

# **Dr. Robert H. Brown Middle School**

## **Parent Teacher Organization Bylaws**

May 2017

### **ARTICLE I: NAME**

The name of this organization shall be the Dr. Robert H. Brown Middle School Parent-Teacher Organization (Brown PTO); herein referred to as the "Brown PTO".

### **ARTICLE II: OBJECTIVE**

The objective of the Brown PTO shall be to create a closer relationship between home and school, to enhance the learning environment, to provide and maintain an open network of communications between the school and community, and to foster parent/guardian involvement in the educational process.

### **ARTICLE III: POLICIES**

1. The organization shall be supportive of the educational program and shall be developed through volunteer services, supplemental educational programs and fundraising projects.
2. The organization shall be nonpartisan, non-sectarian, non-profit and non-commercial. It shall not endorse a commercial enterprise or candidate. It shall not discriminate based on age, sex, creed, or national origin.
3. The organization shall seek neither to direct the administrative activities of the school, nor control its policies.
4. The organization shall direct any grievances pertaining to the faculty, staff or educational programs through the proper channels of communication as established by the Madison Board of Education (BoE).
5. The organization may cooperate with other organizations and agencies active in child education and welfare, such as conference groups or coordinating councils, provided its representatives make no commitments that bind the group it represents.
6. No profits shall proceed to any officer or member of the organization. In the event of dissolution of the organization, the net assets, after payments of debts, will proceed to Brown School (or its successor) or, in the event that Brown School (or its successor) is no longer operating, to other Madison school parent-teacher organizations where former Brown School Students will be attending, divided proportionally based upon student placement.
7. Notwithstanding any other provisions of these bylaws, Brown PTO shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.
8. The name of the PTO and the names of its members in their official capacities shall not be used in connection with a commercial concern or political interest or for any purpose not appropriately related to the mission of the PTO.

### **ARTICLE IV: MEMBERSHIP**

1. Membership in this organization is open to all staff, parents, and legal guardians of students attending Dr. Robert H. Brown Middle School (Brown) who agree to abide by the rules and regulations described in the bylaws of this organization.

2. Term of membership shall begin on July 1 and end on June 30 of the following year.
3. The Brown faculty may be represented by one delegate at each PTO meeting or by the Principal.
4. Payment of dues is required to be a member in good standing in the PTO. The incoming Executive Board will establish dues in July, and any change from the previous year will be voted on by the Executive Board.
5. All members in good standing shall be entitled to:
  - a. Hold office as a member of the Executive Board,
  - b. Vote for members of the Executive Board,
  - c. Nominate persons for the Executive Board by submitting names of candidates to the Executive Board,
  - d. Submit policy and action proposals to the Executive Board for resolution by the Board,
  - e. Vote on resolutions and other business as is conducted at the annual or special meetings,
  - f. Any other privileges determined by the Executive Board.
6. One family unit represents one PTO vote.

## **ARTICLE V: FISCAL YEAR**

The fiscal year of this organization shall begin on July 1 and end on June 30 of the following year.

## **ARTICLE VI: MEETINGS**

1. There shall be a minimum of three (3) general PTO meetings annually. Executive Board Meetings that are held open to the general membership may be used in lieu of a general meeting. Meeting dates are posted on the Brown website.
2. The annual meeting shall be held in May or June of each year, at which time election of officers shall take place.
3. Special meetings of the membership may be called for any purpose at any time by the President/Co-Presidents, a majority vote action of the Executive Board, or the action of any ten or more members in good standing.
4. Quorum at regular PTO meetings shall be a simple majority (50% plus 1) of PTO members in good standing who are present.

## **ARTICLE VII: OFFICERS AND THEIR ELECTIONS**

1. The officers of this organization are the Executive Board and shall consist of a President or Co-Presidents, Co-Vice Presidents (2 or 3), a Secretary and a Treasurer.
2. Term:
  - a. The officers shall be elected for a one year term. Whenever possible, the succession plan should include one Co-Vice President moving up to President/Co-President.
  - b. Each person elected shall hold only one office at a time.
  - c. No office shall be held by the same person for more than two consecutive years. Exceptions can be made under special circumstances for an Officer to serve for an additional one year term. Exceptions must be approved by simple majority vote by the Executive Board.
3. Vacancy. A vacancy occurring before the expiration of an officer's term shall be filled by a simple majority vote by the remaining Executive Board officers.
4. Elections:
  - a. Officers for the following year shall be elected in May or June at the annual meeting.
  - b. The Executive Board shall convene in March or April and distribute a slate of officer candidates standing

for election.

