

# **By-Laws**

## **The Barbieri School PTO**

### **Article I**

#### **Name**

The name of this Organization shall be the Barbieri School Parent Teacher Organization (“PTO”).

### **Article II**

#### **Mission**

The mission of this Organization shall be to enhance and support the students educational experience, to foster strong relationships and communication among parents, educators, and administrators, and to promote volunteer programs and educational resources for every child. This will be achieved through the development of a closer connection between school and home by encouraging parent involvement.

### **Article III**

#### **Purpose and Policies**

##### Section 1

The purpose of this Organization shall be to work for common goals in the Barbieri School Community through the cooperative efforts of parents and teachers.

##### Section 2

This Organization shall be non-commercial, non-sectarian and non-partisan. Neither the name of the Organization nor the name of its Executive Board members in their official capacities shall be used in connection with a commercial concern or any partisan interest.

##### Section 3

This Organization shall not seek to direct the administrative activities of the school or to control its policies. All matters concerning school policy shall be cleared through the Principal of Barbieri School or his/her designee.

**Article IV**

**Membership**

- Section 1 Membership shall be open to any parent or guardian of a student currently enrolled in the Barbieri School, and all members of the Barbieri faculty and staff.
- Section 2 A member of the Barbieri School PTO is entitled to:
- a) Attend general meetings,
  - b) Enter into discussion,
  - c) Be a candidate for the Executive Board.

**Article V**

**Executive Board and Their Elections**

- Section 1 The Executive Board of this Organization shall consist of a President, Vice President, Secretary, Communications Officer, Treasurer and Bilingual Community Liaison. The Executive Board shall act as a policy making board and have general supervision of the Organization. Any position may be a shared position between two people.
- Section 2 The Executive Board may meet in advance of the general Organization. A quorum of the Executive Board shall consist of a majority of its currently elected members.
- Section 3 Nominations and announcements of candidacy shall be done at the second to last general meeting of the school year (typically May). The consent of each candidate must be obtained before his/her name is placed in nomination. Elections shall be held at the last general meeting of the school year (typically June). Each member present shall be entitled to one (1) vote. The vote shall be by ballot with the President appointing tellers to collect and count said ballots. All nominations and movements shall pass when approved by a majority vote of the PTO members present at such meeting.

Section 4 A vacancy in any Executive Board position shall be filled for the remainder of the term. The Executive Board shall appoint a person to fill such vacancy for the unexpired term. In the event that the President can no longer fulfill his/her term, the Vice President shall assume the duties of the Presidency and a new Vice President shall be appointed as outlined in Section 5 for other vacancies.

Section 5 Each Executive Board position shall run for a two-year term being elected as follows:

- (a) President – school year ending in an even year
- (b) Vice President – school year ending in an odd year
- (c) Secretary – school year ending in an even year
- (d) Communications Officer – school year ending in an odd year
- (e) Treasurer – school year ending in an odd year
- (f) Bilingual Community Liaison – school year ending in an even year

In the event that one of these positions is elected in an “off-cycle” year, the election will be for a one-year term (i.e.: if the Secretary is elected during a school year ending in an odd year, the term will be for one year).

Any existing Executive Board member may run for a second term, see Section 3 - Nominations. In the event that there are no nominations for a vacant Executive Board position, the Executive Board member currently assigned to that role may elect to run for an additional year, if he/she is in good standing (satisfactory CORI check), and is duly elected by 2/3 (majority) of the members present at the general meeting.

Section 6 The Executive Board shall have the power to approve budgets and discuss the general business of the Organization. The Executive Board shall have the power to remove any Executive Board member and appoint a replacement for the unexpired term, on a majority vote of the Executive Board. When deemed necessary by the

President, a majority of the Executive Board shall have the power between general meetings to make decisions relative to any emergency situation that may occur.

## **Article VI**

### **Executive Board and Their Duties**

#### Section 1

The President shall preside at all general meetings of the Organization and of the Executive Board, shall be a member ex-officio of all standing committees, have access to the Treasurer's books and be authorized to disburse funds in the absence of the Treasurer, and shall perform all other duties usually pertaining to that role. The President shall have the authority to create ad-hoc committees as needed to fulfill the mission and objectives of the PTO. The President shall supervise all standing committee chairpersons, or may designate a member of the Executive Board to serve in that capacity.

#### Section 2

The Vice-President shall act as an aide to the President and shall perform the duties of the President in their absence, as well as other duties that may be delegated to him/her.

#### Section 3

The Secretary shall record minutes from all general meetings of the Organization. The Secretary shall take attendance at all general meetings and Executive Board meetings and include them in all general meeting minutes. The minutes from the last general meeting shall be distributed to the Executive Board no more than 10 days after the general meeting. The minutes shall be approved by the Executive Board at the subsequent Executive Board meeting at least seven (7) days prior to the subsequent general meeting. The approved minutes shall be presented to the general meeting attendees at the beginning of each meeting and voted in as the first agenda item.

