



# CEDARBROOK K-8 CENTER P.T.O.

## BY-LAWS

APPROVED BY THE MEMBERSHIP ON: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT'S NAME

\_\_\_\_\_  
PRESIDENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VICE PRESIDENT'S NAME

\_\_\_\_\_  
VICE PRESIDENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RECORDING SECRETARY

\_\_\_\_\_  
RECORDING SECRETARY'S  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CORRESPONDING SECRETARY

\_\_\_\_\_  
CORRESPONDING SECRETARY  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TREASURER

\_\_\_\_\_  
TREASURER'S SIGNATURE

\_\_\_\_\_  
DATE

## **Article I - Name**

The name of the organization shall be the **CEDARBROOK K-8 CENTER PTO**

## **Article II - Objectives**

The objectives of the organization are to provide support and resources to the school for the benefit and educational growth of the children; to develop a cooperative working relationship between the parents and staff of our school; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels; and to provide opportunities and training for parents to participate in school governance and decision-making.

## **Article III - Membership**

### **Section 1 Eligibility**

Parents of students currently attending Cedarbrook K-8 Center are automatically members of the PTO. Parents include parents by birth or adoption, stepparents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending Cedarbrook K-8 Center. At the beginning of each school year, the organization shall send a welcome letter to inform parents of their automatic membership status and voting rights. Membership shall be open to all teachers currently employed at the school Cedarbrook K-8 Center.

### **Section 2 Activity Fees/Donations**

The payment of activity fees cannot be a condition for participation or membership. However, each member shall be encouraged to make a voluntary donation minimum of five dollars (\$5.00) per membership meeting.

### **Section 3 Voting Privileges**

Each parent of a child currently enrolled at Cedarbrook K-8 Center shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. Each teacher currently employed at the school shall be entitled to one vote.

## **Article IV – Officers**

### **Section 1 Titles**

The officers of the organization shall be: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer (Co-Treasurer). The organization must elect the mandatory officers: President, Recording Secretary and Treasurer, in order to be a functioning organization. There shall be no qualifications for any office other than to be a parent of a child attending Cedarbrook K-8 Center.

- Only one PTO officer may be elected to an officer position at a time per term. No one elected officer may serve in more than one PTO executive board position in one term simultaneously. The membership may choose to elect more than one person to one PTO Executive Board position such as a Co-Treasurer or Co-Secretary. If

this should happen, the Co-Officers members will decide on assigned responsibilities.

## **Section 2 Term of Office and Term Limits**

The term of office shall be from July 1st through June 30th. All parent and teacher members are eligible to run for any office.

Term limits for each officer position of the organization shall be 2 consecutive one-year terms. A candidate who has served the maximum number of terms can be elected to serve an additional term provided there is no other interested candidate nominated or willing to serve.

## **Section 3 Duties of Officers**

**President:** The President shall preside at all meetings of the organization and shall be an ex-officio member of all committees except the nominating committee. The President shall appoint chairpersons of organization committees with the approval of the executive board. The President shall delegate responsibilities to other organization members and shall encourage meaningful participation in all parent and school activities. The President shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The President shall be one of the eligible signatories on checks. The President shall assist with the June transfer of organization records to the incoming executive board. In the event that the membership elects Vice Presidents, the Vice Presidents will decide who will preside at committee meetings as ex-officio members and other mandatory meetings.

**Vice President:** The Vice President shall assist the President and shall assume the President's duties in his/her or their absence. The Vice President will oversee committees, train committee chairpersons and act as liaison between committee chairs and the executive board. The Vice President shall be one of the signatories on all checks. The Vice President shall assist with the June transfer of organization records to the incoming executive board.

**Recording Secretary:** The Secretary shall record minutes at all organization meetings. The Secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The Secretary shall prepare and read the minutes of each organization meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The Secretary shall maintain custody of the organization's records on school premises. The Secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The Secretary shall assist with the June transfer of all organization records to the incoming executive board.

**Corresponding Secretary:** The Corresponding Secretary will be the communication officer of the organization. The Corresponding Secretary's responsibilities shall include preparation of internal and external correspondence, special board announcements and flyers that will be distributed to the membership. All correspondence shall be distributed to the membership at the minimum of 10 days prior to any Cedarbrook K-8 Center PTO event or meeting. The Corresponding Secretary shall be responsible for reviewing, maintaining and

responding to all correspondence addressed to the organization. The Corresponding Secretary will also be an ex-officio member of the Membership Committee. The Secretary shall assist with the June transfer of all organization records to the incoming executive board.

**Treasurer:** The Treasurer shall be responsible for all financial affairs and funds of the organization. The Treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The Treasurer shall adhere to and implement all financial procedures established by the organization. The Treasurer shall prepare and present a written report of all transactions at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, opening and closing balances for the reporting period. The Treasurer shall also prepare the organization's interim and annual financial reports. The Treasurer shall make available all books and financial records for viewing by members upon request in writing and for audit. The Treasurer shall assist with the June transfer of all organization records to the incoming executive board.

## **Section 4 Election of Officers**

Officers shall be elected by the last day of each school year for a one-year term beginning July 1<sup>st</sup>. Each election must be held in the spring of every school year to ensure there will be a PTO in place during the summer and for the opening of school in the fall. PTO Elections must take place before June 30<sup>th</sup>. Any timeline established by the organization to complete the nominations and election process must adhere to this timeframe. One or more non-mandatory officer positions can be elected each fall. If elections for non-mandatory officer positions take place, the elections for non-mandatory officer positions can be held during spring elections but must be held no later than September 30 of each school year. The principal should be notified of the date and time of the annual election by April 1<sup>st</sup>, but must be notified no later than 2 weeks prior to the annual April Election.

**1.1 Nominating Committee:** A nominating committee must be established during the February general membership meeting. The nominating committee shall consist of three to five members. The majority of the committee members must come from the general membership. The President, subject to the approval of the executive board, shall select the remaining members of the nominating committee. The nominating committee shall choose one of its members to serve as chairperson. No person employed at Cedarbrook K-8 Center shall be eligible to serve on the nominating committee. No person who is running for office may serve as a member of the nominating committee.

The nominating committee shall solicit candidates from the membership in writing. Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the election meeting.

The nominating committee's duties include the following:

- Canvassing the membership for eligible candidates;
- Preparing and distributing all notices of any meeting pertaining to the nomination and election process

- Preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- Verifying the eligibility of all interested candidates prior to the election; ensuring that an opportunity for nominations, including self-nominations, to be taken from the floor and then officially closed during the March General Membership meeting; scheduling the election at a time that ensures maximum participation; ensuring that only eligible members receive a ballot for voting; ensuring that the election is certified by the principal or his/her designee immediately following the election.

If a nominating committee cannot be formed, the organization must proceed with an expedited election – a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

**1.2.** **Notices:** The meeting notice and agenda for the spring general membership election meeting shall be distributed in accordance with 10-day notice requirements. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

**1.3.** **Contested Elections and the Use of Ballots:** Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in the languages spoken by parents other than English. Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers. Ballots must not be removed from the school. The organization must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

**1.4.** **Uncontested Elections:** If there is only one candidate for an office, a member must make a motion to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

**1.5.** **Officer Vacancies:** All officer vacancies must be filled by succession of the next highest-ranking officer. For example, the Vice President or next highest-ranking officer will fill a vacancy in the position of President. In the event that an office cannot be filled through succession, an expedited election must be held to fill the vacancy. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all organization records. The ranking of officers for succession

purposes shall be: President, Vice President, Recording Secretary, Treasurer, Corresponding Secretary,

- Upon resignation of a co-officer, PTO members must vote to determine if the remaining co-officer may fill the unexpired term on her/his own or whether an expedited election must be conducted. If a mandatory office cannot be filled by succession, the Cedarbrook K-8 Center PTO must follow the expedited election process by October 15<sup>th</sup> as outlined in Section 4.6.

**1.6. Expedited Election Process:** Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. A parent member who is not seeking office may chair the expedited election meeting. If the election is contested, written ballots must be used in accordance with Section 4.3 of these bylaws.

## **Section 5 June Transfer of Records**

All PTO Records must be maintained for 6 years. Outgoing executive board members must ensure that records are transferred to the newly elected executive board members, including all parent contact information obtained during their term of office. Transfers must occur on school premises, in the presence of the principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the presidents' council during this process.

## **Section 6 Disciplinary Action**

Organization officers may be removed for unsatisfactory performance, are negligent in their duties, or may pose a threat or risk to others through the process outlined below:

- At any general membership meeting, an organization member may make a motion to begin the process of removing an executive board member for unsatisfactory performance. If the motion is approved by two-thirds of the assembled members, the general membership must select a review committee by majority vote. Executive board members may not serve on the review committee.
- The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 calendar days of the date the motion was presented. The organization's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an executive board member.

