

**Brentwood Elementary School**  
Parent Teacher Organization  
**BY-LAWS**

**ARTICLE I**  
**NAME, DESCRIPTION AND PURPOSE**

- Section 1     **Name:** The name of the organization shall be Brentwood Elementary School Parent Teacher Organization (PTO) (hereinafter “the Organization” or “the PTO”).
- Section 2     **Description:** The PTO is a nonprofit organization (501-C3) that exists for charitable, educational, and enrichment purposes.
- Section 3     **Purpose:** The purpose of the PTO is to enhance and support the educational experience at Brentwood Elementary School, and to improve the environment at Brentwood Elementary School through volunteer and financial support

**ARTICLE II**  
**POLICIES**

- Section 1     The programs and activities of the PTO shall be educational and social and shall be developed through meetings, committees, and projects, and shall be aligned with the purpose and in concert with the administration of Brentwood Elementary School.
- Section 2     The PTO shall be noncommercial, non-sectarian, and non-partisan. The name of the group and the names of 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 purpose other than the regular programs and activities of the PTO.
- Section 3     The PTO shall act in an advisory capacity in regards to the administration of activities of the school and the school policies.
- Section 4     The PTO may cooperate with other organizations and agencies in the welfare of youth.
- Section 5     The PTO shall not have the power to enter into any contract or financial obligation binding the group beyond one fiscal year (except for school photo contracts).
- Section 6     The rules contained in Roberts’s Rules of Order, Revised, shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with these by-laws.
- Section 7     Seven (7) members of the PTO, present and voting, constitutes a quorum for the purpose of voting.

**ARTICLE III**  
**FINANCIAL POLICIES**

- Section 1     The fiscal year of the PTO begins September 1 and ends August 31 of the following year.

- Section 2 **Banking-** All funds of the organization shall be kept in a checking account in the name of “Brentwood Elementary School PTO.” Dispensing of PTO funds requires two signatures of the Executive Board members. The funds shall be held in a local financial institution.
- Section 3 **Reporting-** All financial activity shall be recorded in an electronic or manual accounting system. The Treasurer shall reconcile the account monthly and report all financial activity at general meetings. The PTO shall arrange an independent review of its financial records each year by a group including at least 2 people who are not members of the executive board.
- Section 4 **Ending Balance-**The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.
- Section 5 **Contracts-** Authority to sign contracts is limited to the President or the Executive board’s designee.
- Section 6 **Dissolution-** Upon dissolution of the organization, any remaining funds shall be used to pay any outstanding debt of the organization. Any further remaining funds shall pass to the successor of the organization. If there is no successor to the organization, any further remaining funds may be spent for the benefit of the students of Brentwood Elementary, based on an approving vote of the membership at the final general or special meeting of the organization. Otherwise, any further remaining funds shall pass to Brentwood Elementary School or its successor.
- Section 7 Transactions of PTO funds made using cash requires at least two Members designated by the Executive Board to be present for the transaction. Details of the transaction must be reported to the Treasurer within 1 business day of the transaction, then reconciled by the Treasurer within 2 weeks.
- Section 8 Any planned expenditure not previously approved, or that exceeds the approved annual budget, must be approved by the Board prior to the transaction.
- Section 9 Yearly NPO (non-profit organization) status and payment of insurance and taxes must be completed and filed on time by the Treasurer or a designee of the Board.
- Section 10 Emergency financial expenditures not approved in the annual budget or previously approved by the membership must be approved by 2/3 majority of the Executive Board. Notice and minutes must be released and reviewed at the next general meeting. Emergency financial expenditures may not exceed \$300.
- Section 11 Deposits received shall be deposited in the PTO bank account within 1 business day and/or kept in a locked safe (preferably at the school) until bank deposits can be made.

**ARTICLE IV**  
**MEMBERSHIP/GENERAL MEETINGS**

- Section 1 General Membership shall be automatically granted to all parents and guardians of Brentwood Elementary students, plus staff of Brentwood Elementary school, and persons having residence within the Brentwood Elementary boundaries. Members shall have one vote each.
- (a) All Brentwood Students shall be Honorary Members without voting rights.

