

# CENTERVILLE PARENT TEACHER ORGANIZATION BYLAWS

Effective: April 1, 2009

## Article I – Name

The name of this organization shall be Centerville Parent Teacher Organization (“Centerville PTO”).

## Article II – Purpose

The purpose of the Centerville PTO shall be to promote activities and programs that will enhance the educational and social atmosphere within the school community. The Centerville PTO shall encourage collaboration between teachers, staff, parents, guardians, and the general community in order to secure for every student enrolled in the school the highest advantages in education. This shall be achieved by active participation in the Centerville PTO membership meetings, sponsored events and school programs by all interested parents, guardians and educators.

## Article III – Membership

The membership be Centerville Parent Teacher Organization shall be comprised of all parents and legal guardians of students currently enrolled at Centerville Elementary School and all teachers and staff who are currently employed at the school. There shall be NO membership dues or fees collected. Any member is welcome to attend and provide input at the Centerville PTO membership meetings. Any member shall be entitled to make motions and serve on committees. All members of the Centerville PTO shall be eligible to vote during the meetings of the membership. The Principal of the school shall be a non-voting member who shall be considered a sitting advisor and/or consultant.

## Article IV – Meetings

- (1) Regular Meetings – There shall be a minimum of six (6) meetings of the Centerville PTO. Notice of each meeting and an agenda shall be posted at the school, published on the Centerville School website and/or otherwise distributed through students. A minimum of three (3) days notice will be given.
- (2) Annual Meeting – The annual Centerville PTO meeting of the membership shall take place in either the month of May or June. The following will occur: Introduction of the new Executive Board members, next year’s budget and report from the Treasurer, and all other business deemed necessary by the existing Executive Board.
- (3) Special Meetings – Special Meetings may be called by the Executive Board and/or by the written request of ten members of the Centerville PTO. The purpose of such special meetings shall be clearly stated in the notice of said meeting. At least three (3) days notice shall be given.

## Article V – Quorum and Voting

Eight (8) PTO members shall constitute a quorum where at least two (2) will be Centerville PTO Executive board members.

Except where otherwise specified in these bylaws, a simple majority vote of the Centerville PTO members present at any meeting shall be required for all action to be taken by the PTO.

## Article VI – Executive Board/Officers and Their Duties

The Executive Board of the Centerville PTO shall consist of the President(s), Vice-President(s), Secretary and Treasurer. All offices shall be held by parent/guardian members of the Centerville PTO. The officers shall be elected for a two (2) year term beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the second year. Ideally,

two people shall share the positions of President and Vice-President with each individual position up for election in alternating years. Elections will be held every year in an alternating pattern as follows:

YEAR A – One (1) Co-President A, One (1) Co-Vice-President A, and Secretary to be elected

YEAR B – One (1) Co-President B, One (1) Co-Vice-President B and Treasurer to be elected

All Officers will work in supporting each other and communicate any and all pertinent information and decisions in a timely manner, either written or verbal. Any and all materials and information, including but not limited to the green binder, will be passed along year to year. Specific duties of each Office are as follows and as per Attachment A:

**PRESIDENT(S)** – The President(s) shall preside at all meetings of the Centerville PTO. The President(s) shall be an ex-officio member(s) of all committees except the Nominating Committee. The President(s) shall appoint standing and ad hoc committees and non-executive officers and liaison persons throughout the year when necessary and shall perform all other duties pertaining to the Office (as detailed below). The President(s) shall serve as liaison of Centerville PTO to the Principal, the Beverly School Committee and the community.

Additional duties as follows:

- **MONTHLY MEETINGS** Co-Presidents will preside at all the meeting of the organization and shall be an ex officio member of all committees and shall assist with all other duties usually pertaining to that office. All events/activities/fundraisers/clubs should be discussed with the Executive Board and Principal with the Co-Presidents presiding before activating.
- **STIPENDS** Each teacher (including Art, Music, Reading Specialist, Nurse and Custodian) will be given a stipend at the beginning of each school year. This stipend is a GIFT and may change each year depending upon the financial situation of the PTO. Each year, the amount will be determined by the Executive Board over the summer, incorporated into the budget and voted on for approval at the first PTO meeting in September. This money will help teachers with purchases for their curriculum/classrooms. The Treasurer will issue checks and Presidents will distribute in September.
- **STUDENT AGENDAS** The Presidents will order the student agendas for all students for Grades 2<sup>nd</sup> through 5<sup>th</sup> for the following year. A headcount should be obtained from the Principal in April/May and normally the order should include a 10% cushion (add 10% to each agenda ordered to accommodate student population fluctuation) Agendas will be delivered directly to the school in late August and the Co-Presidents should distribute the agendas throughout the classes before school begins.
- **CENTERVILLE PTO SCHOLARSHIP (HIGH SCHOOL)** The Co-Presidents have the honor of helping to decide the Centerville PTO Scholarship Award Recipient for a graduating high school senior along with a committee comprised of teachers, principal and interested Centerville residents and/or parents. Applications will be given out from the BHS Coordinator as only Beverly High School students who attended Centerville are eligible.
- **PURCHASE REQUISITIONS** Teachers are asked to fill out a requisition for new purchases or repairs on equipment and that requisition is placed in the PTO Box for approval of the Co-Presidents AND the Principal. Any amount over \$200 HAS to be voted on at the following PTO meeting. After a motion is approved, it is given back to the “requestor” for ordering (it is not the responsibility of any PTO officer to place the order)
- **POINT PERSON** As the Co-Presidents sit as members on all committees, they should be kept in the loop on any and all activities (whether a family-fun event or a fundraiser). Though the individual committees will plan the individual events, the Board should be consulted with details

