

# **By-Laws for the John A. Bishop Parent Teacher Organization**

(Approved June 2019)<sup>1</sup>

## **Article I – Name**

The name of the organization shall be the John A. Bishop Parent Teacher Organization (PTO)

## **Article II – Purpose**

The mission of the Bishop PTO is to bring parents, teachers and community members together to build a strong Bishop community and align resources with the vision and direction of the School with an emphasis on enhancing the dynamic educational experiences of our students.

The objectives of the John A. Bishop Parent Teacher Organization shall be:

1. To promote the welfare of students and youth in school and community by providing both financial and volunteer support for the school and its activities.
2. To defray the costs of enrichment programs for the students for their benefit and betterment.
3. To bring into closer relation the home and the school, by way of communication, to bring together the parents and teachers whose interests are united in one cause - the education of the students.
4. To enrich the lives of its members and encourage friendly relations among them.
5. In the course of achieving the above objectives, no part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code or the corresponding section of any future federal tax code.
6. The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## **Article III - Basic Policies**

1. This organization shall be non-discriminatory, non-commercial, non-sectarian, and non-partisan.
2. This organization shall seek neither to direct the administrative activities of the school nor to control its policies.
3. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## **Article IV – Membership and Dues**

1. Any parent, guardian, or adult standing in loco parentis for a student at the school subscribing to the aforementioned objectives and willing to uphold its basic policies, may be a member and shall have voting rights.
2. The principal and any teacher or staff employed at the school may be a member and have voting rights.
3. No dues will be charged for membership.

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<sup>1</sup> Clarifying modifications approved and implemented on October 9, 2019 to address IRS guidelines.

## Article V – Officers and Elections

- The officers shall be two Co-Presidents, two Treasurers, a Recording Secretary, a Communications Coordinator, a Fundraising Coordinator, and a Room Parent Coordinator. Elections for open board positions shall be held annually before the last meeting of the school year. No officer shall be eligible to hold the same office for more than two consecutive terms. On leaving office the former officer will be encouraged to serve in an advisory position.
- Elections will be held in May for the following school year. Nomination papers will be sent out at least two weeks before an election. Only those who have consented to service if elected, shall be eligible for election. If more than one person is running for an office, a ballot vote shall be taken; majority rules.
- Eligibility - Any Bishop School parent, guardian, adult standing in loco parentis for a student at the school, or teacher at the school will be eligible to run for office.
- Term Limits - Officers are elected for two year terms, and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.
- Vacancies - A mid-term vacancy occurring in any office or committee, shall be filled for the unexpired term by a majority vote of the members of the Executive Committee.
- Removal - An officer can be removed from office for being in violation of these by-laws, for failure to fulfill duties, corruption, or any act that brings dishonor to the organization after reasonable notice, by a majority vote of the Executive Board.
- End of Term - All officers shall deliver to their successors all official material within 14 days of the final meeting of the school year.

## Article VI - Duties of Officers

1. Co-Presidents (2). The Co-Presidents serve two-year terms, alternating election years, so that there will be one new (Junior) and one experienced (Senior). The Senior Co-President shall preside over meetings of the PTO and Executive Committee, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The Junior Co-President shall act as an aide to the Senior and shall perform the duties of the Senior in the absence of that officer.
2. Treasurers (2). Each Co-Treasurer serves a two-year term, alternating election year with the other Co-Treasurer. The Treasurer shall receive all funds of the PTO, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by a member of the Executive Committee, and make a full report at the end of the year. The Treasurers will divide the duties between them, with one responsible for the banking and one responsible for the reporting and reconciling to the records. They may each fill in for the other as needed. Additionally, the Treasurers will be responsible for ensuring the PTO retains its tax exempt status by filing the appropriate returns and applications with the IRS, annually, and State of Massachusetts, as needed. They may, at their discretion, enlist the assistance of an outside CPA firm in order to complete these duties accurately, if they do not have the expertise to do so themselves.
3. Recording Secretary. The Recording Secretary serves a two-year term, alternating election year with Communications Coordinator . The Recording Secretary shall keep all records of the PTO, take and record minutes, motions for their approval at the next meeting, and arrange to have them posted on the school website. The Recording Secretary also keeps a copy of the bylaws, rules, and any other necessary supplies, and brings them to meetings.
4. Communications Coordinator . The Communications Coordinator serves a two-year term,

alternating election year with Recording Secretary. The Communications Coordinator shall be the public relations coordinator for the PTO, focused on getting out the news of the PTO's work; will create updates for the Principal's Newsletter; and handle all correspondence.

5. Fundraising Coordinator. The Fundraising Coordinator serves a two-year term, alternating election year with the Room Parent Coordinator. The Fundraising Coordinator shall oversee and schedule PTO fundraising events with the Co-Presidents, generate ideas for future events, and manage ongoing fundraising initiatives.
6. Room Parent Coordinator. The Room Parent Coordinator serves a two-year term, alternating election year with the Fundraising Coordinator. The Room Parent Coordinator shall oversee and organize the Room Parents, who volunteer in the classrooms. The Room Parent Coordinator will assist the room parents with their activities as well as connect the Room Parents with PTO events and news.

## Article VII - Meetings

1. There shall be at least four regular meetings of this organization each school year.
2. Meetings shall be presided over by one, or both, of the Co-Presidents. In the absence of both Co-Presidents, the meeting shall be presided over by an Executive Committee member designated by the co-presidents.
3. Special/additional meetings may be called by the Executive Committee after giving the Bishop community at least five days notice.
4. At the first regular meeting of the school year the budget will be voted upon.
5. The last regular meeting of the school year shall be the Annual Meeting at which annual reports shall be received and new officers installed for the following school year.
6. Regular meetings will include a Teacher Representative(s). The Teacher Representative (one year term) shall be elected by the teachers and staff; and will serve as liaison to Bishop staff; will solicit input from the Bishop staff as to their needs and propose how the PTO may assist them. The Teacher Representative(s) may act as an officer of the organization, and will vote at the Annual Meeting on the following year's budget and new officers.

## Article VIII - Executive Committee

1. The Executive Committee shall consist of the officers of the organization.
2. The duties of the Executive Committee shall be
  - a) to transact necessary business between organization meetings, and such other business as may be referred to it by the organization
  - b) to approve plans of work of the standing committee chair people
  - c) to present a report at the regular meeting of the organization
  - d) to authorize the Treasurer to make routine and emergency expenditures
  - e) to prepare and submit to the PTO for approval, a budget for the fiscal year ending June 30
3. Regular meetings of the Executive Committee shall be held, as needed, during the school year.

## Article IX - Standing and Special Committees

1. Such standing committees may be created by the Executive Committee as may be required to promote the objectives and interest of this organization.
2. The Chair/Co-Chair of all standing committees shall present plans of work to the Executive Committee and no committee work shall be undertaken without approval of the Executive Committee.

3. The authority to form special committees rests with the Executive Committee.

## Article X - Amendments

1. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote, of the members present and voting, provided ample notice of the proposed amendment is given to the members.
2. 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 meeting of the organization, or by a two-thirds vote of the Executive Committee.

## Article XI - Parliamentary Authority

Roberts Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not in conflict with the Bishop PTO Bylaws.

## Article XII - Articles of Organization

The By-Laws of this organization shall be deemed to be a part of its Articles of Organization.