

**BAYARD RUSTIN HIGH SCHOOL PARENT TEACHER ORGANIZATION
BYLAWS
June 2018**

ARTICLE I NAME

The name of this organization shall be “Bayard Rustin High School Parent Teacher Organization” and shall be referred to, hereafter, as PTO.

ARTICLE II PURPOSE

The purpose of the PTO shall be to:

- work with Bayard Rustin High School teacher/staff and administration to encourage a spirit of cooperation and communication between home and school;
- enhance the academic, physical and/or social growth of all students by providing volunteer and financial support/resources.

ARTICLE III MEMBERSHIP AND DUES

SECTION 1. Any person who is the parent/guardian of a student at Bayard Rustin High School and all faculty and staff of Bayard Rustin High School shall become a member upon payment of dues.

SECTION 2. The amount of dues shall be \$20.00 per year. This amount may be reevaluated and revised yearly as determined by a majority vote of the members of the Executive Committee.

SECTION 3. An annual enrollment of members and collection of dues shall be conducted. Additional members shall be accepted at any time.

SECTION 4: The membership year shall coincide with the academic year.

ARTICLE IV – OFFICERS: ELECTION & TERM

SECTION 1. EXECUTIVE COMMITTEE– The Executive Committee shall consist of the following officers: President, Vice/Co-President (when possible), Secretary, and Treasurer. The immediate Past President may serve as a non-voting member of the Executive Committee. The Principal or other representative from the school’s administration and one faculty member, designated by the Principal, shall serve as non-voting members of the Executive Committee.

SECTION 2. ELECTION OF OFFICERS - The Executive Committee will serve as the nominating committee for the next year’s officers. The Executive Committee can solicit volunteers from the general PTO membership and incoming parents/guardians. The slate of candidates will be announced to and agree upon by the general school population. New Officers will be announced at the end of the school year for the following school year.

SECTION 3. TERM OF OFFICE – The term of office for all officers is one year, beginning at the start of the new fiscal year and ending at the end of the fiscal year. An officer may hold a position for more than one term.

SECTION 4. QUALIFICATIONS – Officers must be a parent or legal guardian of current or in-coming Bayard Rustin High School students. Any PTO member in good standing may become an officer of the PTO.

SECTION 5. REMOVAL – An officer or committee chairperson may be removed from his/her position for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

SECTION 6. VACANCY – If a vacancy occurs on the Executive Committee, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer’s term. If a vacancy occurs in the office of the President, the Vice/Co- President or Secretary shall serve as President until a person to serve as President for the unexpired term can be elected.

ARTICLE V – DUTIES OF OFFICERS

SECTION 1. PRESIDENT– The President shall:

- a. prepare the agenda for, preside and maintain order over all meetings of the PTO;
- b. serve as the liaison to the Principal;
- c. make every effort to foster a sense of community and encourage teamwork within the PTO;
- d. have signature authority on all PTO bank accounts;
- e. work with the Treasurer/Budget Committee to prepare an annual budget for the school year for approval by Executive Board;
- f. appoint Chairs of Standing and Special Committees;
- g. coordinate the work of the officers and committees of the PTO in order that the purposes of the PTO may be promoted;
- h. preserve all records, reports and official documents of the PTO except those specifically assigned to the custody of others;
- i. bring to each meeting current By-laws and job descriptions for the standing and special committees;
- j. be responsible for, or appoint a member of the Executive Board to be responsible for, online and written communication (PTO mailbox, email account, electronic newsletters, online directory,etc.) and social media platforms.

SECTION 2. VICE/CO- PRESIDENT – The Vice/Co- President shall:

- a. act as an aid to the President and perform the duties of the President in the absence or inability of that officer to act. The Vice President is intended to take the position of President following the President's tenure.

SECTION 3. SECRETARY – The Secretary shall:

- a. take minutes at each meeting and distribute them prior to the next regularly scheduled meeting for approval at said meeting;
- b. keep an accurate record of all meeting minutes with a copy of amendments for a minimum of one year;
- c. send minutes to appropriate individual for posting to the PTO website;

SECTION 4. TREASURER – The Treasurer shall:

- a. collect all incoming PTO funds;
- b. be responsible to maintain and keep current all financial transactions and records of the PTO;
- c. have signature authority on all PTO bank accounts;
- d. present a financial report at each General Meeting of the PTO and at other times as requested;
- e. keep books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts and cancelled checks for a period of seven years;
- f. upon request, provide a copy of the Treasurer's report to any PTO member;
- g. make disbursements in accordance with the budget adopted by the PTO;
- h. prepare and present an annual Treasurer's report at the last meeting of the school year and a fiscal year-end report as of June 30;
- i. be responsible for the preparation and filing of any state or federal tax filings;
- j. serve on Budget Committee to create the PTO budget for the school year.

ARTICLE VI MEETINGS AND VOTING

SECTION 1. General meetings of the PTO shall be held at least two times per academic year on dates selected by the Executive Committee.

