

# **By-Laws of the New Emerson Building Accountability and Parent Organization Last Amended: April 2014**

## **Preamble**

We, the grateful parents, guardians, and family of New Emerson school students, have joined together to:

- Work with teachers, students, administration, and the community to make New Emerson the best school it can possibly be.
- Support New Emerson's efforts to be a school that is child-centered.
- Work together to help each and every child reach his/her full potential.

## **Our Common Identity:**

We are a diverse group but affirm the following values, beliefs, and convictions that bind us together:

- That parents, teachers, students and community members are partners in education and that each of us is part of a wonderful community of learners called New Emerson.
- That we are each responsible for contributing to the New Emerson experience in a unique way.
- That we are committed to helping one another learn in a way that helps us develop our potential.
- That we stand behind the New Emerson philosophy and are committed to education that is child-centered, research-based, and developmentally appropriate.

## **Membership:**

- Membership shall be open to all parents, legal guardians, and family members of children who attend New Emerson School in addition to teachers and staff of New Emerson.
- Each member must be associated with one family at New Emerson or be a staff member of the school. Each family/staff member shall have one and only one vote in the organization.
- No dues or fees will be required for membership.

## **Officers:**

### **Election and Terms**

- All officers shall be elected for a one-year term and will serve no more than 2 consecutive terms. The exception shall be the vice-chair who shall automatically become the chair after completing his/her term as vice-chair.
  - In order for an incumbent officer to be eligible for re-election to an officer position, the officer must have fulfilled the position duties as noted in the by-laws.
- All officers shall be elected in a Spring PTO Meeting by a voice vote.

The following officers will be elected: **Chairperson, Vice-Chair, Secretary, and Treasurer.**

- A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the PTO members. Notice of the election shall be given to members at least 10 days before the meeting. In the case the office of the chairperson becomes vacant, the vice-chair shall become chair and a new vice-chair shall be elected. The vice-chair will then serve the remainder of the unexpired term and his/her full term. The newly elected vice-chair will only service for the remainder of the unexpired term.

## **Duties of Officers:**

### **Chairperson**

- Coordinate and facilitate the meetings held during the school year (August – May).
- Coordinate the work of officers and volunteers towards completion of organizational goals.
- At the September meeting provide an explanation of the organizations' purpose and goal.
- Secures from teachers and administration a suggested list of organizational goals prior to the October meeting.
- At the May meeting coordinate the summarization of goals met, the election of officers, and then the shared goal setting process for the upcoming year.
- Summarize meetings and give updates through the All-School Newsletter or a PTO newsletter.
- Work with school secretary to maintain/update the PTO page on the New Emerson website.
- Perform detail work on Accountability matters and report to the Coordinating Committee (PTO).
- Coordinate meetings, write letters, or any other way of effectively requesting family donations to raise PTO funds.

### **Vice-Chairperson**

- Will serve as the chairperson in the year following his/her term as the vice-chair.
- Facilitate monthly meetings in the absence of the chairperson.
- Assists the chair in coordinating the work of officers and volunteers towards completion of organizational goals.
- Shall perform duties of the chair in absence or inability of that officer to act.
- Represent the PTO at the Kindergarten Round-Up, give a brief presentation to introduce themselves and PTO, and encourage all parents to attend the PTO meetings.

### **Secretary**

- Record, submit and keep record of all minutes for approval at each meeting.
- Type/Print an agenda for each meeting as given by the Chair.
- Provide and maintain sign-in sheets to record attendance.
- Email minutes to the meeting attendees, maintain the PTO email account, and submit copies of all minutes to the school secretary for the New Emerson website.
- Post daycare sign-in sheet before each meeting.
- Notification of upcoming meetings (window writing, etc).

### **Treasurer**

- Have custody of all PTO funds, keep a full and accurate account of receipts and expenditures, review bank statements and balance checkbook each month.
- Provide a financial record and report at each meeting.
- Work with officers and committee chairs to establish a yearly budget (July 1 – June 30).
- Be a signor on the PTO checking account.
- Arrange and oversee a yearly financial review of the organization's books by a qualified accountant.
- Reimburse invoice requests as needed throughout the year.
- Provide family donation payment booklets at the PTO table or with the school secretary.
- Collect, deposit, and record all donations given to PTO.

## **Standing Committee Responsibilities:**

### **Curriculum Support**

- Meet/consult with teachers, principal, and parents regarding ways of supporting and strengthening the curriculum and its delivery at New Emerson. (These methods might include securing parent experts and/or community consultants, arranging for additional training and in-services, or securing necessary resources and materials.)
- Work towards achieving all curriculum-related goals identified in the Unified Improvement Plan (UIP).
- The principal shall be an ex-officio member of this committee.

### **Family Involvement**

- Promote ongoing activities to encourage different levels of family involvement.

### **Fundraising**

- Organize fundraisers that are reflective of the values of the New Emerson community and support New Emerson goals.
- Work towards fundraising goals through family donations rather than events.

### **Outdoor Curriculum Support**

- Works to develop a New Emerson Community Garden.
- Designates a volunteer committee to maintain Community Garden.

### **Celebrations**

- Coordinate festive activities reflective of and responsive to family diversity, curriculum enhancement and school traditions.
- Designates a volunteer committee to plan and execute Harvest Party, Teacher Appreciation Week, etc.

### **Community Service**

- Organize on-going community service projects.
- Designates a volunteer committee to maintain community service activities.

## **Policies**

- The organization will not participate in any political or religious efforts or causes.
- No part of the earnings of the organization will be given to the benefit of any member or officer except as reasonable compensation for services rendered.
- Committee chairs, and CC officers shall be authorized to spend money in the budget without a vote of the CC so long as the funds are identified in a budget line item and the expenditure does not place any single line item in the red.
- No officer of the PTO is authorized to spend more than \$50 for non-budgeted items without the consent of the other officers or the CC.
- All committee and Coordinating Committee meetings shall be open to any member of the New Emerson community.

## **Amendments**

These by-laws may be amended by a 2/3 majority of those attending any regular meeting of the Coordinating Committee or the entire organization provided that notice of the proposed amendment shall have been given 20 days prior to the meeting at which the amendment is voted upon.