Section 4                   The Communications Officer shall keep all members of the Organization accurately informed of all activities. This includes, but is not limited to, the creation and distribution of all flyers, newsletters, and emails to the Organization. The Communications Officer shall provide notification to the Organization of all meetings at least five (5) days in advance.

Section 5                   The Treasurer shall receive all monies of the Organization, shall keep an accurate record of receipts and expenditures, and shall pay out funds only as authorized by the Executive Board. The responsibilities of the Treasurer include the planning and coordination of accounting and budgeting, asset management, assisting the Executive Board and standing committee chairpersons with any project that includes financial activities. Expenditures of up to two hundred dollars (\$200) to cover non-budgeted expenditures may be distributed following a majority vote of the Executive Board members. Non-budgeted expenditures in excess of two hundred dollars (\$200) must be approved by a 2/3 majority of the members present at a general meeting. The Treasurer shall present a report on the status of the budget to the Executive Board at least seven (7) days in advance of the next general meeting, at every general meeting, as well as at any time when requested by the Executive Board and/or Organization. The Treasurer will act as the Committee Chair for the Teacher Appreciation Fund Committee (“TAF”). The Treasurer shall also be required to file the annual federal and state tax return on behalf of the Organization.

Section 6                   The Bilingual Community Liaison shall represent the Barbieri Spanish-speaking community on the Executive Board and Organization. The Bilingual Community Liaison will present the concerns, questions and needs of the Barbieri Spanish-speaking community to the Executive Board and/or the PTO as a whole as well as ensure that members of Barbieri’s Spanish-speaking community are informed as to the activities of the PTO and upcoming Barbieri events. The Bilingual Community Liaison role will

be to connect with members of the Spanish-speaking community in order to encourage involvement in PTO committees and PTO-sponsored activities. The Bilingual Community Liaison shall preside at all meetings of the Organization and act as the interpreter for the Spanish-speaking members. If he/she is unable to attend, the president shall appoint a member in attendance to interpret as needed. The position of Bilingual Community Liaison can be shared, but whoever shall fill the position shall be fluent in both English and Spanish.

Section 7 There must always be two Executive Board members with signature authority for the PTO bank account. Typically, these members shall consist of the President and the Treasurer. Should either position ever be vacant, authority shall pass to the Vice President, and in the event the Vice President cannot assume authority, authority shall pass to the Communications Officer.

## **Article VIII**

### **Standing Committees and Their Duties**

Section 1 Each standing committee will select a member to act as a Chairperson. Each standing committee will prepare and submit a budget for its proposed activities for discussion at the annual budget meeting. Each committee chair will meet with the Executive Board to review plans at the beginning of the school year. Each committee shall have a representative at each general meeting or provide the Executive Board with an update prior to the general meeting. Any reimbursements for funds spent for the committee must have proper documentation submitted to the Treasurer, including an itemized receipt for what was purchased.

Section 2 The Standing Committees shall consist of the following:

- (a) Drama Club
- (b) Creative Arts/Enrichment
- (c) Fundraising
- (d) Teacher Appreciation

- (e) Community Events
- (f) 5<sup>th</sup> Grade Graduation
- (g) Kindergarten Hospitality
- (h) By-Law Review

**Article IX**

**Meetings**

Section 1

General membership meetings shall be held at the discretion of the Executive Board, but no less than five (5) times per school year. The last general meeting of the school year shall be the meeting at which the new Executive Board members are elected. Special meetings in addition to regular meetings may be called by the Executive Board.

Section 2

The budget for the following school year will be completed during the last two (2) meetings of the current school year (typically May and June). During the second to last meeting, the preliminary budget must be completed and presented. During the final meeting, the final Budget should be presented and voted on by all members of the Organization present at the meeting. In the event this cannot be accomplished at the last meeting, then the Executive Board will schedule another meeting to be held either before school closes for the year or in early September.

**Article X**

**Amendments**

These By-Laws may be amended at any general meeting of the Organization by a 2/3 vote of the members present, provided that the proposed amendment has been considered by the By-laws Committee and presented in writing or electronic form to the Organization at least ten (10) days prior to the meeting at which the vote is to be taken.

**Article XI**

**Review of By-Laws**

The Executive Board shall review these by-laws every two (2) years. This shall be effective following the April 2019

Amendment.

**Article XII**

**Rules**

“Roberts Rules of Order” shall govern the proceedings of the Organization, unless as otherwise outlined in the By-Laws set forth herein.

By-Laws adopted:  
Amended: May 2015  
Amended: April 4, 2019