- c. The membership shall be notified of the slate of candidates at least ten (10) days prior to the annual meeting.
- d. At the annual meeting, nominations may also be made from the floor.
- e. Each member in good standing of the organization, and each family registered to attend Brown the next school year, shall be able to cast one vote to approve or deny the slate presented. (One family unit represents one PTO vote.)

**5. Installation of Officers:**

- a. The Executive Board shall convene a meeting designed for the installation of new officers, following the annual elections, but prior to the close of the school year. Outgoing officers, officers-elect, and the Administrator of Brown shall be notified of this meeting by the outgoing secretary.
- b. The outgoing President/Co-Presidents shall turn over the bylaws and records of the organization to the President/Co-Presidents-elect. At this meeting, the newly elected officers become the official Executive Board for the organization for the next school year.

## **ARTICLE VIII: DUTIES OF THE OFFICERS**

1. Each Officer is expected to:
  - a. read the bylaws at the start of their term and adhere to them during their term,
  - b. act in the best interest of the Brown PTO,
  - c. serve as a liaison to a minimum of one committee,
  - d. attend Executive Board and general PTO meetings,
  - e. Assist in the nomination of incoming Chairpersons of the Standing Committees.
2. Executive Board Meetings shall be held monthly, or no less than quarterly, on a date mutually agreed upon by the PTO Presidents/Co-President and the Principal of Dr. Robert H Brown Middle School.
3. Four members of the Executive Board shall constitute a quorum.
4. Annual Statements. Each Officer shall annually sign a statement which affirms such person:
  - a. Has received a copy of the Conflicts of Interest Policy,
  - b. Has read and understands the policy,
  - c. Has agreed to comply with the policy, and
  - d. Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.
5. Any Executive Board Member may have access to the bank statements upon request. The Treasurer shall comply with the request.
6. President/Co-Presidents: As Chief Executives of the organization, the President/Co-Presidents shall be responsible to perform the necessary duties that are needed for the benefit of the PTO.
  - a. Meetings, Committees and Activities:
    - i. The President/Co-Presidents shall create agendas for and preside at all meetings of the organization, both general and Executive Board meetings. In the event of the absence of the President/Co-Presidents, the Co-Vice Presidents shall chair the meeting.
    - ii. The President/Co-Presidents shall attend the monthly Parents' Representative Council (PRC) meetings when possible or appoint a substitute when not available.

- iii. The President/Co-Presidents shall represent the Brown PTO at the BoE or any other town or district meetings where requested to do so.
- iv. The President/Co-Presidents shall create committees with the approval of the Executive Board and appoint a chairperson or co-chairpersons for each committee for a one year term.
- v. The President/Co-Presidents shall appoint a Nominating Committee and any other committees they deem necessary with the approval of the Executive Board.
- vi. The President/Co-Presidents shall serve as ex-officio members of all committees, except the Nominating Committee. They shall at no time serve on the Nominating Committee.
- vii. The President/Co-Presidents shall receive written reports and make reports available to new officers and committee chairpersons, and oversee all standing committees.
- viii. The President/Co-Presidents shall keep in frequent communication with one another and with the chairpersons of their standing committees.
- ix. The President/Co-Presidents will approve events and event dates prior to submittal to the Brown Principal for authorization.

b. Financial:

- i. The President/Co-Presidents shall coordinate the preparation of the annual budget in cooperation with the Treasurer and other members of the Executive Board.
- ii. The President/Co-Presidents shall be co-signers on the Brown PTO Bank accounts. There shall be three (3) co-signers to the bank accounts. A Co-Vice President may be one of the three in lieu of a Co-President. If, for any reason, the Treasurer is unable to pay bills for budgeted PTO activities or for the expenditures approved by a majority vote of the PTO at a regular or special meeting, the President/Co-Presidents shall have the authority to do so.

