organization.

Section 5.

During the third quarter of the school year, the nominating committee will distribute a nomination form listing all of the officer positions with a brief description of their duties to all families in the school. Additionally, the form will list current officers who would like to be

considered for the position again. The nominating committee shall nominate at least one (1) eligible candidate for each board position and notify the membership of the candidates at least seven (7) days in advance of the election. The chairperson of the nominating committee will present its report of candidates at the spring general meeting. Additional nominations may be made from the floor following the report of the nomination committee. Consent of each candidate must be obtained before his/her name is placed in nomination.

#### Section 6.

To be eligible for any Executive Board position, the person must be a current member of the Organization; to be eligible for President, the person must be a PTB Board member during the school year of the nomination.

#### Section 7.

Election shall be by ballot when there is more than one nominee for office. Otherwise, a voice vote of members shall suffice.

#### Section 8.

A vacancy occurring in any office shall be filled for the unexpired term by a member elected by the majority of the remaining officers, upon notice to the members, following the guidelines in Article 6, Section 7, except that if a vacancy occurs in the office of President, then the First Vice President shall assume the duties of President for the unexpired term and the vacancy shall be filled for the office of First Vice President. Any person vacating his/her position must notify the Executive Board in writing and turn over all existing records and materials.

#### Section 9.

Duties of the President: The President shall plan an agenda and preside at all general, PTB Board and Executive Board meetings of the Organization; shall be a member of all committees, ex officio, except the nominating committee; maintain communication with the school Principal and staff regarding all PTB events; shall perform all other duties pertaining to the office, and shall abide by the by-laws of the Organization.

#### Section 10.

Duties of the First Vice President: The First Vice President shall attend all PTB & executive board meetings. The First Vice President shall act as an aide to the President and perform the duties of the President in the absence of that officer. The First Vice President shall be Cultural Arts chairperson and, as such, shall be responsible for coordinating assemblies and enrichment programs. The First Vice President shall perform any other duties pertaining to the office as may be required, and shall abide by the by-laws of the Organization.

#### Section 11.

Duties of the Second Vice President: The Second Vice President shall attend all PTB & executive board meetings. The Second Vice President shall act as an aide to the President and the First Vice President and perform the duties of the President in the absence of that officer and the First Vice President. The Second Vice President shall be Ways and Means chairperson and, as such, shall determine the fundraising activities of that committee for the year with the approval of the Executive Board; shall have general supervision of those activities and may create subcommittees as needed to carry them out; shall oversee the counting, reporting and delivering of the committee's cash receipts to the Treasurer; and shall report to the PTB Board all of that committee's fundraising results. The Second Vice President shall perform any other duties pertaining to the office as may be required; and shall abide by the by-laws of the Organization.

#### Section 12.

Duties of the Treasurer: The Treasurer shall attend all PTB & executive board meetings. The Treasurer shall have custody of all the funds of the Organization, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements signed by one (1) authorized person or two (2) authorized persons if the amount is over \$500.00, in accordance with the approved budget, as authorized by the Organization and the PTB Board. The Treasurer shall work with the other members of the Executive Board to develop a proposed budget. The Treasurer shall present a proposed budget at the first PTB Board meeting of the year. The Treasurer shall present a financial statement at every regularly scheduled general and PTB Board meeting. The Treasurer shall see that the proposed budget as approved by the PTB is distributed electronically to the general membership. The Treasurer shall be responsible for the maintenance of appropriate book of accounts and records. The Treasurer's accounts shall be examined annually by an experienced auditor appointed by the Executive Board, who, satisfied that the Treasurer's financial report is correct, shall sign a statement of that fact at the end of the report. The Treasurer for the forthcoming year shall change authorized signatories for the PTB checking account at the bank to reflect the Treasurer and at least two (2) of the other elected Executive Board members for that year. The Treasurer shall perform any other duties pertaining to the office as may be required; and shall abide by the by-laws of the Organization.

#### Section 13.

Duties of the Secretary: The Secretary shall attend all PTB & executive board meetings. The Secretary shall record the minutes and keep an attendance record of all general, PTB Board and Executive Board meetings; shall keep the permanent record of all such meetings; shall notify PTB Board members of all regularly scheduled general and PTB Boards meetings; and shall distribute any unapproved minutes of prior general, PTB Board and/or Executive Board meetings to PTB Board members including the teacher representatives and the Principal before the next regularly scheduled meeting. The Secretary will send out regular communications to parents as

well as maintain the PTB website. The Secretary shall perform any other duties as may be required; and shall abide by the by laws of the Organization.