### **7.1 Removal of Officers - Negligence, Threat or Risk:**

- If Cedarbrook K-8 Center PTO Officers are found to be negligent in their duties and responsibilities as outlined in these bylaws, they are subject to expedited removal as outlined in these bylaws.
- Complaints or allegations of threatening behavior by a Cedarbrook K-8 Center PTO Officer will be reported to the Police. Cedarbrook K-8 Center PTO members whose conduct presents a threat or risk to members of the school, district or community will be removed from Cedarbrook K-8 Center PTO office. This includes frequent verbal abuse and unnecessary aggressive speech during meetings, which serves to intimidate and causes others to have concern for their personal safety.
- An organization member may make a motion to convene a special membership meeting to remove an Officer as a matter of safety or to ensure security of the financial operations of the PTO through the process outlined below:
- An organization member may make a motion to convene a special membership meeting within 5 days to address removal of a Cedarbrook K-8 Center PTO Officer based on negligence, threat or risk. The approval of at least (5) organization members must be presented in writing. The President must call for a special membership meeting. \*If President is subject to the motion, the VP or next officer in succession must call for special membership meeting.
- Special Membership Meeting notification must be sent within 48 hours of the incident. The organization's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an executive board member. The meeting can be held within 5 days of incident to allow the members to discuss and make an informed decision about the motion.

## **Article V - Executive Board Meetings**

### **Section 1      Composition**

The executive board shall be composed of the elected officers of the organization. The executive board may also include chairpersons of standing committees. Officers shall be expected to attend all executive board meetings.

### **Section 2      Meetings**

Regularly scheduled meetings of the executive board shall be held monthly, September through June, on the 1<sup>st</sup> Tuesday of every month at 4:30 p.m. unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous school day

### **Section 3      Voting**

Each member of the executive board shall be entitled to one vote.

### **Section 4      Quorum**

3 members of the executive board shall constitute a quorum, allowing for official business to be transacted.

## **Article VI – General Membership Meetings**

### **Section 1 General Membership Meetings**

- 1.1. The general membership meetings of the organization shall be held monthly, September through June, on the 2<sup>nd</sup> Tuesday of every month, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Wednesday as determined by the executive board at 6:30 p.m. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be send at least ten calendar days prior to the scheduled meeting.
- 1.2. All meetings, including committee and executive board meetings must be held in the organization's home school. If the organization's home school is unavailable to accommodate space, meetings can be held at neighboring educational facilities in the district such as Washington Community School. Under no circumstances are organization meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).
- 1.3. All eligible members may attend and participate in general membership meetings.
- 1.4. Non-members may only speak or otherwise participate, if acknowledged by the presiding officer.

### **Section 2 Order of Business**

The order of business at meetings of the organization, unless changed by the executive board shall be:

- Call to Order
- Reading and Approval of Minutes
- President's Report
- Treasurer's Report
- Principal's Report
- Committee Reports
- Old Business
- New Business
- Adjournment



### **Section 3 Quorum**

A quorum of 10 – The quorum for a general membership meeting must consist of representation by at least 8 organization members, including a minimum of 2 executive board members and 8 parent members. Members of the organization shall be required in order to conduct official organization business.

### **Section 4 Minutes**

Minutes of the previous meeting shall be available in written form and read for approval at every general membership meeting. The minutes of any organization meeting must be made available to any member upon request.

### **Section 5 Special Membership Meetings**

**5.1** A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be.

**5.2** Upon receipt of a written request from five (5) organization members, the president must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents.

### **Section 6 Parliamentary Authority**

Robert's Rules of Order – Newly Revised will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations.

## **Article VII - Committees**

### **Section 1 Standing Committees**

**1.1** The president will appoint standing committee chairpersons with the approval of the executive board. Ad-hoc committees shall be established by executive board approval. Only chairpersons of the standing committees will be allowed to vote on executive board issues. The standing committees of the organization are the following:

**PTO Advisory Committee:** The PTO Advisory Committee shall be responsible for assistance to the Cedarbrook K-8 Center PTO Executive Board in setting goals for PTO initiatives among other programs in conjunction with Cedarbrook K-8 Center for the school year. The chairperson of this committee will make every effort to include Cedarbrook K-8 Center Educators, Parents and Administrators. The PTO Advisory Committee will shall also act in an advisory capacity to the other PTO standing committees throughout the year as ex-officio members.