7. Co-Vice Presidents:

- a. Shall be prepared to perform any or all of the duties of the Co-Presidents in the absence of the Co-Presidents, or when called upon to do so.
- b. Shall assume the appointment of President/Co-President in the event of a President/Co-President resignation or inability to serve.
- c. They shall vote to approve the Chairpersons of all Standing Committees.

8. Secretary:

- a. The Secretary shall keep a correct record (minutes) of all meetings.
- b. The Secretary shall handle the correspondence required by the PTO, or as directed by the President/Co-Presidents and/or Executive Board.
- c. The Secretary shall perform such other duties as may be delegated to him/her.

9. Treasurer:

- a. The Treasurer shall:
  - i. receive all monies of the PTO,
  - ii. keep an accurate record of receipts and expenditures,
  - iii. Pay out funds only as authorized by the PTO and/or Executive Board.
  - iv. Assure that he/she and the Presidents/Co-Presidents, or Co-Vice Presidents in lieu of Co-President, are co-signatories on all PTO bank accounts.
  - v. Present a statement of account at every executive and general PTO meeting and submit a full report by July.
  - vi. Be responsible for assisting the elected successor with the preparation of the following

- year's budget.
- vii. Work with an accountant as needed, who is designated by the PTO, to complete and file necessary paper work.

### **ARTICLE IX: DISCIPLINE**

1. Charges of professional dishonesty, working against the principles and purposes of the organization and/or injuring the professional standing of another member, may be filed in a written statement, signed by five members in good standing, and submitted to the Executive Board.
2. The accused member shall be notified in writing of all allegations, and shall have the privilege of being present at a special or regular meeting of the Executive Board, at which time the charges will be considered.
3. A member shall be suspended from the organization by four of the six members of the Executive Board, subsequent to the execution of the procedures set forth in Section One and Two of this Article.

### **ARTICLE X: OPERATING BUDGET**

1. The operating budget is to be established by the incoming President/Co-Presidents and Treasurer with assistance from the outgoing Co- Presidents and Treasurer and incoming Executive Board. The budget shall be approved by a simple majority vote of the Executive board members.
2. Committees must follow the budget guidelines as established by the PTO and directed by the Treasurer.
3. The Treasurer will not reimburse for unbudgeted or unapproved items or items submitted without original receipts.
4. Approval must be obtained in advance from the Executive Board for any budgeted expenditure in excess of \$500 for a single item or event.
5. Additional expenditures which are not in the operating budget may be approved by a majority vote of the Executive Board.

### **ARTICLE XI: RULES OF ORDER**

The rules contained in "Robert's Rules of Order, Revised," shall govern the Brown PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws.

### **ARTICLE XII: AMENDMENTS TO THE BYLAWS**

1. These bylaws shall be reviewed every other year by the Executive Board. A special committee may be appointed to submit a revised set of Bylaws for consideration.
2. These bylaws can be amended at any General Membership Meeting of the Brown PTO by a two thirds vote of the members in attendance. Notice shall be given ten days prior to the meeting.

### **ARTICLE XIII: CONFIDENTIALITY**

1. All officers and members of the Brown PTO are required to abide by the confidentiality policies outlined in the Madison Board Of Education (BOE) policies and in these By-Laws. BOE Policy Section 5180 defines what student information is protected. It is the goal of the Brown PTO to respect all student information and to maintain a high degree of integrity with students, parents, staff and administration.
2. Executive Committee members are permitted access to certain protected information during the course of the year, on an as-needed basis. Executive Committee members are entrusted with student, school and district information that is not public information and are expected to treat this information with the same confidentiality as outlined in the BOE policies.
3. Any written, spoken or otherwise translated 'protected' information, without proper consent, is a breach of the BOE policy and Brown PTO by-laws and should not occur. Violations of this policy can result in disciplinary action as per Article IX.

#### **ARTICLE XIV: MISCELLANEOUS**

Any situation not specifically defined in the aforementioned articles shall be resolved by a simple majority vote of members present at a PTO meeting.

These By-Laws were adopted by the Dr. Robert H. Brown Middle School PTO (Brown PTO) by a majority vote during a general PTO Meeting properly called on June 7, 2017 and shall take effect immediately.

By-Laws adopted by the Brown PTO 2016-2017 Executive Board on May 3, 2017: