

# **Bylaws of The Roxbury Booth Free School Parent Teacher Organization**

## **Article I-Name and Public Access Records**

**Section 1. Name.** The legal name of this organization is the Roxbury Booth Free School Parent Teacher Organization (also known as BFS PTO). It was organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. No substantial part of the activities of the organization shall promote propaganda or attempt to influence legislation. The organization shall not participate or intervene in (including the publication or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

**Section 2. Public Access Records.** Copies of the BFS PTO records must be available for examination. These records include: bylaws, annual and monthly treasurer's reports, and monthly minutes. Annual tax filings for the most recent three years will also be included.

## **Article II-Purpose**

The purpose of the BFS PTO is to assist the school system in the educational development of each child, thereby enhancing both the social and academic experience. All children benefit equally from the PTO's efforts, regardless of one's family contribution. It also serves as a communication agent between home and school. The PTO is responsible for the development of a calendar of enrichment programs, events, and fundraisers.

## **Article III-Membership**

**Section 1. Eligibility.** Membership shall be open to any parent or guardian of a student attending Booth Free School, the teachers and administrators of Booth Free School, and Roxbury members of the Region 12 Board of Education.

**Section 2. Dues.** Membership dues shall be determined annually by the Executive Board prior to the first PTO meeting of the school year. Dues may be waived at the discretion of the Executive Board. Payment of dues will be accepted from September through April. A member in good standing is a member who has paid their annual dues.

**Section 3. Privileges.** Membership privileges include making and accepting nominations, voting, making and amending a motion, chairing and participating on committees, and being an executive officer. Members have voting privileges, one per household.

- a. **Absentee Balloting.** Absentee balloting shall be allowed as long as it is in writing and the item to be voted on has been put on the agenda with proper notification of the membership.

**Section 4. Volunteering.** Any given members' time towards a BFS PTO related activity is considered voluntary and members will not be monetarily compensated unless a written and signed contract for services rendered was established prior to the activity.

#### **Article IV-Officers and Elections**

**Section 1. Executive Board.** The officers of the organization shall be President, Vice President, Treasurer, and Secretary. Any position may have a "co" member elected. ie: co-president, co-vice president, co-treasurer, or co-secretary.

**Section 2. Term of Office.** Officers are elected for one year, beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup>.

**Section 3. Qualifications.** Any member in good standing may become an officer of the PTO. Parents who are members for less than 5 months are not eligible to run for elective office except under special circumstances.

#### **Section 4. Duties.**

- a. **Executive Board.** The Executive Board develops the PTO's annual budget, establishes and oversees committees to conduct the work of the PTO, and establishes fundraising programs. The Executive Board approves by majority vote unbudgeted expenditures of no more than \$100. The Executive Board shall be responsible for making certain that the BFS PTO is properly insured.
- b. **President.** The President 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, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- c. **Vice President.** The Vice President has the responsibility to assist the President in any capacity as directed by the President and shall perform all duties of the President in his/her absence.
- d. **Treasurer.** The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and distribute funds as authorized by the organization. The Treasurer will present a statement of the account at every monthly meeting and a full report at the end of the year. The Treasurer is responsible for maintaining the organization's checking account and filing the annual tax forms.
- e. **Secretary.** The Secretary shall be responsible for recording the minutes of all meetings. Minutes must be made available to the entire membership before the following meeting in order for a "Motion to Approve" to be made for legal record. The Secretary shall be responsible for maintaining the Public Access Records which contains copies of bylaws, minutes, treasurer's reports, and tax forms.

#### **Section 5. Nominations and Elections.**

- a. **Nominating Committee.** A nominating committee of at least three PTO members shall be established no later than April. Members of the nominating committee may not seek candidacy themselves. The nominating committee shall provide each

nominee with a copy of the bylaws and procure their consent to the nomination. The nominating committee shall present a slate of candidates at a meeting held one month prior to the election. Nominations shall also be accepted from the floor at that meeting. Following that meeting a final slate of candidates will be presented to the membership. If more than one person is running for office, a ballot vote shall be taken.

- b. **Elections.** Executive Board elections occur at the final meeting of the school year. Each candidate for executive office shall be elected individually by majority vote. Each candidate must be present during the election. If a candidate is unable to attend the election due to unforeseen circumstances, a written statement must be submitted to the nomination committee confirming intent to pursue office.

**Section 6. Vacancy.** If there is a vacancy on the Executive Board, the other members have authority to appoint a willing interim officer for the office vacated. A “special election” will be held at the next meeting to permanently elect a member for the vacated office. The membership will be notified of the election prior to the meeting and may submit their request to seek candidacy prior to the meeting. The candidate for the vacant position will be elected to office by majority vote.

#### **Article V-Meetings**

**Section 1. Regular Meetings.** General BFS PTO meetings shall be held monthly to conduct business during the school year or at the discretion of the Executive Board. Notification shall be given to the membership at least 1 week prior to the meeting. Meetings will include when possible a Board of Education report, Principal’s report, Treasurer’s report, and relevant committee reports. A majority vote of attending members is sufficient to transact business.

#### **Article VI-Committees**

Committees are responsible for events, fundraisers, and administrative activities. Any major procedural change or budget overages must be approved by majority vote of the BFS PTO membership.

#### **Article VII-Finances**

**Section 1.** A tentative budget shall be drafted by the Executive Board for each school year and approved by a majority vote at the first BFS PTO meeting of that school year.

**Section 2.** The fiscal year of the BFS PTO begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

**Section 3.** In order to make withdrawals from any account, the signature of either the Treasurer or the President is necessary. In order to move funds to another bank, the membership shall be notified and a vote shall be taken.

**Section 4.** Unbudgeted expenses of more than \$500 need to be presented to the membership one week prior to a regular PTO meeting. A vote to approve that expense will occur at the following month's PTO meeting.

**Section 5.** No part of the net earnings of the organization shall be distributed to its members, officers, or other private persons, except that which the organization has authorized to pay reasonable compensation for services rendered and to make payments in furtherance of section 501(c)(3) purposes.

**Section 6.** A PTO member can request an audit of finances which will be performed by the members of the Executive Board.

#### **Article VIII-Dissolution**

Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

#### **Article IX-Amendments**

**Section 1.** Amendments to the bylaws may be proposed at one meeting and approved by majority vote taken at the next meeting.

**Section 2.** At the regular meeting in April, provision for an annual review of the bylaws shall be included as a permanent agenda item.

#### **Article X-Parliamentary Authority**

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

Revised May 2016