

Parents and Teachers United for Bruce Monroe Elementary at Park View

Bylaws

Adopted May 2016, Amended May 2018

Article I – Name

The name of the organization shall be Parents and Teachers United for Bruce Monroe Elementary at Park View, Inc (BMPV PTU).

Article II – Purpose

The corporation is organized for the purpose of

- Giving BMPV families a stronger voice in the school and promoting and facilitating communication at BMPV between families, educators, and the administration;
- Engaging families to support the academic learning and development of their children; promoting and celebrating a strong, multicultural, and globally-oriented school community, and supporting families in need;
- Securing resources, including funds, to address educational and other needs of the school community
- Support other local public schools either through advocacy, collaboration or financial support when possible, while considering the needs of our school first.

Article III – Members

Section 1. All parents, guardians, or other adult standing in loco parentis for a student who is currently enrolled at the school is considered a member. The principal and any educator or staff member employed at the school is considered a member.

Article IV – Voting

Section 1. Voting rights in elections and other matters shall be limited to one vote per household, except that in the case where a student resides in multiple households, no more than one vote will be allowed per student.

All Board of Directors and General Members present at general meetings or special meetings have a right to vote on issues at hand.

Article V – Officers, Community Representatives, and Elections

Section 1. Officers. The officers shall be up to two of the following positions: President, Vice President, Secretary, and Treasurer. The President, Vice President, Secretary, and Treasurer make up the Executive Committee.

- a. President. The president(s) shall determine the agenda and preside over meetings of the organization and executive committee, serve as the primary contact for the principal,

represent the organization at meetings outside the organization, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Vice President. The vice president(s) shall assist the president and carry out the president's duties in the event that the president is absent or unable to serve.

c. Secretary. The secretary(ies) shall keep all records of the organization, take and record minutes and assist in preparing the agenda for meetings, handle correspondence, and send notices of meetings to the membership. The secretary shall also keep a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies.

d. Treasurer. The treasurer(s) shall have separate duties from each other. Treasurer A shall have custody of all funds of the organization and pay out funds in accordance with the approval of the executive committee and in accordance with the budget. Treasurer B shall keep an accurate record of receipts and expenditures and will present a financial statement at every meeting and at other times of the year when requested by the executive committee and make a full report at the end of the year. If there are not two Treasurers, then the responsibility of custody of funds (Treasurer A) will fall to the Secretary. If there are no Treasurers, responsibilities of Treasurer B will fall to the President.

Section 2. Community Representatives. The community representatives shall be up to two of the following positions: Teacher/Staff Representative and Spanish Language Representative. The Executive Committee and the Community Representatives make up the Board of Directors.

a. Teacher/Staff Representative. The Teacher Representative(s) shall facilitate communication between the Board of Directors and teachers and staff and represent the interests of teacher and staff membership.

b. Spanish Language Representative. The Spanish-Language Representative(s) shall facilitate communication between the Executive Committee, promote multiculturalism, and represent the interests of Spanish-speaking membership.

Section 3. Nominations and Elections. Elections will be held at the second to last meeting of the school year, or on such other date or dates as the Board will determine. Nominations shall be made by suggestions from the floor at the regular meeting held prior to the election. A slate of candidates may also be selected and presented at this meeting by the nominating committee. Voting shall be by voice vote at the election meeting if a slate is presented and only one candidate is nominated for each position. If more than one person is nominated for one or more positions, a ballot vote shall be taken. The timing and manner of such ballot vote shall be determined by the Board.

Section 4. Eligibility. Any parent, guardian, or other adult standing in loco parentis for a student at the school is eligible to serve as the President, Vice President, or Treasurer. The Secretary must meet the same requirements as the President, Vice Presidents, and Treasurer and must also be capable of speaking and writing understandably in English and Spanish. The Spanish Language Representative must meet the same requirements as the President, Vice Presidents, and Treasurer, and must also have Spanish as his or her dominant language. The Teacher/Staff Representative must be the principal or any educator or staff member employed at the school.

Section 5. Terms of Office. Officers and community representatives are elected for one year and may serve no more than two (2) consecutive terms in the same office. The term of office shall begin on June 1st following the election and end on last day of school the next year. Each person elected shall hold only one officer or community representative position at a time.

Section 6. Vacancies. If there is a vacancy in the office of the president, or if the president is unavailable or has been removed under Article V, Section 7, the vice president will serve as president. At the next regularly scheduled meeting, a new president will be elected. If there is a vacancy in any other office, or in one of the two Community Representative positions, members will fill the vacancy through an election at the next regular meeting.”

Section 7. Removal From Office. Officers and community representatives can be removed from office with or without cause by a two-thirds vote of members present (assuming a quorum) at a regular meeting where notice of the removal vote has been given in writing to the membership at least one week prior to the meeting.

Article VI – Meetings

Section 1. Regular Meetings. The regular meeting time and space of the organization shall be determined each year. There shall also be an annual meeting for reporting financials, conducting a survey and electing officers for the upcoming year. The Board will notify the members of the annual meeting time and place in a flyer sent home with the students at least one week prior to the annual meeting, and by such other means as the Board may deem appropriate.

Section 2. Special Meetings. Special meetings may be called by the president, or any two members of the executive committee, 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 24 hours prior to the meeting, by flyer, email and phone calls, and the agenda must be set 24 hours in advance and posted publicly in a prominent location.

Section 3. Quorum. The quorum shall be 10 members of the organization, where at least two should be members of the Executive Committee.

Article VII – Board of Directors

Section 1. Membership. The Board of Directors shall consist of the executive committee officers, and community representatives.

Section 2. Duties. The duties of the Board of Directors shall be to transact business between 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 matters, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held weekly, monthly, or on such other schedule as shall be determined by the board.

