

## BY-LAWS

### ARTICLE I: NAME

The name of this organization shall be **Friends of Audubon Parent Teacher Organization Incorporated**, hereafter referred to as the PTO, a parent teacher organization for Audubon Montessori School and L'Ecole Franco Americaine, hereafter referred to as the School.

### ARTICLE II: OBJECTIVES

The objective of this organization shall be to provide support through fundraising and other volunteer efforts for the improvement and enhancement of the School, including staffing, curricular and extra-curricular programs, the facility, school spirit and other related activities.

### ARTICLE III: BASIC POLICIES

**A. POLITICAL AFFILIATIONS:** This organization shall be nonsectarian and nonpartisan. It shall not endorse a candidate for political office, or participate in any political campaign. The name of the organization or the names of any members in their official capacity shall not be used in any partisan interest, or for any other purpose than to further the objectives of the organization.

**B. BUDGET:** The yearly budget as proposed by the Executive Board shall be approved by the majority of the PTO members at the second-to-last meeting of the school year.

**C. AUDIT:** An independent auditor approved by the Executive Board may perform an audit review at the end of each school year if warranted.

**D. DISSOLUTION:** In the event of dissolution of this organization, the assets of the organization shall be distributed in accordance with the Internal Revenue Code of 1954 for 501©(3) organizations.

### ARTICLE IV: MEMBERSHIP AND DONATIONS

**A. MEMBERSHIP:** Membership is open to parents, legal guardians, grandparents, teachers of Audubon Montessori School and L'Ecole Franco Americaine.

**B. DONATIONS:** Donations which are set by the organization are encouraged to be paid annually. All donations are non-refundable. The records of donations shall be kept by the treasurer and the chairperson of the membership committee separate from the records of the General Fund.

**C. VOTING:** Any member may take part in voting. Members must be present to vote.

### ARTICLE V: OFFICERS AND THEIR ELECTION

#### A. OFFICERS:

- 1.) The officers of this organization shall consist of the President, Vice President (Montessori), Vice President (L'Ecole), the Treasurer, and the Secretary.
- 2.) Officers shall be elected by ballot annually at the last general meeting of the school year. However, if there is only one nominee for any office, by motion from the floor, the election may be by consensus. With respect to the voting for the offices of Vice President, only those members (1) teaching in or (2) with a child or children in the Montessori program may participate in voting for the Vice President (Montessori), and only those members (1) teaching in or (2) with a child or children in the French program may participate in voting for the Vice President (L'Ecole).

- 3.) Officers shall assume their official duties at the close of the school year and shall serve for a term of one year.
- 4.) An officer shall be allowed to serve no more than two consecutive terms in the same office.
- 5.) There will be a transition meeting in May or June of each year **after the last general meeting** comprised of the incoming and outgoing officers and committee chairpersons. During said meeting, the outgoing officials shall deliver all official PTO documents and all documents pertaining to their position.

**B. ELECTIONS:**

- 1.) There shall be a recruiting committee to receive nominations for officer positions and to disseminate information about the positions. The recruiting committee shall consist of 3 members, at least one of whom has a child or children in the French program, selected by the executive board at least 2 months prior to the election. One of the members of said committee shall be designated as the chairperson.
- 2.) Following the report by the nominating committee an opportunity shall be given for nominations from the floor.
- 3.) Only those members who have consented to serve by virtue of a signed acknowledgment of the position are eligible for nomination whether by the committee or from the floor.
- 4.) The person nominated for a position must be present on the date of the election unless there is an exception granted by the President of this PTO.

## ARTICLE VI: DUTIES OF OFFICERS

**A. PRESIDENT:** The president shall preside at all meetings of the PTO, which include general, executive, and all officer meetings. The President shall perform such duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the executive board. The President shall coordinate the work of the officers and committees in order that the objectives of the organization are met. She (He) should act in a supervisory capacity and be familiar with the duties of all officers and committee chairs. The president may appoint members of standing committees or special committees as necessary and appoint all non-elected positions.