SECTION 2: A quorum of the members of the Executive Committee is required and all general meetings are open to all parents, guardians, faculty and administration.

SECTION 3: Additional meetings may be called by the Executive Committee with at least three days notice to the members.

SECTION 4: Each member in attendance at any meeting of the PTO is eligible to vote. Absentee or proxy votes are not allowed. A simple majority vote is required for passage of all motions.

SECTION 5. Meetings of the Executive Committee shall be held prior to each of the general meetings of the PTO.

SECTION 6: In exceptional circumstances where timing prevents a special meeting of the PTO from being held, the President may ask for an electronic vote on a motion. The Recording Secretary shall record the electronic vote and report it in the minutes of the next regularly scheduled PTO meeting.

ARTICLE VII COMMITTEES

SECTION 1. STEERING COMMITTEE- The Steering Committee shall consist of the Executive Committee, all chairpersons of PTO Standing Committees, and faculty PTO members.

- a. The School Principal shall act as a non-voting advisor to the Steering Committee.
- b. The Steering Committee shall meet at least once per school year to conduct the business of the PTO and to consider any decisions of the Executive Committee that should require their vote.

SECTION 2. STANDING COMMITTEES - There will be Standing Committees as required to carry out the objectives of the PTO. Special Committees may be established as deemed necessary by the Executive Committee. The position of all Committee chairpersons shall be non-paid and voluntary. Committees and chairpersons may be dismissed by a majority vote of the Executive Committee. Committees shall produce reports, as requested by Executive Committee, to deliver at general public PTO meetings. In the absence of Chairs for Standing Committees, the President/Vice or Co-President shall take on these duties.

SECTION 3. Standing Committees shall be as follows:

- a. Scholarship – responsible for:
 - a. sharing annual PTO scholarship details and forms with Guidance department at appropriate time for seniors to complete by May decision date.
 - b. overseeing approval of scholarship. Senior parents may not serve on scholarship decision committee.

- d. Mini-Grant Awards – through membership donations, the PTO provides monies to various departments in the school for curriculum enhancements. Teachers must research and apply to these grants. Responsible for sharing grant applications with staff.
- e. Hospitality Coordinator(s) - responsible for hosting various functions for parents and faculty throughout the school year, e.g. Back to School Night, organizing volunteers/donations/supplies.
- f. PTOC – President/Vice or Co- President shall serve or appoint individual to serve to attend monthly WCASD Parent Teacher Organization Council meetings.
- g. Post Prom Committee - organize volunteer and financial resources necessary to run annual Post Prom event. The Committee shall assign a Treasurer, who shall not be the Rustin PTO Treasurer and shall be responsible for maintaining all financial transactions and records of Post Prom budget. Such records shall be available to public and Rustin PTO and administration upon request.
- h. Homecoming Committee – organize volunteers and donations for annual Homecoming Dance.

ARTICLE VIII POLICY

The PTO shall be non-commercial, non-sectarian, nondiscriminatory and nonpartisan. The organization shall cooperate with the faculty and administration to support the Bayard Rustin High School and shall not seek to direct the administrative activities of the school nor control its policies. This group is not associated with any state, national or other local organization. No commercial enterprise or political candidate shall be endorsed by it. The name of the organization, or the names of any members in their official capacities, shall not be used in connection with any partisan interest, or for any other purpose than the regular work of this organization.

ARTICLE IX AMENDMENTS

These bylaws may be amended by affirmative vote of two thirds of the general membership present at meeting. Absentee ballots and voting by proxy shall not be accepted for amendments to these bylaws. Copies of the bylaws shall be made available to any member requesting such copy.

ARTICLE X BUDGET

SECTION 1: The fiscal year of the PTO shall run from July 1st to June 30th.

SECTION 2: The budget shall be developed by the Executive Committee for presentation and approval to the membership at the first meeting of the academic year.

SECTION 3: The Executive Committee may authorize non-budgeted expenditures under \$250.

SECTION 4: Non-budgeted expenditures in excess of \$250 must be approved by the general membership.

SECTION 5: A minimum balance of \$2500 up to a maximum balance of \$3000 shall remain in the treasury each year as a contingency fund to be passed to the new PTO in order to provide the operating funds to begin the PTO's activities for the next school year. Monies accrued over and above \$3500 for purposes of capital expenditures shall be approved by the membership.

SECTION 6: The Treasurer shall maintain all funds of the PTO in an insured deposit account in a bank or savings and loan institution.

SECTION 7: Reimbursement requests, with attached receipt and completed expense voucher, exceeding \$50 shall be verified by the Treasurer.

SECTION 8: Reimbursable receipts must be submitted within 30 days of dated receipt or 30 days after the conclusion of the event.

SECTION 9: Accounts of the PTO can be examined at any time, but shall be examined at the end of each school year, but prior to August 1st following the end of the current school year.