

**JOSEPH R. DAWE, JR. ELEMENTARY SCHOOL  
PARENT TEACHER ORGANIZATION BY-LAWS**

**Article I  
NAME**

**Section I.** The name of this organization is the Joseph R. Dawe, Jr. Elementary School Parent Teacher Organization, Inc., hereinafter referred to as the Dawe School PTO. The Dawe School PTO is an incorporated non-profit organization.

**Article II  
OBJECTIVES**

The objectives of the Dawe School PTO are:

- A. To promote activities that benefit all students of the Joseph R. Dawe, Jr. Elementary School;
- B. To promote open communication between teachers, staff, parents and students;
- C. To encourage school spirit and pride;
- D. To nurture stronger relationships between home and school for the educational benefit of the students; and
- E. To raise funds to benefit school activities

The objectives of the Dawe School PTO are promoted through meetings, committees, projects and programs.

**Article III  
POLICIES**

The following are policies of the Dawe School PTO:

- A. The organization shall be non-commercial, non-sectarian and non-partisan.
- B. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- C. The organization shall cooperate with the school to support the improvement of education in ways that shall not interfere with administration of the school and shall not seek to control their policies and/or procedures.
- D. No part of the net earnings of the organization shall inure to the benefit of or be distributed to its members, directors, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.
- E. Notwithstanding any other provision of these By-laws, the organization shall not carry on any other activity not permitted to be on: (i) by an organization exempt from federal tax under Section 501 © (3) of the Internal Revenue Code, or (ii) by an organization,

contributions to which are deductible under Section 170 ( c ) (2) of the Internal Revenue Code.

- F. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or other organizations which have established their tax-exempt status under Section 501 ( c ) (3) of the Internal Revenue Code.

#### **Article IV MEMBERSHIP AND DUES**

**Section I.** Membership in the Dawe School PTO shall be open to parents or guardians of the students of the Joseph R. Dawe, Jr. Elementary School and members of its staff who pay the annual dues assessment, uphold the policies of the organization, and support these by-laws.

**Section II.** Membership in the Dawe School PTO shall be made available, without regard to race, color, creed, national origin or gender.

**Section III.** The Dawe School PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time.

**Section IV.** Members in good standing shall be those members who have paid annual dues, as established by the Executive Board, for the current fiscal year.

**Section V.** Any family unable to pay dues will not be denied membership in good standing because of hardship.

**Section VI.** Members in good standing who have attended at least three (3) General Membership meetings in the current fiscal year shall be eligible to hold elective office or an appointed position in the Dawe School PTO. This requirement may be waived by a two-thirds vote of the Executive Board.

**Section VII.** The fiscal year shall be from July 1 to June 30.

#### **Article V OFFICERS AND ELECTIONS**

**Section I.** The officers of the Dawe School PTO shall be two co-presidents, two vice-presidents, one treasurer, one recording secretary, one communications coordinator, and a teacher representative or co-representatives. Each officer shall serve until a successor is elected.

There shall be two co-presidents who shall each serve a two-year term staggered to ensure continuity in the leadership of the PTO. A co-president shall be ineligible to succeed his/herself for a second full term of office. An outgoing co-president may be appointed to fill a vacancy for up to one year as provided in Section IV of this Article.

There shall be two vice-presidents who shall each serve a two-year term staggered to ensure continuity in the leadership of the PTO. A vice-president shall be ineligible to succeed his/herself for a second full term of office. An outgoing co-president may be appointed to fill a vacancy for up to one year as provided in Section IV of this Article.

There shall be one treasurer who shall serve a two-year term. The treasurer shall serve until a successor is elected. The second year of the treasurer's term shall overlap the first year of the successor's term by three months to ensure stability in the financial health of the PTO. The treasurer shall be ineligible to succeed his/herself for a second full term of office. An outgoing treasurer may be appointed to fill a vacancy for up to one year as proved in Section IV of this Article.

There shall be a recording secretary. The recording secretary shall serve a one-year term. The recording secretary may run for reelection, provided that the recording secretary shall not serve for more than two terms unless appointed under the special circumstances detailed in Section IV of this Article.

There shall be a communications coordinator. The communications coordinator shall serve a one-year term. The communications coordinator may run for reelection, provided that the communications coordinator shall not serve for more than two terms unless appointed under the special circumstances detailed in Section IV of this Article.

There shall be a teacher representative or co-representatives who shall be selected by the teachers and staff of the Dawe Elementary School. Teacher representatives may serve without term limitations.

