

By Laws

WILLIAM WINSOR PARENT TEACHER ORGANIZATION CONSTITUTION AND BYLAWS (Revised May 2017)

Constitution

I. NAME OF ORGANIZATION

The name of this organization shall be the William Winsor Parent Teacher Organization.

II. OBJECTIVE

The objective of this organization shall be to foster a spirit of cooperation and communication among all members of our school community and to help develop a closer relationship between home and school.

III. POLICIES

1. This organization shall be non-sectarian and non-partisan.
2. This organization shall not seek to direct the administrative activities of the school or to control its policies.
3. This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provide they make no commitments that bind their member groups.

IV. MEMBERSHIP AND ENROLLMENT

1. Membership shall be open to all Winsor families, faculty, administration, and staff.
2. The dues of the William Winsor Parent Teacher Organization (PTO) shall be a predetermined amount, set by the Executive Board.
3. All PTO members are voting members; however, only one vote per family is allowed.

V. OFFICERS

1. Officers and Qualifications for Office
 - a) The officers of this association shall be President, First and Second Vice-Presidents, Treasurer and Secretary.
 - b) All officers shall maintain membership in the PTO.
2. Terms of Office
 - a) The terms of officers shall be for one school year beginning on the day after the last day of the school year.
 - b) An officer shall serve no more than four consecutive terms in the same office with the exception of the Second Vice President whose office is honorary.

VI. AMENDMENTS

This constitution may be amended at any regular meeting of the association by a two-third vote of the members present, provided notice of the proposed amendment was given at the previous regular meeting.

Bylaws

I. DUTIES OF OFFICERS

1. President. The President shall preside at all meetings of the association and of the Executive Board; shall be ex-officio member of all committees except the Nominating Committee and shall perform all other duties pertaining to the office.
2. First Vice President. The First Vice President shall act as aide to the President and shall perform the duties of the President in the absence of the officer. He/she shall assume the role of Event Coordinator. He/she manages all of the PTO chairpersons. The First Vice President shall also coordinate the PTO event calendar for the entire year by assigning specific dates at the start of the school year with the other board members and the school principal. He/she will hold a brief training at the beginning of the year for all committee chairpersons. He/she will also coordinate and execute the Membership Drive.

3. Second Vice President. The Second Vice President shall assist the President and Vice-President in carrying out their duties. The Second Vice-President shall be the principal of the school.

4. Secretary. The Secretary shall keep an accurate record of all meetings of the Organization and of the Executive Board; shall notify members of their election to office or appointment to committees; shall at all times have incorporated in his/her book of minutes a complete and up-to-date copy of the Bylaws properly annotated with any amendments and carrying the date the amendment was accepted by the group. The Secretary shall create the weekly "Late Breaking News" and email to the school secretary by noon time each Thursday. The Secretary shall monitor the PTO email account by sending out monthly meeting reminder emails, responding to emails in a timely fashion and emailing monthly meeting minutes to members. The Secretary or designee shall also maintain the PTO Facebook page, William Winsor School.

5. Treasurer. The Treasurer shall receive all money of the organization, shall keep an accurate record of receipts and expenditures, by the organization. S/he shall present a statement of account at every meeting of the organization and at other times when requested by the Executive Board and shall make a full report at the annual meeting. One person from the Executive Board and two persons from the Delegate body, appointed by the President, shall audit the accounts of the Treasurer annually. Additionally, on an annual basis, the Treasurer shall engage a Certified Public Accountant (CPA) to file taxes on behalf of the non-profit. She/he will ensure that taxes are filed according to IRS regulations. Per IRS regulations, taxes are to be filed prior to the 15th of the 5th month following the end of the fiscal year (November 15). The budget shall include a line item for this expense.

II. MEETINGS

1. A meeting shall be held monthly during the school year, with a minimum of eight (8) meetings per year. The Board has the discretion to not hold meetings when attendance may be poor or due to conflicts. ~~once each month, from October to May inclusive. The decision of holding a June and/or September meeting shall be at the discretion of the PTO board.~~

2. Special meetings may be called by the Executive Board, or upon the written request of ten members of the organization, five days notice having been given.

3. The privilege of holding office, making motions, debating and voting shall be limited to members of the organization whose dues are not in the arrears.

III. QUORUM

A quorum shall exist if the number of voting PTO members (excluding the Executive Board) in attendance exceeds the number of Executive Board members in attendance.

IV. EXECUTIVE BOARD

1. The Executive Board shall consist of the officers of the organization and the Principal of the school or a representative appointed by him/her. The duties of the Executive Board shall be to transact necessary business between the organization meetings; to appoint delegates and to transact such other business as may be referred to it by the association, to present a report at the regular meetings of the organization.

2. Regular meetings of the Executive Board shall be held before the regular meeting each month. A majority of the Executive Board shall constitute a quorum. The President or a majority of the Board may call special meetings of the Executive Board, three days notice having been given.

3. The Executive Board may replace any officer who is grossly negligent of his/her duties as defined in the Bylaws or who is incapacitated to fill the unexpired term.

4. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board, notice of such vacancy and election having been given to the membership by the President. In the event a vacancy occurs in the office of the President, the First Vice President shall fill the unexpired term.

5. The Executive Board shall have the power to vote in case of an emergency. An emergency consists of any issue affecting the health or safety of the children or of the group.
6. The Executive Board shall have the authority to spend up to \$200 on matters that arise and need attention between meetings without a majority delegate member vote.
7. The out-going President shall serve in an advisory capacity to the Executive Board for a period of two years.
8. Two parents from the same family may not serve on the Executive Board during the same term.

V. COMMITTEES

1. There shall be standing committees and/or activities created by the Executive Board as may be required to promote the objectives and interest of the association. The elected officers shall appoint the chairpersons of the standing committees and activities. Chairmen of the standing committees shall present plans of work to the Executive Board, and no work shall be undertaken without the approval of the Board.

VI. NOMINATING COMMITTEE

1. A nominating committee consisting of three members shall make nominations. Two members from the Delegate body, nominated from the floor and one member from the Executive Board. This committee is to be appointed at the March meeting. Following the report of the nominating committee, additional nominations may be made from the floor, provided the consent of the nominee has been secured.

VII. BUDGET GUIDELINES

1. The attached budget guidelines are to be used as a standard for the yearly PTO budget. Line items and their associated budget may be added, removed or changed at the discretion of the board currently holding office. Monies allotted for each budget item may be increased or decreased by way of a vote held during a regular PTO meeting where a quorum is in existence.

VIII. ELECTIONS

1. Elections shall be held at the meeting in May; official installation of newly elected officers to take place at the final meeting of the school year.
2. Election shall be by ballot when there is more than one nominee for an office.

IX. AMENDMENTS

These bylaws may be amended at any regular meeting of the association by a two-third vote of the members present, provided notice of the proposed amendment was given at the previous regular meeting.

Amendments

Amended June 1988:

Article V, Section 1.

Article IX, Section 1.

Revised

Revised May 2011

Amended May 2017:

Article 1, Section 4.

Article I, Section 5.