- Section 2 General Meetings: Any general member is welcome to attend all general meetings.  
 (a) Motions are approved by a simple majority of the voting membership in attendance.  
 (b) There will be an agenda developed for each general meeting, which will be provided before the meeting.
- Section 3 Notice of General meetings of the PTO will be published in a public forum that is easily accessible to the members prior to the meeting.
- Section 4 Absentee Ballots or votes by proxy are prohibited.
- Section 5 Special meetings may be called by the Board. Notice of any special meeting, which shall include the purpose for which the meeting has been called, shall be given prior to the special meeting.
- Section 6 A quorum must be present in order to conduct PTO business, unless otherwise specifically outlined in other places in the bylaws.

**ARTICLE V**  
**BOARD OF DIRECTORS**

- Section 1 The affairs of the PTO shall be managed by the Board.
- Section 2 The Board consists of the Executive Board and all seated committee Chairs. The Executive Board consists of a President, Vice President, Treasurer, and Secretary, and a President Elect when applicable.  
Any Board position may be co-chaired except President and Treasurer.
- Section 3 **The Executive Board shall be elected by the general membership annually in the spring, for a period of one year, beginning June 1. Elections dates will be given 1 month before an Election meeting takes place.** Absentee or proxy ballots are prohibited. A simple majority of all votes cast is necessary to elect a Board member.  
 The newly elected Board along with the current Board should attend all remaining meetings and participate in all year-end events as one unit.  
 In the event that a position is not filled or becomes vacant, persons approved by the newly elected Board may be appointed to fill the vacant position, to be ratified at the next general meeting.
- Section 4 Removal: Any Board member or officer elected by the Board or by the membership may be removed by a two-thirds (2/3) vote of the general membership in attendance.
- Section 5 Term limits: An officer may serve no more than two (2) consecutive terms in one (1) position and no more than four (4) consecutive years as an Executive Board member. President cannot serve more than two (2) years in a five (5) year period.
- Section 6 **President:** The President shall preside at all meetings of the PTO. President will have no vote unless needed to break a tie vote, shall be a member of all committees, and shall perform all other duties usually pertaining to the office including, but not limited to, approving meeting agendas and attending all PTO sponsored events and activities.
- Section 7 **Vice President/President Elect:** The Vice President shall perform the duties of the President in the absence or inability of the President to act, and shall also

perform other duties as assigned by the President or the Executive Board. The Vice President may concurrently be elected to the office of President Elect by a vote of the membership.

The President Elect may be elected from a member of the Board or the general membership. The President Elect becomes the President on the following June 1.

Section 8 **Secretary**: The Secretary shall keep a record of the proceedings of all Board meetings, special meetings, and general meetings and distribute written minutes to Board members and the Brentwood Elementary Administration, and post the minutes for the general membership. The Secretary will also archive all past minutes and information pertinent to future Board members.

Section 9 **Treasurer**: The Treasurer shall submit a detailed financial account of the organization at Board meetings and general meetings. The Treasurer will be present for independent financial review and work with the Executive Board to complete all financial responsibilities outlined in Article III Financial Policies.

## **ARTICLE VI** **COMMITTEES**

Section 1 All Committees shall be approved by the President and/or the Board. The term of committee Chairpersons shall be one (1) year, which shall report to the Executive Board. The Chairperson, upon appointment, shall be a voting member of the Board and shall attend general PTO meetings.

Section 2 Chairpersons of committees shall present plans of work, recruit and organize volunteers for their projects/events, and provide regular updates to the Board and the general membership.

Section 3 Retiring Chairpersons must relinquish to their successors all books, records and supplies within two (2) weeks of vacating a position.

## **ARTICLE VII** **AMENDMENTS**

Section 1 These by-laws may be altered, amended or repealed and **new by-laws may be adopted by two-thirds (2/3) of the members present at any regular meeting** or at any special meeting of the membership if at least twenty (20) days' notice, in writing, is given of intention to alter, amend, repeal or adopt by-laws at such meeting.

**Revised: May, 1997**

**Revised: March 2018**