and dates for approval (basically, to ensure no overlap of events). The Co-Presidents will also manage the following:

- Reading Festival Activities – Coordinate with teachers and staff to support Reading Festival Activities. Coordinate the End-of-Event party with Principal and Staff
- Order necessary supplies for PTO, including green copy paper
- Assist in Field Day Activities and coordinate the PTO sponsored lunch on this day.
- Coordinate and plan with rest of Executive Board the Teacher and Staff Appreciation Luncheon. Coordinate special “treats” during Teacher Appreciation Week.
- Co-Presidents shall be responsible for instructing the Head of Hospitality Committee in the ordering of flowers/Edible Arrangements/Gifts for “staff babies” (any teacher and/or staff member that either gives birth to a baby or adopts a child; only for parents of said child), deaths in the family (immediate family only – parents, children, spouse), illness (immediate family only – parents, children, spouse or Centerville staff themselves), and weddings (teacher or staff member only). Budget should be kept to a range of \$50 to \$75 (subject to change with a majority vote).

**VICE-PRESIDENT(S)** – The Vice-Presidents shall act as an aide to the President and shall perform the duties of the President in the absence of that officer(s) and perform any and all duties designated by the President(s). The major responsibility of the Vice-President(s) is fundraising. Though they are not singularly responsible for all aspects of the fundraisers, they are to be the main point person and the coordinator for all fundraising events.

Fundraisers can be anything the Vice-Presidents decide to do but it **MUST** be agreed upon by the entire board. Traditionally, the Fall Fundraiser has been Gift Wrap and has been very successful. Every alternating spring, traditionally there has been a large auction. However, it is to the discretion of the Board Members whether an **AUCTION** is necessary to raise the needed fund for the following year. Other fundraising efforts can be substituted in order to meet the financial needs of the PTO.

In addition, the Vice-Presidents should oversee the ongoing fundraising activities as follows:

Box Tops for Education  
Target Stores

Printer Cartridge / Cell Phone Program  
Campbell’s Soup Label Program

**SECRETARY** – The Secretary shall keep an accurate record of all the meetings of the organization and perform such duties that may be delegated to him/her. Prior to the monthly PTO meeting, the secretary shall compile an agenda (to include a forward calendar of events) from all the officers and distribute it to parents as a reminder. Secretary must type minutes within three (3) days of meeting, submit to entire Board and principal for approval. Upon approval, make minutes available to webmaster for publication on website. PTO minutes will be posted on the Centerville School Website for parents who are unable to attend the meetings. They will also be made available in print version upon request. The Secretary will be responsible for maintaining the Calendar of Events at the front entrance.

**TREASURER:** Treasurer shall have the following qualifications before being elected into the office – efficient in Excel, knowledgeable of reconciling bank accounts, good at keeping detail with a keen attention to this detail. All bank accounts and/or accounts containing PTO money should have at least one co-president and the treasurer with access to all (signing privileges)

Ongoing Activities:

The following are steps necessary for any activity to the account:

- Make sure there is appropriate backup to paying all bills. Attach the appropriate backup and file it under the category in the 3-ring binder.

- Enter the information into the Excel spreadsheet. Enter in the appropriate worksheet according to the category. On the reconciling worksheet verify that the check book balance reconciles with the worksheet (variance should be \$0). This verifies that the spreadsheet and the check book agree.
- When the Excel sheets are revised, print the page and replace the previous version in the 3-ring binder.

All mail will go to the PTO mailbox at the school. Once a week should be sufficient to check the mail (sometimes more often during special projects).