**B. VICE PRESIDENTS:** There shall be one Vice President representing each of the School's programs: the Vice President (Montessori), and the Vice President (L'Ecole). The Vice Presidents shall preside in the absence of the President, succeed if the President is unable to serve, and perform duties as assigned by the President. The Vice Presidents are responsible for the development and monitoring of the annual budget. Budget Committee meetings and activities are organized by the Vice Presidents. In addition to these duties, the Vice President (L'Ecole) shall coordinate the annual L'Ecole picnic, L'Ecole's cultural and student affairs functions, and the dissemination of L'Ecole-related news to L'Ecole parents. The Vice President (L'Ecole) shall also be responsible for conducting break-out meetings for L'Ecole parents after each general PTO meeting and for presiding over any special committees appointed to address L'Ecole-specific issues.

**C. TREASURER:** The Treasurer shall receive all monies of the organization, shall keep an accurate record of the receipts and expenditures, and shall pay out funds in accordance with the PTO approved budget. The Treasurer will disburse funds only with the approval of the President or Vice President. The Treasurer shall present a financial report at every meeting of the organization and at other times when requested by the executive board. This report must include current bank balances and year-to-date transactions. The Treasurer must bring the checkbook to all General, Board, and Budget meetings and be available to distribute funds at said meetings if necessary. The Treasurer is responsible for the weekly collection of all funds from the PTO drop box. The Treasurer shall work with the special event chairpersons to collect and deposit money at from said special events.

The Treasurer must also provide a full financial report at the end of the school year. All financial records will be turned over to the new treasurer at the end of the year. The Treasurer must provide the following for the audit: the checkbook, check registry, all bank statements, deposit books, itemized report of all funds disbursed and collected, and any other material requested by the auditor. With assistance from the board, the Treasurer must also file for state and federal taxes that apply to this organization.

**D. SECRETARY:** The secretary shall keep an accurate record of the general and executive board

meetings. Minutes of the meeting shall be presented for approval at the next meeting. The secretary shall prepare a list of all unfinished business to come before the meeting based on the minutes of the last meeting. The secretary shall have on hand a copy of the PTO Bylaws for easy access by all members. The minutes of each meeting shall contain:

- 1.) kind of meeting
- 2.) name of group
- 3.) list of members present
- 4.) attendance records of all board members
- 5.) statement of minutes: approved, corrected, or reading of minutes did not take place.
- 6.) all motions, points of order, whether sustained or lost, and the name of the member who introduced the main motion and the name of the member who seconded
- 7.) all information deemed worthy, including all reports turned in by board members at each general meeting. The minutes shall be accessible at all meetings. A complete file of the PTO's minutes shall be bound by year.

## ARTICLE VII: STANDING AND SPECIAL COMMITTEES

A. The executive board as deemed necessary shall create Standing Committees to promote and carry on the work of the organization. The executive board also has the authority to create Special Committees to carry out special projects.

**B. STANDING COMMITTEES:** The chairpersons of the standing committees shall be nominated by the nominating committee and elected by the general membership at the elections. Standing Committee Chairpersons are voting members of the Executive Board. The term of office shall be one year.

- 1.) **Membership Chairperson** Said Chairperson shall assist the school administration in registering all students and collecting and recording donations for each student. The Membership Chair will collect donations and keep accurate records. When necessary, the Membership Chair will contact parents on a monthly basis and encourage them to pay all PTO donations, until all donations are paid. A list of all paid and unpaid members shall be made by the Membership Chair.
- 2.) **Fundraising Chairperson** Said Chairperson shall create a calendar of events for the upcoming year in union with the board, the incoming coordinator, and interested parents. The fundraising Chair will recruit chairpersons to head each event and act as director to them. The fundraising chair will provide the Budget Committee with accurate financial accounts of each fundraising event. The fundraising chair will also research activities that may be of financial benefit to the PTO
- 3.) **Newsletter Editor** Said Editor shall edit and publish the Rare Bird, Audubon School's Newsletter. The newsletter shall include PTO activities, upcoming school events, and all fundraising information. The Newsletter Editor shall attend all PTO Board and General meetings so that he/she can report on PTO activities. All Articles to be considered for publication must be placed in the editor's school box by the deadline set by the editor in order to be featured by the following Monday. Articles must include the name and phone number of the individual who submitted them. Articles must be nonpolitical, contain no personal attacks, and may not advertise a business. The editor has the authority to edit or omit articles that are late or take up too much space. The editor shall deliver the "copy ready" Newsletter to the school in time for it to be copied by the printer.
- 4.) **Hospitality Chairperson** Said Chairperson shall be responsible for coordinating Teacher Appreciation Week, School-wide Potluck Dinner, Orientation for Incoming Parents, Open House, and Visits by: school board officials, prospective parents, corporate sponsors, etc. and seeing them to completion.
- 5.) **Room Parent Coordinator** Said Chairperson shall recruit a Room Parent for every class by no later than October 1, coordinate the activities of the room parents (as prescribed by the board), and initiate a phone tree when deemed necessary by the Executive Board.
- 6.) **T-shirt Chairperson** Said Chairperson is responsible for purchasing and selling school T-shirts and maintaining records of all financial transactions. The T-shirt chairperson must gain approval from the General Membership before changing or adding a school design. Purchases over \$1,500 require board approval.
- 7.) **Budget Committee:** Said Committee develops the annual budget and financial plans for this PTO. The Vice President serves as the chairperson for this committee. The members of the budget committee are the Vice President, President, Secretary, Membership Chairperson, and Fundraising Chairperson. The duties of this committee are:
  - a. review treasurer's records

