

# Dr. Manuel C. Barreiro PTO

## Bylaws

### Article I - Name

Dr. Manuel C. Barreiro Elementary School PTO

### Article II - Purpose

The organization is organized for the purpose of supporting the education of children at Dr. Manuel C. Barreiro by fostering relationships among the school, parents and teachers.

### Article III – Members

**Section 1.** Any parent, grandparent, guardian or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights at the annual board selection meeting. The principal and any teacher employed at the school may be a member and have voting rights.

### Article IV – Officers and Elections

#### **Section 1 - Officers**

The officers shall be a president, vice- president , secretary and treasurer which will constitute the executive board.

1. **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.
2. **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.
3. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to the meetings. In addition, copies of meeting minutes will be stored at the PTO office.
4. **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 executive board. He or she will present a financial statement at every meeting and at other times of the year, (minimally provided monthly) when requested by the executive board, and or administration and make a full report at the end of the year. In addition, copies of financial statements will be stored at the PTO office. Ensure completion of corporate filing and taxes as required by law.
5. **Assistant Treasurer-assist treasurer in carrying out financial duties**
6. **Teacher Liaison / ECC**
7. **Teacher Liaison Main Building**

The executive board will be the determining body in the decision making process.

## **Section 2 - Nominations and Elections.**

Elections will be held in the month of May. The nominating committee shall select candidates for each office and present the slate posted via School Web page, Facebook page, PTO Office, Main Office, Parent Letter prior to the election. At the election meeting, nominations may also be made from the floor. Voting shall be by ballot vote. The nominating committee shall consist of the vice- president, secretary, a parent at large and a teacher at large to be selected by the school principal and assistant principal. The committee shall consist of four members.

## **Section 3 - Eligibility.**

Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee present its slate. Certified Level II Volunteer clearance (which includes a background and fingerprint check) must be completed prior to taking office in September of the election year.

## **Section 4 - Terms of Office.**

Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. In the event, that the nominating committee does not receive any request for nominations , the current office holder may continue to serve on the board.

## **Section 5- Duties and Responsibilities.**

Participate in all PTO and school-related events. Including , but not limited to, fundraising, weekly sales, school-wide collections etc.

## **Section 6 - Vacancies.**

If there is a vacancy in the office of president, the vice president will become the president. At the next regular scheduled meeting, a new vice president will be appointed by the executive board, for the remaining of the school year.

## **Section 7 - Removal From Office.**

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

## **Article V- Meetings**

### **Section 1 - Annual Meeting.**

The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the

members , of the meetings in a flyer sent home with the students at least one week prior to the meeting.

### **Section 2- Regular Meeting**

Regular meeting of the organization consisting of the executive board and committee chairs shall be held on the 2<sup>nd</sup> Wednesday of each month at 11:00 A.M. or at a time or date determined by the executive board at least a week before the meeting.

The executive board and committee chairs will meet with all members once every semester for quarterly updates. Time, date and location to be determined by the executive board.

### **Section 3 - Special Meetings.**

Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls. In the event any of the executive board member or committee chair resigns, the executive board will meet to accept a resignation.

**Section 4. - Quorum** A quorum shall consist of a simple majority of the members present representing any of the organizations governing bodies.

## **Article VI – Executive Board**

### **Section 1 - Membership.**

The Executive Board shall consist of President, V-President, Secretary and Treasurer.

### **Section 2 - Duties.**

The duties of the Executive Board shall be to transact business meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

### **Section 3 - Meetings.**

Regular meeting of the organization consisting of the executive board and committee chairs shall be held on the 2<sup>nd</sup> Wednesday of each month at 11:00 A.M. or at a time or date determined by the executive board at least a week before the meeting. Special meetings may be called by the president or any two executive board members, with 24 hours notice. The executive board shall meet with the school principal at a time and date determined by the principal, after the regular monthly meeting.

**Section 4 - Quorum .** A quorum shall consist of a simple majority of the executive board.

## **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. Membership, Volunteer , and Nominating /Auditing.

### **Section 3 - Special Committees.**

Special committees shall be made up of a fundraising committee and a family nights committee or any other deemed necessary by the executive board.

- a. Family Events committee shall not spend more than \$550.00 for a family event without the authorization of the executive board. Executive board members and committees chairs shall have voting rights in special events planning.

## **Article VIII - Finances**

**Section 1 -** A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

**Section 2 -** The treasurer shall keep accurate records of any disbursements, income and bank account information. Immediately following fundraisers, all money is to be counted on school grounds by the PTO.

**Section 3 -** The Executive board shall approve all expenses of the organization.

**Section 4 -** Two authorized signatures shall be required on each check. Authorized signers shall be the president, vice president, secretary and treasurer.

**Section 5 -** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

**Section 6 -** Upon the 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.

**Section 7 -** In an emergency no more than \$50.00 shall be spent without the authorization of the executive board.

**Section 8 -** Upon the dissolution of the board a minimum of \$1,500 shall be left in the account. This shall be the starting for the upcoming board.

**Section 9 -** The fiscal year shall coordinate with the school year calendar.

### **Article IX – Parliamentary Authority**

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

### **Article X – Standing Rules**

Standing rules may be approved by the Executive Board, and the secretary shall keep 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 the meeting.

### **Article XII – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting. Amendments will be approved by the executive board, teacher member and one parent member at large with a simple majority present.

**Amended on April 27, 2015**

**Approved by:**

**Maria Perez-Melo  
President**

**Patricia Cano  
Secretary**

**Julissa Porro  
Vice-President**

**Marta Escobar  
Treasurer**

**Maura Garcia  
Assistant Treasurer**