#### Monthly Basis:

- Reconcile the check book to the bank statement on a monthly basis. Also, update the current years forecast with any updated information. If a category is final, change the forecast to the actual amount. Remember, change all information on the detail worksheet. Budget sheet is updated for the monthly PTO meetings.
- Every month it is a good idea to look at the cash flow for the remaining of the year into the next year

#### Yearly Basis Duties:

- Update the budget for the current forecast and the following two years. This is done at a PTO board meeting just for the budget. The reason for this is that the auction is done every other year and this will verify that there are sufficient funds until the next auction. A minimum of \$15,000 should be available in the account(s) in June for use in the next year.
- A deposit of \$500 should be made no later than November to the Centerville PTO Scholarship account. A withdrawal of \$500 will be made in May/June when the Scholarship is awarded to a graduating Senior. If the Scholarship amount is changed for any reason, the amount of the deposit should be adjusted accordingly AS WELL as depositing an adjustment for the following years (there always should be enough funds to grant the scholarship for 12 years).
- 5th Grade Events: Every year, the PTO will contribute \$2,000 to the Fifth Grade events, including such things as Canobie Lake and the Recognition Ceremony. The 5<sup>th</sup> Grade will be responsible for holding fundraisers to raise the funds for the balance. The 5th grade bake sale in November has and will continue to be a 5<sup>th</sup> Grade Fundraiser. Near the end of the year, the room parents, 5<sup>th</sup> grade teachers and students will decide where and how that money is spent.
- Agenda Books: Every year the PTO supplies the children in grades 2nd to 5th grade with agenda books. This is ordered by the end of the school year but do not receive the invoice until the beginning of the school year.
- City Wide Amounts: Every year the City Wide PTO decides on the amount for the dues for each school. This is usually due at the beginning of the school year. The city wide representative will inform you of the amount and the due date.
- Enrichment: Prior to the Enrichment program plan being approved, there is a form that needs to be filled out by the Principal. Have a copy of this approved form with the invoice before making the check out. This will verify that this program has been approved. Also, if the coordinator of the Enrichment program approves the invoice then it is OK to pay assuming they are within budget.
- Field Day: There is usually an amount set aside for field day. This may include equipment for the day and the cost of the food for lunch.
- Fieldtrips: There will be an amount that is budgeted per student. During the school year this is tracked by each class.
- Gifts/Donations: This is for items such as a gift for a new baby, donation for a death in the family or someone getting married. The PTO President(s) and the school Principal have set guidelines for this. This is ordered by the head of the Hospitality Committee and paid for by the Treasurer once approved by the PTO Executive Board.
- North Shore Art Council Dues: This is the dues for the Enrichment Committee to attend a North Shore Art Council. This helps for ideas on future Enrichment programs.

- Reading Festival: Centerville School has two reading festivals (one that happens over the summer and one that happens during the school year, usually in January/February). This is planned generally by the teachers but the PTO sponsors the prizes and celebratory events.
- Seniors “Up All Night”: This is a donation to Beverly High School and to North Shore Technical School for the Seniors party.
- Staff Appreciation: This is an event whereby the PTO funds a meal to thank all the teachers and staff at Centerville school. The location and time is to be decided by the Executive Board.
- Teacher Stipends: The information will be given to the Treasurer from the President(s) usually the first month of school. The amount will be determined on a yearly basis, taking into account the economy, the budget and funds available.

**TEACHER REPRESENTATIVE** – A representative from the Centerville School teachers shall act as a liaison between the staff and members of the PTO. This position should rotate among the staff every month. Beginning in September with the Fifth Grade, a teacher representative from each grade will attend the meeting to be a liaison between the PTO and the teachers/staff. Each following month a different grade level will send a representative to the meeting (October will be Fourth, November will be Third and so on) Teachers will be responsible for attending as many PTO meetings as possible and relaying any and all relevant information back to their colleagues.

### **Article VII – Elections**

1. Every year, a Nominating Committee will be assembled with at least one parent/guardian members of the Centerville PTO who are not currently serving as officers.
2. The President(s) and School Principal are advisory members of the Nominating Committee
3. The Nominating Committee shall post a detailed description of each officer’s position. The Nominating Committee will then do a call for nominations that will be announced in February/March school wide and is open to any and all parents/guardians of a Centerville school student. Each nominee will be contacted by the Nominating Committee to either accept or decline the nomination. The members of the Nominating Committee will work with interested members to ensure that there are candidates for each office and will take additional measures to recruit candidates to share offices and fill vacancies if necessary.
4. Officers shall be elected by a simple majority vote of the members present during a regular PTO meeting. Contested elections will be held by secret ballot.
5. A vacancy occurring in an office shall be filled by a vote of the members of the PTO at the next regular PTO meeting, according to the above procedure with due notice of such election having been given.

