

BROADWAY PTO BYLAWS (2010)

Article I

The name of the organization shall be the Broadway PTO.

Article II

Our mission is for Broadway families and staff to work together to support educational and extra-curricular opportunities to enhance the learning process and to provide an enjoyable experience for Broadway students.

Article III

Any parent, foster parent, guardian, or the adult standing in loco parentis for a student at Broadway Elementary 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

Section 1

Officers. The officers shall be a president, vice president, secretary, and treasurer. These positions can be shared by two people.

- A. **President.** The president shall preside over meetings, 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, and coordinate the work of all the officers and committees.
- B. **Vice-President.** The vice-president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- C. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, handle correspondence, send notices of meetings, and coordinate with the Broadway computer lab personnel to keep the Broadway PTO web page current. The secretary is responsible for the minutes book, bylaws, rules, membership list and any other supplies needed at meetings.
- 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 approval of the PTO board. He or she will present a financial statement at every meeting and at other times of the year when requested by the board, and make a full report at the beginning and end of the school year.

Section 2

Nominations and Elections. Nominations for the following year's PTO board will be open to all eligible members in the spring of each school year. Elections will be held during the final PTO meeting of the year. If more than one person is running for an office, a ballot vote shall be taken. The candidate with the most votes wins.

Section 3

Eligibility. Anyone running for office on the PTO board must have a student attending Broadway Elementary.

Section 4

Terms of office. Officers are elected as needed. Each person elected shall hold only one office at a time. Ideally, elections will be staggered so that the board consists of both experienced and new members.

Section 5

Vacancies. If the president is unable to fulfill his or her duties, the vice-president will assume that position. At the next meeting, a new vice-president will be elected.

Section 6

Removal from office. Officers can be removed from office with legitimate cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

Article V

Meetings.

Section 1. Regular meetings. General PTO meetings shall be held a minimum of every other month during the school year. The PTO board members will meet monthly. Meeting dates will be scheduled and announced by the PTO board and principal at least one month prior to each meeting.

Section 2

Additional meetings. Additional meetings may be called by the president, any two members of the executive board, or five members submitting a written request to the secretary. Notice of the additional meeting will be sent to board members at least 10 days prior to the meeting.

Article VI- PTO Board

Section 1. Duties. The duties of the PTO Board shall be to prepare for general meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to PTO members, approve expenditures, and prepare reports.

Section 2. PTO Board Meetings will be held monthly. Committee chairpersons are invited to PTO board meetings when needed. Additional meetings may be called by any two board members with 24 hours notice.

Section 3. Quorum. A minimum of three PTO board members must be present at all meetings.

Section 4. Removal and vacancies. See Article IV, Sections 4 and 5.

Article VII Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex-officio member of all committees.

Section 2. Standing committees. The following committees shall be held by the organization: Fall Fest, Fundraising, Teacher Appreciation, Family Events (Donuts for Dads and Muffins for Moms), Spirit Leader, Student Directory, Field Day, and Art Show, Celebration of Learning Night, and the Bear Walk.

Section 3. The board may appoint additional committees as needed.

Article VIII Finances

Section 1. In the spring of each school year, a budget shall be drafted by the PTO board members with input from Broadway staff and families for the upcoming year. This budget will be approved at the May general meeting by a majority vote of the members present. This budget will then be in place for the upcoming school year.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses and income of the organization.

Section 4. Two authorized signatures shall be required on each check. Authorized signers shall be the president and treasurer. As these officers change from year to year a signed letter from the past president and treasurer will be required for the bank to accept the new officers' signatures.

Section 5. The treasurer shall prepare a financial statement at the end of the year to be reviewed by the new PTO board prior to the last day of school.

Section 6. All approved receipts for the current school year must be turned in by April 15th in order to be guaranteed reimbursement. This gives the PTO board an appropriate amount of time to prepare an accurate budget for the following year. This budget will be presented and approved at the May general meeting.

Section 7. Any new programs that requires PTO funding are subject to the following criteria prior to funds being released by the PTO board.

- A. A program committee must be formed. Included in this committee will be a president, vice-president, secretary, and treasurer.**
- B. A curriculum plan must be agreed upon in writing from this new program committee and the Broadway principal prior to hiring any new employee.**
- C. A financial plan needs to be agreed upon in writing by the program committee and the PTO board members.**

- D. **Approved programs are subject to reevaluation every two years. If PTO members agree to terminate the program, any remaining funds will be returned to the PTO. That money will then be reallocated accordingly.**

Section 8. The fiscal year begins in May and ends in April.

Section 9. Upon the dissolution of the PTO, current board members will pay all outstanding bills. Any remaining funds will be reallocated to Broadway Elementary.

Section 10. An annual tax return must be filed with the IRS each year.

Section 11. A minimum amount of \$2,000.00 shall be kept in the PTO savings account.

Article IX Parliamentary Authority

"Robert's Rules of Order" shall govern meeting when they are not in conflict with the organization's bylaws.

Article X Standing rules

Standing rules may be approved by the PTO Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a meeting.

Article XII Amendments

These bylaws may be rewritten at the discrimination of the current PTO board.

Amendments must be approved by a two-thirds vote of the PTO board.