

# Meadowbrook Elementary PTO By-Laws

## Article I – NAME

The name of the organization shall be Meadowbrook School Parent Teacher Organization (Meadowbrook Elementary PTO).

## Article II - MISSION and GOALS:

Mission Statement for the Meadowbrook Elementary PTO:

Meadowbrook Elementary PTO will support student learning and achievement by providing social and educational opportunities for the Meadowbrook community of students, families, and educators.

The Goals for the Meadowbrook Elementary PTO are to:

- Provide community-building opportunities for students, families, and educators in a welcoming environment
- Communicate through a variety of modes with the Meadowbrook community to support connections between students, families, and educators
- Provide fund-raising opportunities to support our mission

## Article III – POLICIES

Section 1. The Meadowbrook Elementary Parent Teacher Organization (PTO) is a volunteer, non-profit organization.

Section 2. The organization shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. The name of the organization or its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other work except for the regular work of the organization.

Section 3. The organization shall not seek to direct the administrative activities of the school or to control their policies.

Section 4. The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

## Article IV – MEMBERSHIP

Any staff member, parent or legal guardian of a child at Meadowbrook Elementary is a member.

## **Article V – MEETINGS**

- There shall be a minimum of four (4) general meetings of the membership during each school year. Meetings shall be open to the general public and may be held in person or virtually. Meetings typically include the following items throughout each school year:
  - Orientation
  - Budget Update
  - Grant Vote
  - Budget Vote
  - Officer Vote
- Notice of meeting dates and meeting agendas shall be posted to the entire PTO membership no less than seven days prior to a meeting. Notification may include:
  - Email notification in Friday ENews
  - PTO Newsletter
  - Flyers on PTO Notice Boards
  - Posting on PTO Website or Facebook
- Agenda items may be submitted by any member of the PTO. To guarantee placement on the Agenda, items shall be submitted no later than 7 days prior to the next PTO meeting. A typical meeting agenda may include:
  - Welcome by President (introductions of members present)
  - Principal Update
  - Guest Speaker (e.g. Teachers, Curriculum Advisor, School Nutrition)
  - PTO Business (e.g. budget update, grant vote, officer vote)
  - PTO Chair Updates (e.g. Walkathon, Carnival, Art Adventure)
- The Secretary or designee shall keep a record of discussion of all agenda items and vote outcomes for publication available to all PTO members.
- The Order of the Meeting shall follow the guidelines set forth by Robert's Rules of Order. In the event of a procedural question not covered by the PTO By-Laws, the guidelines set forth in Robert's Rules of Order shall prevail. The Vice President shall have the responsibility of ensuring the Order of the Meeting is followed accordingly.
- If a member objects to the exclusion or inclusion of an agenda item or any other vote outcome, the member may submit such objection into the official minutes of the regular meeting.
- Untimely agenda items may be included in the Agenda as time allows at the discretion of the Executive Board.

## **Article VI – VOTING**

The privilege of making motions, debating and voting shall be limited to the members of the organization. An action of the majority of the members shall be taken as the action of the organization.

Motions for a vote may be submitted by any member of the PTO. In order to be included in the upcoming agenda, motions shall be submitted no later than 7 days prior to the next PTO

meeting. Motions should provide background information helpful to the Membership in determining cost and relevance to the Mission Statement and Goals. Untimely motions may be included in the Agenda as time allows at the discretion of the Executive Board.

## **Article VII – OFFICERS OF MEADOWBROOK PTO**

The officers of the organization shall be elected by the general membership from the members. All officers must be members of the organization. No officer may be elected to the same office for more than three (3) consecutive one (1) year terms. Nominations of officers will be accepted by a nominating committee from the general membership. A nominating committee shall present a slate of at least one (1) candidate for each office.

Section 1. President (Co-Presidents). The president shall preside at all meetings of the Executive Board and at all meetings of the organization. The president shall have general management of the organization, subject to the control of the Executive Board. Should this office be chaired by two (2) persons, each would have voting rights. Additional responsibilities may include:

- Plan general meeting dates and have them added to the Meadowbrook calendar
- Plan general meeting agenda and communicate with all speakers
- Plan executive board meeting schedule and agenda
- Monitor mail and email and respond as appropriate
- Manage Meadowbrook grants as funding is available

Section 2. Vice-president. The vice-president shall act as aide to the president and attend all meetings of the Executive Board and shall perform the duties of the president in the absence of that officer.

- Assist with communications

Section 3. Secretary. The secretary shall make and keep all records of the organization and Executive Board, record the minutes of all general meetings of the organization and the Executive Board, shall have a current copy of the by-laws and shall perform such other duties as may be required by the Board. This may include the following:

- Post meeting minutes and other PTO information in ENews, PTO Newsletter and PTO Website

Section 4. Treasurer. The treasurer shall be responsible for the care and safe-keeping of all funds and securities of the organization and shall perform such other duties as may be required by the Board. This may include the following:

- Regular budget updates to the Executive Board (e.g. after each event)
- Present budget plan for vote at the general meeting
- Manage regular deposits and reimbursements
- File taxes annually

Section 5. Elections will be held at the final general meeting of the school year. The term of office will be one (1) school year (until the next election).

## **Article VIII – EXECUTIVE BOARD**

Section 1. The business and property of the organization shall be managed and controlled by the Executive Board who shall be not less than six (6) nor more than ten (10) in number. All directors must be members of the organization.

Section 2. An action of the majority of the Executive Board members at a meeting at which a quorum is present shall be taken as the action of the Executive Board. A quorum shall be defined as one half (1/2) of the Executive Board then authorized and acting.

Section 3. Any action that could be taken by the Executive Board may be taken without a meeting when authorized in writing and signed by all the Executive Board members.

Section 4. Vacancies on the Executive Board shall be filled by the remaining members of the organization.

Section 5. The meetings of the Executive Board shall be held monthly or as needed as designed by the Executive committee with sufficient notice given to Executive Board members.

Section 6. The privilege of making motions and voting at the Executive Board meeting shall be limited to the Executive Board.

Section 7. The Executive Board shall consist of the elected PTO officers, the principal of Meadowbrook Elementary and up to four (4) committee representatives appointed by the elected officers.

## **Article IX – AMENDMENTS**

These laws may be amended at any regular meeting of the organization by a majority vote of the members present provided that notice of such amendment has been provided to the PTO membership no less than seven days prior to the meeting.