

By-Laws

Briscoe Middle School Parent Teacher Organization

Revision D

Approved: April 10, 2010

Article I – Name

The name of this organization shall be the Briscoe Middle School Parent-Teacher Organization

Article II – Objectives

- To promote the welfare of children and youth in home, school and community.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relationship the home and the school that the parents and teachers may cooperate in the educating of the child.
- To develop between educators and the general public such united efforts as will secure for every child, the highest advantages in physical, mental and social education.

Article III – Policies

Section 1: The purpose of the organization shall be educational and shall be developed through conferences, committees and subjects.

Section 2: The organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprises and no political 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 the purpose than the regular work of the organization.

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

Section 4: The organization shall cooperate with other organizations and agencies active in child welfare and with conference groups or coordinating councils uniting for child welfare and any other object in harmony with the objects of the organization.

Article IV – Membership and Dues

Section 1: Any parent, guardian, or other person, directly interested in a child attending Briscoe Middle School; and in the objects for which the organization is organized, may become a member upon payment of dues as hereinafter provided.

Article V – Officers and their Election

Section 1A: Executive Board Officers The executive board officers of this organization shall be a president or two (2) co-presidents, vice-president(s), a treasurer, and a recording secretary. These officers shall be elected annually by the last regular meeting of the school year. Officers shall serve for a term of two (2) years and shall serve until their successors are elected and installed. Ideally, the co-officers will have their terms staggered for continuity purposes.

Section 1B: Non-Executive Board Officers The non-executive board officers of this organization shall be a corresponding secretary, a parent representative to the city-wide PTO Council, a parent representative to the Beverly Education Foundation, Arts and Entertainment chair, and hospitality committee chairs. These officers shall serve for a term of one year and shall serve until their successors are elected and installed. By default, the role of corresponding secretary will be fulfilled by the recording secretary.

Section 2: A slate of officers shall be presented by a nominating committee, one of whom shall be the principal, at a regular meeting, at least one meeting prior to the election of such officers. Additional nominations may be made from the floor at this same meeting. The nominating committee shall select their chairman, who shall report at the election meeting, the name(s) of candidates for each office to be filled. The nominating committee shall be formed at the beginning of each year on a voluntary basis. The consent of each candidate must be obtained before his/her name is placed in nomination.

Section 3: Election of officers shall occur at or before the final PTO meeting of the school year. Method of election shall be determined by the Executive board.

Section 4: A vacancy occurring in an office shall be filled by a vote of the members of the organization at the next regular meeting, according to approved procedure, due notice of such election having been given.

Section 5: Non-executive board officers can be appointed by the executive board if no one is nominated.

Article VI – Duties of Officers

Section 1: The president or co-presidents shall preside at all meetings of the organization and of the executive board and shall be a member ex-officio of all committees except the nominating committee; and shall perform at all times the duties usually pertaining in the office. President(s) shall be authorized to approve expenditures

up to two hundred fifty dollars (\$250), the executive board shall be authorized to approve up to five hundred dollars (\$500). Over five hundred dollars (\$500) shall require a vote by the organization.

Section 2: The vice-presidents shall act as aides to the president and shall perform the duties of the president in the absence of that officer. The vice presidents shall serve as co-chairpersons of the fund-raising committee.

Section 3: The recording secretary shall keep a correct record of all meetings of the organization

Section 4: The corresponding secretary shall serve as web facilitator, handle routine correspondence, and give notice to the organization regarding PTO meetings.

Section 5: The treasurer shall receive all monies of the organization, shall keep an accurate record of receipts and expenditures, and shall pay out funds as authorized in Article IV, Section 1. All checks written for an amount greater than two thousand dollars (\$2000) shall require two authorized signatures. The treasurer shall present a statement of account at every meeting or upon requires by the presidents(s) or Executive board.

Section 6: A parent representative shall serve as the representative of the Briscoe Middle School at the city-wide PTO Council.

Section 7: The hospitality chairpersons shall be responsible to oversee committees to provide refreshments for meetings, programs etc., possibly to include MCAS snacks.

Section 8: The teacher representative(s) shall act as liaison between the staff and the parents of the organization

Section 9: A parent representative shall serve as the representative of the Briscoe Middle School at the Beverly Education Foundation.

Article VII – Meetings

Regular monthly meetings are expected to be held during the school year. A minimum of four (4) regular meetings of this organization shall be held each year. Dates for these meetings shall be included in the school calendar. In the case of a cancelled or changed meeting, as much prior notice as possible shall be given. Special meetings may be called by the Executive Board, seven days written notice having been given to the organization.

A majority of those present at any meeting shall constitute a quorum.

Article VIII – Executive Board

The executive board shall consist of those officers listed in Article V, Section 1A and the principal. The duties of the executive board shall be to transact necessary business between organization meetings and such other business as may be referred to it by the organization, to approve the plans of work of the standing committees, and to present reports at the regular meetings of the organization.

Regular meetings of the Executive Board shall be held as necessary.

Article IX – Standing Committees

There shall be such standing committees created by the Executive Board as may be required to promote the objects and interest of the organization. The chairperson of each standing committee shall be appointed by the president(s). Responsibilities include keeping the president(s) informed of plans and expected expenditures or income pertaining to their respective committee. Their term of office shall consist of one school year.

Article X – School Volunteers

A volunteer signup shall be at the first PTO meeting and open house for committee members, library volunteers, etc

Article XI – Amendments

These by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting.

Article XII – Rules of Order

The customary parliamentary procedure shall govern this organization.

Article XIII – Financials

It is suggested that an amount of ten thousand (\$10,000) be in the account at year end to cover expenses at beginning of the following year.