#### **ARTICLE V: PTB BOARD**

##### Section 1.

The PTB Board shall consist of the officers, two(2) teacher representatives appointed by the Principal (one from primary, one from intermediate), and all committee members of the Standing Committees. Each officer and committee member must have a child registered at Bartlett Elementary School and be a current member of the PTB.

##### Section 2.

The duties of the PTB Board shall be to transact necessary business in the intervals between general meetings and other business as may be referred to it by the Organization; to approve the plan of work of the Standing Committees; and to approve any modification of the list of Standing Committees.

#### **ARTICLE VI: MEETINGS**

##### Section 1.

Two (2) mandatory general meetings shall be held during the school year: fall and spring. The dates for these meetings shall be determined by the Executive Board. All other general meetings shall be held at the discretion of the Executive Board. The membership shall be notified of the meetings and encouraged to attend.

##### Section 2.

At the general meeting in the spring, the election of officers shall be held and the allocation of any remaining excess funds for the year shall be reviewed by the members and voted upon at that time.

##### Section 3.

All members may vote on any issues at general meetings; members must be present at general meetings in order to vote; payment of membership dues for the year allows one (1) vote per family or staff member.

##### Section 4.

Meetings of the PTB Board shall be held as needed, September through May, in the intervals between general meetings. The membership shall be notified of the meetings and encouraged to attend.

Section 5.

Special meetings of the PTB Board may be called by the President, a simple majority of the Executive Board, a two thirds (2/3) majority of the PTB Board or the school administration.

Section 6.

PTB Board meeting will be open to general membership for purposes of discussion; however, only PTB Board members may vote, with each PTB Board member having one (1) vote.

Section 7.

The members present including at least three (3) officers shall constitute a quorum for the transaction of business at any general or PTB Board meeting of the Organization. At least three (3) officers are needed to constitute a quorum for the transaction of business by the Executive Board.

#### **ARTICLE VII: PARLIMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall be used by the Organization as rules of order in all matters not already covered by these by-laws.

#### **ARTICLE VIII: STANDING COMMITTEES**

Section 1.

There shall be Standing Committees as may be required to carry out the work of the Organization. Any modification of the list of Standing Committees shall be approved by the PTB Board.

Section 2.

The members of all standing Committees shall be PTB Board members.

Section 3.

All committees shall present plans of work to the PTB Board. Committee work shall not be undertaken without the approval of the PTB Board. Each committee is responsible for counting, reporting and delivering to the treasurer any cash receipts generated by the work of that committee.

Section 4.

It is the responsibility of each committee to maintain a file that includes a detailed list of duties performed during the year and any other useful paperwork or electronic data generated for the next school year. Each committee shall turn over this file and any other committee materials to the following year's committee.

Section 5.

Any printed material distributed by a committee to the parents and/or staff of the school must be first approved by the Principal before being distributed.

#### **ARTICLE IX: AD-HOC COMMITTEES**

Section 1.

Ad-hoc committees shall be created by the PTB Board as may be required to promote the objectives and interests of the Organization. These committees shall be dissolved when their functions have been fulfilled.

Section 2.

The chairpersons of all ad-hoc committees shall be appointed by the President.

#### **ARTICLE X: AMENDMENT OF BY-LAWS**

Section 1.

These by-laws may be amended as needed at any PTB Board meeting of the Organization by two-thirds (2/3) vote of the members present and voting. Written notice of the proposed amendment shall be given at least seven (7) days prior to the meeting.

Section 2.

A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws. Revised by-laws shall be accepted by a majority vote of the members present at a general meeting. Written notice of the revised by-laws shall be given at least seven (7) days prior to the meeting.

#### **ARTICLE XI: REQUEST FOR FUNDS**

The Administration and/or staff of Bartlett Elementary School may submit requests for funds outside those represented in the budget when additional funds are available. The request shall be voted upon at the meeting or at a following regularly scheduled meeting or at a special meeting of the PTB Board called in accordance with Article VI, section 5, with a majority vote needed for approval.

#### **ARTICLE XII: REMOVAL OF OFFICERS**

Section 1.

An officer may be removed for:

- a. Violation of a by-law of this Organization.

- b. Misuse of the funds of this Organization.
- c. Non-performance of his/her duties.
- d. Conduct unbecoming of this Organization or to Bartlett Elementary School.

Section 2.

An officer shall be removed for cause (listed in Section 1 above) as follows:

- a. The Executive Board shall vote to hold a removal hearing for cause as set forth in Section 1 by majority vote of the members of the Executive Board.
- b. The removal hearing shall be held before the PTB Board. The officer subject to removal shall be allowed to present a defense for consideration by the PTB Board. A majority vote of the PTB Board shall remove an officer.