### **Article VIII – Committees**

There shall be both temporary and standing committees created by the Executive Board. Standing committees are those that are a permanent part of the Centerville PTO. Though the leadership and membership may change year to year, the committee itself will remain. Funding for each committee will be determined at the beginning of each school year, taking into account current financial situation and account balances. Each committee should provide updates to the Board in a timely manner. These committees are as follows:

- **Enrichment** – to find educational programs such as storytellers, authors, artists, etc. to coincide with the specific curriculum of a certain grade. Every effort should be made to provide the same amount of programs to each grade level.
- **Hospitality** – to provide refreshments for the annual Curriculum Night at the beginning of the school year and any other events the Executive Board deems necessary. Will provide coffee, juice and light snack for PTO meetings. Responsible for the ordering/purchase of Staff gifts.

- **Yearbook** – handles the entire process of assembling the yearbook from photos to selling of finished book.
- **Make a Difference** – a large group that participates in community projects for the needy and/or community service projects. Projects are often time coordinated through local aid organizations such as Beverly Bootstraps or driven by a school based cause.
- **Beverly Education Foundation** - Represent Centerville School by attending monthly meetings. The Beverly Education Foundation is a community partnership supporting Beverly Public Schools and quality educational opportunities in the Beverly school system.
- **Room Parent Coordinator** – one or two people should be on the committee. They are responsible for the assignment of Room Parents for each classroom in the school. A list of each classroom will be displayed by this committee at the Open House at the beginning of the school year so that parents can volunteer. The Room Parent Coordinators will assign Head Room Parents to each classroom and will notify them that they have been chosen for that particular class. ANYONE who signs up becomes a Room Parent but the Head Room Parent coordinates everything for the particular class.
- **Publicity** – responsible for publicizing PTO meetings, fundraising activities and Centerville School events in the local newspaper, bulletin boards and website. They are also responsible to notify the local papers so that they can send coverage for a particular event and to follow up to ensure coverage appears in the paper. Responsible for decorating the Hall bulletin board at school and maintaining it with timely information
- **Mom Softball Coordinator** – usually a one or two person job. Responsible for the coordination of the Annual Mom’s Softball Tournament and Centerville Team. Usually in October, this person gets team members, schedules practices, etc.
- **Citywide PTO representative** – there are two positions open for this group. Responsible for attending a Citywide PTO meeting to find out what other PTOs around the city are doing as well as report on what is happening in Centerville. Helps to coordinate the annual State of the Schools evening in January.

Temporary committees are usually those that are created for a specific event or activity (such as the auction, book fair, gift wrap, etc.)

Regardless of whether a standing committee or a temporary committee, there will be a chairperson(s) appointed from the volunteers. This person(s) will have the responsibility of submitting a work plan to the Executive Board, coordinating the work of the committee that he/she/they chair, recruiting additional committee members, preparing for approval by the Executive Board a budget for any events and providing a summary of the progress.

#### **Article IX – Expenditures of Funds**

1. The fiscal year for the Centerville PTO shall be from August 1 - July 31.
2. A financial annual report with specific line item disclosure shall be prepared by the Treasurer annually and presented to the Executive Board prior to school opening for review and then distributed to the Members at the first PTO meeting of the new school year.
3. A proposed budget for the next fiscal year shall be prepared by the Executive Board (President(s), Vice President(s), Secretary and Treasurer) prior to the first PTO meeting of the new school year. At the first PTO meeting of the school year, the budget shall be presented to the Members of the PTO, reviewed and voted upon. Approval will be by a majority of the Members present and voting at said meeting. A copy of this budget shall be available to Members upon request.
4. The President(s) have the authority to approve expenditures up to and including \$200. In order to approve an activity or appropriate funds in the excess of \$200, a two-thirds majority shall be required of the total votes received with proper written notice given in advance of said vote.
5. The Treasurer and President(s) are the authorized signatories for all expenditures but only one signature is required.
6. There shall be no co-mingling of school funds in the Centerville PTO bank account.

### **Article X – Dissolution and Distribution of Assets**

1. The Centerville PTO may be dissolved with a two-thirds vote of a special meeting called for said purpose. At least two weeks notice of the special meeting and its purpose shall be given to the entire Centerville PTO membership.
2. If the dissolution of the Centerville PTO shall be caused by a redistricting of the school districts, then in such event all the assets of the Centerville PTO, after payment of all liabilities, shall be distributed in a pro-rate manner to each elementary school PTO where the students are redistricted.
3. In any other instance of dissolution other than described in Section 2 above, the Executive Board shall, after paying or making provision of the payment of all liabilities of the Centerville PTO, dispose of any and all assets of the Centerville PTO by distributing such assets to an organization organized and operated exclusively for charitable, educational and/or scientific purposes as shall at the time qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction who shall distribute such assets to an organization or organizations that is exempt from federal income taxation under section 501(c)(3).

### **Article XI – Amendments to Bylaws**

These bylaws may be amended at any regular meeting of the Centerville PTO by a two-thirds majority vote of the Members present and voting, provided that written notice of the proposed amendment has been given to ALL Members of the Centerville PTO at least two weeks in advance of such meeting.

### **Article XII – Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that may be adopted.