**Section II.** There shall be a nominating committee, which shall consist of the Dawe School Principal and at least two PTO members in good standing (exclusive of executive officers) that shall solicit candidates for open positions. Members of the Nominating Committee should have attended two or more meetings of the General Membership in the past school year. The nominating committee shall be convened in February and shall continue in operation until the election in May. The nominating committee shall be responsible for certifying that the candidates for office meet the requirements of these by-laws governing eligibility to hold elective office or appointive positions. The nominating committee shall develop a process for accepting nominations and preparing a ballot for presentation to the general membership at the first meeting in May. Nothing herein is intended to preclude nominations being made from the floor. All nominees for any office must be members in good standing and must consent to their nomination.

**Section III.** Elections shall be held the first meeting date in May, at which time the ballots shall be distributed. The names of all nominees shall be printed on this ballot, but voting shall not be limited to such nominees. The newly elected officers shall assume their duties on July 1.

**Section IV.** A vacancy in any office shall be filled by the Executive Board (as defined in Article VII, Section I) for the unexpired term. Election shall be by ballot if more than one candidate for an office is presented. Notwithstanding any other provisions of these by-laws,

including Section I of this Article, the Executive Board may appoint a person to an office that they recently vacated for up to one year provided there are no other candidates for the office. Such a person may be appointed despite that person having served the maximum number of terms.

## **Article VI DUTIES OF OFFICERS**

**Section I.** The officers shall perform the duties as prescribed by the Dawe School PTO By-laws.

**Section II.** The co-presidents shall preside at all meetings of the general membership and of the Executive Board. The co-presidents will serve as the liaison between parents, teachers, and staff in the Dawe School community. In conjunction with the Dawe School Principal, the co-presidents are responsible for overseeing public relations matters including approval of all materials distributed in the name of the Dawe School PTO or activities undertaken on behalf of the Dawe School PTO. The co-presidents are also responsible for such additional duties as are determined necessary by the Executive Board or by vote of the general membership to ensure the continued operations of the Dawe School PTO. The co-presidents may develop individual work plans dividing responsibility for the major duties of the presidency.

**Section III.** In case of the extended absence or inability of one or both co-presidents to discharge their duties of office, the co-vice presidents shall stand in. The co-vice presidents shall be responsible for the following duties: Membership Drive, Fundraising Committee Chairpersons and other duties as assigned by the Executive Board.

Shortly after each annual election, the co-vice presidents shall meet to discuss and prepare individual work plans dividing responsibilities for major duties. These plans shall be presented and approved by the Executive Board at its first meeting of the school year to ensure accountability.

**Section IV.** The recording secretary shall attend and keep a correct record of all meetings of the general membership and Executive Board and present the minutes of all meetings. The meeting minutes must be circulated to the Executive Board within ten (10) days of any meeting. The recording secretary shall have custody of the seal of the Dawe School PTO, and of such other books and records of the Dawe School PTO as the Executive Board may provide. The recording secretary shall perform the duties and functions customarily performed by the Clerk of the Organization together with such additional duties as may be assigned by the Executive Board.

**Section V.** The communications coordinator will be responsible for all communications as indicated by the Executive Board, including but not limited to, the Dawe PTO newsletter to be published no later than the 15<sup>th</sup> of each month of the school year, press releases at the direction of the co-presidents or principal, maintains the PTO Bulletin Board in school lobby, maintain the Marquee sign at the direction of the co-presidents. He/she will also be responsible for all correspondence including thank you notes, letters of condolence, etc. A system will be

maintained for distributing and tracking incoming mail and keep the general membership informed of correspondence.

**Section VI.** It shall be the duty of the treasure to receive and collect all monies due to the Dawe School PTO; pay obligations and other bills of the PTO as directed by the Executive Board or a vote of the general membership; and present written statements of the accounts at all general membership meetings, meetings of the Executive Board and at such other times as may be directed by the co-presidents. The treasurer shall also be responsible for developing a system to collect, count and deposit all monies raised in PTO sponsored fundraising activities. The outgoing treasurer shall provide a three-month orientation for the successor to insure an orderly transfer of financial records of the organization. The three-month period shall overlap the first three months of the incoming treasurer's term of office. All checks drawn on the PTO account shall require the signature of the treasure and one of the co-presidents.

**Section VII.** It shall be the duty of the teachers' representative or co-representatives to serve as a liaison between the teachers and the Executive Board.

## **Article VII DESIGNATED MEMBERS AND DUTIES OF THE EXECUTIVE BOARD**

**Section I.** The Executive Board of the Dawe School PTO shall consist of the elected officers (co-presidents, co-vice presidents, treasurer, recording secretary, communication coordinator), teacher representative, and the Dawe School Principal. Each elected officer and the Dawe School principal shall have one vote in the Executive Board meetings. The teacher representative shall have one vote in the Executive Board meetings regardless of the number of people sharing this position.