Section 4. Quorum. Half the number of current board members plus one constitutes a quorum.

Article VIII – Committees

Section 1. Membership. Committees may consist of members and board of directors, with the at least one member of the executive committee acting as an ex officio member of the committee.

Section 2. Standing Committees. Standing committees may be organized by the board, and may include: Fundraising, Communications, Events, Nominating, Advocacy, Outreach, Bylaws, and Finance/Budget.

Article IX – Finances

Section 1. A tentative budget shall be drafted and approved by a majority vote of the members present at the last general membership meeting of the school year. The process for developing, approving, amending the budget are outlined in Appendix A.

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

Section 3. The board shall approve all expenses of the organization through the budget process outlined in Appendix A or by a vote.

Section 4. The treasurer shall prepare a financial statement annually, to be reviewed by the Audit Committee or such other committee or outside organization as the Executive Committee may delegate.

Section 5. 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 6. The fiscal year is July 1 – June 30, and in the event of a conflict between state and federal laws and other provisions laid forth in these bylaws, the requirements of state and federal law shall apply, especially requirements for nonprofit tax-exempt status under the IRS.

Article X – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws. Except that deviation from the rules may be made by the presiding officer for the purpose of encouraging full and open participation by all members present, including those unfamiliar with the rules.

Article XI – Standing Rules

Standing rules may be approved by the Executive Committee, and the secretaries shall keep a record of the standing rules for future reference.

Article XII – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those members present only at a regular meeting including the majority of the current board.

Article XIII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the co-secretaries at least one week prior to the meeting. Notice may be given by postal mail, email, or fax, or written messages sent home with students. Amendments will be approved by a two-thirds vote of those members present, assuming a quorum.

Article XIV – Conflict of Interest Policy

A conflict of interest policy may be adopted at a later date by amendment to these bylaws.

Appendix A

Article I: Developing the Budget

One of the duties of the executive committee is to develop an annual budget to be approved by PTU membership at the last general membership meeting of the school year.

The executive committee should begin the budgeting process during the transition period, after new officers have been elected. The goals of the PTU should be established first through a PTU feedback survey / needs assessment. To create a budget proposal, the following information should be considered:

- Prior year financial records
- PTU feedback survey / needs assessment results
- Input from prior board

The estimated expenses of every program, project and activity should be determined, along with any anticipated related revenue. The budget should also include any general or administrative costs, sources of revenue, funds carried over from previous years, and the amount of money to be carried over to the subsequent year.

The budget should be general and flexible enough to meet the changing needs of the PTU.

Article II: Approving the Budget

Once the proposed budget is approved by the executive committee, it must be approved by a majority vote of the membership present at the last general membership meeting of the school year.

The approved budget gives the Board of Directors authorization to spend PTU funds in accordance with that budget. No officer is authorized to spend funds that have not been approved by membership. All expenditures must have been approved through the budgeting process.

Article III: Amending the Budget

The budget is only an estimation; therefore, it is likely that changes will be necessary during the school year. PTU funds belong to the membership. No other group or individual (President, Vice President, Treasurer, Secretary, Executive Committee, Principal, or Community Representatives) may make financial decisions alone.

Changes or amendments to the budget during the school year must be done by one of the following:

- The Board of Directors has authority to reallocate funds from one purpose to another not to exceed \$200. Any such reallocation of funds must be communicated to members in the monthly financial report.
- If reallocation of funds exceeds \$200, a vote shall take place for membership approval.
- a vote of the membership.

Any substantial change to the budget must be approved by a two-thirds vote of a quorum of members present at a meeting, so long as one-week prior notice of a vote was given. Where “substantial” is defined as 10% of the original approved budget income.

- A vote must occur prior to any funds being disbursed.
- The vote may be taken at any regular general membership meeting or at a special meeting called for that purpose.
- The number of members requires a quorum as defined by the bylaws.

Article IV: Carry Over or Reserved Funds

Carry over funds are intended to be used for operating expenses during the next fiscal year and allows PTU to carry on programs until the next opportunity for revenue. The executive committee must carry over no less than \$3,000 for the following fiscal year.

Designated Funds: Funds can be set aside for a specific purpose (i.e., projects that necessitate the accumulation of funds over a period of time in order to pay for the project or to enable the PTU to make an expensive purchase). To establish a designated fund, the Board of Directors must define how funds will be used and how the funds will be spent. The request must be approved by the general membership. Any modification or eliminations to the designated fund must be voted on by the membership.

Restricted Funds: Note that the IRS has strict rules on restricted funds. When a restricted fund has been created, individuals who make donations to the fund may be considered to have made a “restricted donation” i.e. one that they intended only be used for that designated purpose. When money is raised for a specific purpose, the money raised must be spent on that purpose. If the PTU wishes to use restricted funds for an alternate purpose, donors must be notified and given an option to have their donation refunded to them.

Article V: Non-Budgeted Requests

Financial requests for non-budgeted items must be submitted to the executive committee. The Board of Directors has authority to approve non-budgeted requests not to exceed \$200. If non-budgeted request exceeds \$200, a vote for approval of the monetary disbursement shall be taken at a regular general meeting. Advance notice of the upcoming vote shall be made to membership at least 1 week in advance of the vote.

Article VI: Surplus Funds

Surplus funds refer to funds remaining in the PTU accounts at the end of the fiscal year after all income has been received and all expenses have been paid (excluding any designated and/or restricted funds). Surplus funds have no defined purpose and can be carried over into the new fiscal year budget. The Board of Directors can also choose to request feedback on proposed disbursements of surplus funds. A vote shall be taken by PTU membership to spend any surplus funds. Advance notice of the upcoming vote shall be made to the membership at least 1 week in advance of the vote.