**Membership Committee:** The Membership Committee will be responsible for encouraging parent engagement, outreach to new parent members and initiatives that include recruitment. The Membership Committee shall also prepare a newsletter to all members which contains, at a minimum, messages from the principal, organization president, list of executive board members, all organization meeting dates, student and

parent events, school policies, budget and any other material deemed appropriate by the organization. The committee shall also be responsible for maintaining a current list of members and welcome packets for all members.

**Budget:** The budget committee shall be responsible for drafting: (1) a proposed budget each spring for approval by the membership, (2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and (3) presenting the budget process. (See Article VIII, Section 3.).

**Audit:** The audit committee shall conduct an internal audit of all financial affairs of the organization. The treasurer shall make all books and records available to the audit committee. The audit committee shall prepare a written report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

**Fundraising:** The fund raising committee shall be responsible for coordination of Cedarbrook K-8 Center PTO fundraising, which will include other small programs that will take place throughout the school year.

## **Article VIII - Financial Affairs**

### **Section 1 Fiscal Year**

The fiscal year of the organization shall run from July 1 through June 30.

### **Section 2 Signatories**

The President, Vice President, Treasurer (Co-Treasurer) or Recording Secretary shall be authorized to sign checks. Bank records should indicate at least 3 signatories that can sign checks. All checks require at minimum of 2 signatures. The 2 signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same organization check. An organization member may not sign a check if she/he has any direct or indirect interest in the expenditure.

### **Section 3 Budget**

- 3.1 The executive board shall be responsible for the development and/or review of the budget process, which includes:
- The outgoing executive board must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year.
  - The proposed budget must be presented to and approved by the membership no later than the June meeting.
  - The incoming executive board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.

- The executive board must present the budget process for membership approval no later than the October meeting.
  - The counting and handling of any cash, checks, or money orders received by the organization, must be completed by at least 2 organization members. These organization members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The organization's financial records must display the total amount of funds and the signatures of the organization members who participated in counting the funds.
  - The principal's written consent is required when a fundraising activity is held during school hours or on school property.
  - All funds should be deposited in the bank account by authorized executive board members within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises.
  - The executive board must obtain written acknowledgement from the principal when organization funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence.
  - Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, organization minutes related to the financial transactions, etc.)
- 3.2** The budget may be amended by vote of the general membership at any membership meeting. All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.
- 3.3** The executive board is authorized to make an emergency expenditure not to exceed fifty dollars (\$50.00) with a two-thirds approval of the executive board. The Treasurer shall report these expenditures to the general membership at the next organization meeting in writing. The minutes of the meeting must reflect a vote taken by the organization to accept this action.
- 3.4** A PTO Board Member may be reimbursed for out-of-pocket expenses if he/she submits valid receipts. Such expenses must be approved by the membership preferably prior to the general membership meeting before making the expenditure. Out-of-pocket expenditures shall not exceed (\$100). Reimbursements for out-of-pocket expenditures must be made by check payable to the member and not in cash.

## **Section 4     **Audit****

- 4.1**     The president shall request volunteers to form an audit committee of 3 to 5 persons. Executive board members who are not eligible signatories on organization checks may serve on the audit committee. The majority of the committee shall be comprised of general members. The audit should take place every two years to ensure compliance.
- 4.2**     The audit committee shall conduct an audit of all financial affairs of the organization with the help of the treasurer who shall make all books and records available to them.
- 4.3**     Additional duties of the audit committee may include examining all relevant financial statements and records of disbursements, verifying all organization equipment and ensuring compliance with by-law provisions for the transaction of funds.
- 4.4**     The audit committee shall prepare a written audit report to be presented to the membership at a general membership meeting, upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

## **Section 5     **Financial Accounting****

- 5.1**     The treasurer shall prepare the Interim PTO Financial Report by January 31st and the Annual PTO Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.
- 5.2**     The treasurer shall be responsible for all funds of the organization and shall keep accurate records in a form consistent with these bylaws. PTO board members must obtain written approval from the Principal before collecting fundraiser proceeds from students. The Treasurer shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the organization including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

**Article IX – Amendments and Regular Review of Bylaws**

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to Department of Education and PTO guidelines.

Any member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with Department of Education and PTO guidelines. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on

Signed By:

\_\_\_\_\_  
President

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
(Month) (Day) (Year)

Filed with the Principal on \_\_\_\_\_  
(Month) (Day) (Year)