- b. receive and review financial reports of all fundraising events
- c. review membership financial records
- d. review all budget requests
- e. prepare and submit to the organization for approval an annual budget for the upcoming fiscal year by the second-to-last meeting of the school year.

**C. SPECIAL COMMITTEES:** The chairpersons of special committees shall be appointed by the executive Board and are non-voting members of the board.

**D.** The president of the organization shall be the ex-officio member of all committees except the recruiting committee. The chairpersons of all committees must present a plan of work and a budget to the executive board for approval. **No committee work or spending shall be undertaken without the consent of the executive board.**

## ARTICLE VIII: EXECUTIVE BOARD

**A. MEMBERSHIP:** The membership of the Executive board shall consist of the officers of this PTO, the chairpersons of the standing and special committees, the principal or the ranking teacher, and a teacher representative from each program of the Montessori and French School. The principal and the teacher representative are ex-officio members of the board and do not have voting authority.

**B. DUTIES:** The duties of the executive board shall be as follows:

- 1.) To transact necessary business in the interval between general meetings and such other business as may be referred to it by this PTO.
- 2.) create standing and special committees
- 3.) approve work plans of all committees
- 4.) receive and review reports from all standing and special committees
- 5.) present a report at the regular meetings of the organization
- 6.) appoint an auditor to audit the treasurer's records when warranted.
- 7.) prepare and submit to the organization for approval a budget for the fiscal year
- 8.) prepare an activity calendar and a calendar of fundraising events at the beginning of the school year

## ARTICLE IX: ABSENTEEISM AND VACANCIES

**A.** A vacancy occurring in any office shall be filled for the un-expired term by a person elected by majority vote of the remaining members of the executive board. Notice of said election shall be made 30 days prior to the election. In the case of a vacancy in the office of president, the Vice President shall succeed to the position for the remainder of the year.

**B.** Any member of the executive board not present at three (3) scheduled board and general meetings during the school year shall automatically be retired from the position and shall be filled according to the by-laws. Notice will be given to the member after the second scheduled meeting is missed. Upon missing the third meeting the member will receive an official letter of retirement.

## ARTICLE X: MEETINGS

- A.** Executive Board meetings will be held once per month.
- B.** General meetings will be held every month during the school year except December.
- C.** Special meetings will be held as needed.

## ARTICLE XI: VOTING

The majority present at a meeting shall constitute a quorum for the transaction of business in any meeting. Only members in good standing are allowed to vote.

## ARTICLE XII: PUBLICATIONS

The Rare Bird shall be the official publication of the organization. This publication shall contain information on the organization and decisions made by this organization.

## ARTICLE XIII: PARLIAMENTARY AUTHORITY

**Rules of Order:** Robert's Rules of Order shall govern the proceedings of all meetings of this organization.

## ARTICLE XIV: ARTICLES OF ORGANIZATION

**By-laws:** The by-laws of this organization shall be deemed to be part of its articles of incorporation.

## ARTICLE XV: SUNDRY PROVISIONS

**A. Amendments:** The by-laws shall be amended at any general membership meeting of the organization by a majority vote of the members present and voting, provided due notice is given of the proposed amendment 30 days in advance of the meeting at which the vote is to be taken on the amendments(s).

**B. Revisions:** A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws only by a majority vote at a general membership meeting of the organization, or by a two-thirds vote of the executive board.