

Final DRAFT

ARTICLE 1 – BEECHWOOD KNOLL PARENT TEACHER ORGANIZATION

Section 1: The name of the organization:

Beechwood Knoll Parent Teacher Organization.

Section 2: **Mission Statement:** To promote a cooperative and supportive relationship between parents and educators that contributes to the educational, cultural, and social development of each student and enhances a learning centric environment.

We will pursue the following objectives to accomplish our mission:

1. Support the creative and innovative programs that enhance the curriculum;
2. Actively encourage community involvement with our school; sponsor fund raising activities to benefit the educational cultural, and social development of the students and to provide additional resources for the teachers and staff.

ARTICLE II - MEMBERSHIP

Section 1: Members of the **BKS-PTO** shall include all parents and legal guardians of children attending BKS, and the faculty and administration of BKS.

ARTICLE III – MEETINGS

Section 1: The Executive Board of the BKS-PTO will schedule meetings of members. {"General Meeting (s)"} Every effort will be made to have one General Meeting a month during the school year. The Executive Board will deliver advance written notice to parents two weeks prior to each meeting. The President will preside at General Meetings and coordinate the discussion of each agenda item in an orderly manner that encourages participation by all members who wish to speak. The President may impose reasonable limits on the time and manner of discussion and, on any matter requiring a vote, shall phrase issues in the form of a vote. Each member present shall have one vote and a majority vote shall decide any issue. All records of the BKS-PTO will be kept on file at BKS for review by any BKS-PTO member during regular school hours. Requests for funds; every effort should be made by the requesting party to appear in person at the general meeting. A designated representative may appear on behalf of the requesting party.

ARTICLE III – EXECUTIVE BOARD

Section 1: Board Role, Size, Composition. The Executive Board is responsible for overall policy and direction of the **BKS - PTO**, and delegate's responsibility for day-to-day operations to the **BKS - PTO's** members and committees.

- Section 2: Meetings. The BKS - PTO shall meet monthly, at an agreed upon time and location within the school.
- Section 3: Board Elections. Up to six Executive Board members shall be elected by the membership.
- Section 4: Election Procedures. The Nomination Committee shall be responsible for nominating a slate of candidates if applicable for each position on the Executive Board. All members will be eligible to vote for each class of Executive Board candidate. The election will be held at the May General Meeting in accordance with the election procedures established herein.
- Section 5: Terms. All Board members shall serve one year terms, but are eligible for re-election. However, no Board member shall serve more than three one-year terms in the same position.
- Section 6: Quorum. A quorum must be attended by at least forty percent of the Executive Board members before business can be transacted or motions made or passed.
- Section 7: Notice. An official General Meeting requires that each member have written/electronic notice two weeks in advance. All BKS - PTO newsletter's and information will be posted on the official BKS PTO website and hard copies will be available in the school office within two weeks of a General Meeting.
- Section 8: Officers and Duties. There shall be six officers of the Board consisting of a President, Vice-President, Publicity Director, Secretary, and Treasurer. The officers shall be elected by the Board at the May General Meeting. In addition the Principal shall serve as a member of the Executive Board. Their duties are as follows:

The **President** will manage the day to day activities of the BKS-PTO. The President shall preside overall meetings of the Executive Board in the same manner as the General Meeting. The President is an ex-officio member of all committees except the nomination committee. The President may delegate responsibility or form committees as the need arises and shall perform such other duties as may be prescribed in these By-Laws or assigned to him or her by the Executive Board. Each committee appointed by the President shall report to the Executive Board.

The **Vice President** will chair committees on special subjects as designated by the Executive Board. Oversee and update the bylaws and in the absence of the President exercise full powers of the President. The Vice President will also chair the Scholarship Committee.

The **Publicity Director** shall be responsible for promoting the activities of the BKS - PTO which are not limited to the following; press releases, photographs, updates to the official web site, and bulletin board.

The **Secretary** shall be responsible for keeping records of Executive Board actions, including overseeing the taking of minutes at all General Meetings and Executive Board meetings, sending out meeting announcements, distributing copies of minutes and working with the Executive Board Members on developing

and writing the monthly meeting agenda, and assuring that all records are maintained.

The **Treasurer** shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Executive Board members and the public. In addition the Treasurer shall: keep accurate records of all receipts and expenses of the BKS-PTO; maintain an interest bearing checking account the signature of either the President or the Treasurer for withdrawals; pay expenses authorized by the BKS-PTO; prepares the Treasurer's Report for all General Meetings and present a year end report at the last General Meeting. The Treasurer will have ready a report of year to date expenses and budget for review.

City Wide Representatives

The BKS – PTO members shall elect two City Wide Parent Council Representatives and one alternate at the same time and in the same manner as members of the Executive Board are elected. The Representatives will attend the City Wide Meetings, generally held on the second Monday of each month from September to June. The Representative will make every effort to report at the next General Meeting an update on City Wide activities.

BKS School Council Representatives

The members shall also elect School Council Representatives in the same manner that members of the Executive Board are elected. The number of School Council Representatives to be elected and their responsibilities are governed by Massachusetts General Laws, Chapter 71, Section 59c.

Section 9: Vacancies. When a vacancy on the Executive Board exists, nominations for new members may be received from the BKS – PTO membership by the Secretary two weeks in advance of the next General Meeting. These nominations shall be sent out to BKS-PTO members with the regular Board Meeting announcement, to be voted upon at the next Board Meeting. All vacancies will be filled only to the end of the particular Board member's term.

Section 10: Resignation, Termination and Absences. Resignation from the Executive Board must be in writing and received by the Secretary. A Executive Board member shall be dropped for excess absences from the Executive Board if he or she has three unexcused absences from General Meetings in a year. An Executive Board member may be removed for other reasons by a three-fourths vote of the remaining Executive Board Members.

ARTICLE V - COMMITTEES

Section 1: The Executive Board may create committees as needed, such as technology, nomination, scholarship and grant writing. There shall be three standing committees - Executive, Fund Raising and Finance Committees. All BKS – PTO members have input into the make up of these committees. The President appoints all committee chairs. Committee chairs must be members of the Executive Board.

Section 2: The six officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive

Committee shall have all of the powers and authority of the **BKS - PTO** in the intervals between meetings of the **BKS - PTO**, subject to the direction and control of the **BKS- PTO**.

Section 3: Finance Committee. The Treasurer is the chair of the Finance Committee, which includes three other Executive Board members. The Finance Committee is responsible for recommending a fundraising plan, establishing goals and objectives and the annual budget with other members of the **Executive Board**. The Board must approve the budget, and all expenditures must be within the budget. Any major change in the budget must be approved by the general membership or the Executive Committee. The fiscal year shall be July 1st to July 1st, the calendar year. The financial records of the BKS - PTO are public information and shall be made available to the membership, Executive Board members and the public.

Section 4: Scholarship Committee. The Vice-President is chair of the Scholarship Committee, which includes three other Executive Board members. The Scholarship Committee is responsible for establishing and implementing a scholarship program. The committee will develop and present guidelines to the board on a yearly basis of all activity. The committee reserves the right to exclude names and other personal information of applicants. All applicants must be students in good standing of the Quincy Public Schools. Granting of scholarships will be established by the overall board based on the following; need, specialized interest or other specific criteria to be determined by October 1, 2007.

ARTICLE VI - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Executive Board. Proposed amendments must be submitted to the Secretary to be sent out with regular General Meeting announcements. All members of the BKS-PTO will be given opportunity to review and comment on proposed changes.

Final Draft April 22, 2007 HSS