**Section II.** The duties of the Executive Board shall include: preparation of a proposed budget for the next fiscal year to be presented to the General Membership for approval at the June meeting; preparation and presentation of reports of activities undertaken on behalf of the Dawe School PTO to the General Membership; create additional standing and/or special committees as needed to carry on the work of the organization; appoint chairpersons and members of special and standing committees; monitor and accept regular reports of standing and special committees; transact necessary or emergency business in the intervals between General Membership meetings and such other business as may be referred to the Executive Board by General Membership.

**Section III.** Regular meetings of the Executive Board shall be held once a month unless otherwise ordered by a vote of the Executive Board. Special meetings shall be called by the co-presidents or by written request to the co-presidents from four members of the Executive Board.

**Section IV.** The Executive Board shall receive the work plans of chairpersons of standing and special committees and shall approve these plans before their use is authorized.

**Section V.** The Executive Board has authorization to approve the expenditure and disbursement of up to \$300 per itemized request from funds collected on behalf of the Dawe School PTO for non-budgeted, school-related matters. A quorum vote is required as defined in Article XI. The Executive Board shall make recommendations for a vote of the General Membership for expenditure of funds exceeding \$300. Approval of the recommendation requires a majority vote of the General Membership present and voting at the meetings.

In order to give careful consideration to all funding requests, each request should be in writing and submitted to the Executive Board no less than seven days prior to the meeting of the Executive Board at which the request will be considered. The Executive Board may waive this requirement if good cause is shown.

### **Article VIII STANDING AND SPECIAL COMMITTEES**

Standing committees are committees whose functions continue throughout the fiscal year. Special committees are committees whose duties are of a short duration.

**Section I.** There shall be a standing committee on Enrichments, which shall include a subcommittee to oversee the Library Fund. There shall also be a standing committee for Hospitality, which shall include a Welcoming subcommittee. At the discretion of the Executive Board, the subcommittees contained in these standing committees may have separate chairpersons.

**Section II.** Additional standing or special committees may be created by the Executive Board as are found necessary to carry on the work of the Dawe School PTO.

**Section III.** If a Chairperson fails to perform his/her duties by the appointed time, the Executive Board shall declare the position vacant until a new chairperson is found.

**Section IV.** Standing and Special committee chairpersons shall present reports at Executive Board meetings as needed or as requested by the Executive Board.

**Section V.** Either of the two co-presidents shall be an ex officio member of all committees except the nominating committee. The co-vice presidents serving shall be the Chairpersons of the Fundraising Committee. The Fundraising Committee will include chairpersons of standing or special committees and/or coordinators of events that raise funds for activities of the Dawe School PTO. The Chairperson of the Fundraising Committee shall be responsible for monitoring the progress of fundraising activities and reporting information to the Executive Board. The Chairperson of the Fundraising Committee will serve as the liaison between the event coordinators or chairpersons and the Executive Board.

## **Article IX AMENDMENTS**

**Section I.** These By-laws may be amended by a majority of affirmative votes of membership present at a General Membership meeting provided that the following requirements have been complied with:

- a. The amendment or amendments must be presented to the Executive Board for discussion and recommendations; and
- b. A copy of the amendment or amendments must be sent to each member of the Dawe School PTO not less than seven days prior to the next General Membership meeting of the Dawe School PTO.

**Section II.** These by-laws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school or community and brought to a vote of the General Membership.

**Section III.** The Articles of Organization shall be amended by a two-thirds vote of the members in good standing present and voting at a Dawe School PTO General Membership meeting, provided that notice of the meeting which contains a statement of the proposed amendments shall be given in writing seven days prior to the meeting. Except as otherwise prescribed by law, amendments will be effective immediately following an affirmative vote of the members.

## **Article X MEETING REQUIREMENTS**

**Section I.** It is mandatory that all Dawe School PTO meetings have a quorum of the Executive Board membership in order to conduct any Dawe School PTO business. A quorum is defined as one-half plus one of the members of the Executive Board.

**Section II.** General Membership meetings will be held monthly during the school year unless cancelled for good cause by the Executive Board. At all meetings of the general membership, every member in good standing who is present at the meetings shall be entitled to one vote on any question brought before general membership. Unless otherwise provided for in these by-laws, a majority of those present and voting shall decide any question brought before the general membership.

**Section III.** Special meetings of the General Membership may be called by the Executive Board or upon written request of fifteen of the members in good standing with at least seven days advance notice to the General Membership.