

Dallin PTO Bylaws and Operating Procedures

Amended May 2019

A. Purpose of the Dallin PTO

The Dallin Elementary School Parent Teacher Organization (Dallin PTO) is a volunteer group organized to engage in educational and charitable activities that benefit the students of the Dallin Elementary School. Specific objectives of this organization are detailed in Article II of its Articles of Association.

B. The PTO Board Compositions and Responsibilities

President(s)

- 1 year term (after serving 1 year as Vice-President)
- Organize regular PTO meetings; no fewer than 6 a school year
- Represent Dallin on Arlington's Town-Wide PTO Council
- Review PTO Budget Regularly and propose adjustments, if necessary
- Oversee and call for the formation of PTO sub-committees throughout the year, as needed
- Coordinate PTO input in the school's weekly newsletter, website and the relevant school publications and media
- Meet regularly principal and assistant principal to review current school topic

Vice-President(s)

- 1 year term to be followed by a year as president
- Assists the President, as needed
- Is the PTO liaison to the Dallin School Council, as available
- Arranges childcare for PTO meetings, as needed
- Files permit for PTO meetings
- Attends principals/presidents meetings, as available
- Assists Outreach Coordinator with their efforts to fill vacancies

Treasurer(s)

- Keeps financial records of all PTO reimbursements and receipts
- Counts and deposits, the the help of event chairs and coordinators, the proceeds and expenses of PTO events
- Regularly updates and posts the PTO budget
- Files Form 990 and other tax documents as needed

Secretaries (2 or more)

- Prepares minutes for all monthly PTO meetings and submits them for review at the next PTO meeting
- Post minutes on the PTO website
- Submits PTO meeting highlights to the weekly newsletter
- Oversees PTO correspondence (i.e. thank you notes, condolence cards, congratulatory notes)
- Oversees the publication of PTO news and events via Dallin_News, Twitter, Facebook, the PTO Website etc.
- Regularly checks Dallin PTO Board gmail inbox and forward emails to appropriate people

Outreach Coordinator(s)

- Maintains an accurate list of vacant chair/coordinator positions and updates the online signup
- Publicize openings on an ongoing basis
- Strategizes with board to improve outreach to new and existing Dallin families

The fiscal year, and all PTO Board positions, shall be in effect from September 1 through August 31.

C. The Budget

The Dallin PTO's fiscal year ends August 31. The Treasurer closed the books and oversees the developments of a new budget, prepared by the PTO Board, in September. The meeting's quorum is 5 members. The budget must be approved by a two-thirds majority of the Board. Before finalizing the budget, the Board solicits input from Dallin staff, parents, and committee chairs.

D. Decision-Making

All Dallin parents/guardians and staff members are welcome to participate as PTO meetings. Any decisions that cannot wait until the next regularly scheduled PTO meetings will be made, my consensus, by the PTO Board. Any such interim decisions will be announced at the next meeting. All other decisions are determined by a majority vote of those attending a regularly scheduled meeting. Regular meetings will be advertised in the weekly newsletter, by signs at school, and in the monthly calendar.

E. Selecting the PTO Board

Starting in April, the PTO Board will solicit volunteers for open board positions and educate the Dallin community about the board's responsibilities. In May, the Co-Presidents will present the nominees for a vote at the regularly monthly meeting. Additional nominees will be solicited from the floor at the meeting. All nominees must be present at the meeting unless other arrangements have been made. If any offices are contested, an election will be held at that meeting. Those elected will assume office as of September 1.

F. Amending/Alternating/Accepting These Bylaws

The bylaws may be permanently or temporarily changed by a two-thirds majority vote at a regular monthly meeting of the Dallin PTO. If possible, the proposed change or variation will be announced and discussed at the monthly meeting prior to the vote. If not, the proposed change will be publicized in the weekly newsletter for at least three weeks prior to the vote.

G. Severability

If one or more sections of the bylaws is declared for any reason to unenforceable it shall not affect the enforceability of any remaining sections. Each section of the bylaws is deemed severable from the others.

Articles of Association
For
Dallin Elementary School Parent Teacher Organization
Adopted 1/23/03
Amended May 2019

Article I - Name

The name of this organization shall be the Dallin Elementary School Parent Teacher Organization.

Article II - Objectives

The Objectives of the Dallin Elementary School Parent Teacher Organization (Dallin PTO) shall be:

1. To promote welfare of student and youth in school and community by providing both financial and volunteer support for the school and its activities
2. To bring into closer relations the home and school, by way of communication, so that parents and teachers may cooperate intelligently in the education of children and youth.
3. To develop between educators and the general public cooperation and support to secure for every students the highest advantages in physical, cognitive, and social education.
4. To support the school in providing quality education for all children, to encourage cooperative working relationships among parents and between parents and teachers, to encourage and facilitate families' volunteering their time, as needed, for the betterment of the school.
5. To defray costs of educational enrichment programs for our students
6. In the course of achieving the above objectives, no part of the net earning 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 Tax 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.

Article III - Basic Policies

Section 1. This organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a political candidate. The name of the organization or the names of any member in the official capacities shall not be used in any connection with a purpose other than the regular work of the organization

Section 2. This organization shall not directly, or indirectly participate or intervene in any way, including the publishing or distributing of statements, in a political campaign on behalf of, or in oppositions to, any candidate for public office

Section 3. This organization shall not see to direct the administrative activities of the school or control the policies.

Section 4. This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representatives make no commitments that bind the organization.

Section 5. The assets of this organization are permanently dedicated to its exempt purposes outlined in Article II of this document. In the event of the dissolution of this organization, its assets shall be distributed for one or more of the exempt purposes specified in section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

Section 6. No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation except as otherwise provided by the Internal Revenue Code 501(h) and does not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of or against any candidates for public office.

Article IV - Membership and Dues

Section 1. Any person subscribing to the aforementioned objectives and willing to uphold its basic policies may become a member.

Section 2. No dues will be charged for membership.

Section 3. The privilege of holding office, making motions, debating, and voting shall be limited to members of the organization.

Article V - Officers and their Election

The responsibilities of the Dallin PTO Board and the election of the officers on that Board are described in the Dallin PTO Bylaws

Article VI - Meetings

Meetings shall be held regularly at the Dallin Elementary School, no less than six times a year. All Dallin parents/guardians are welcome to attend. Decision making procedures followed by members at the meetings are described in the Dallin PTO Bylaws.

Article VII - Committees

Committees shall be created by the members of the PTO as may be required to promote the objectives of the organization. The committee chairpersons shall be appointed by the officers of the organization, in consultation with the principal of the Dallin Elementary School. The chairpersons of the committees report, when appropriate, on the progress of the committees at the monthly meetings.

Article VIII - Parliamentary Authority

Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable and in they are not in conflict with these articles or the Dallin PTO Bylaws

Article IX - Fiscal Year

The fiscal year of the organization shall begin on September 1 and end on the following August 31.

Article X - Financial Recordkeeping

The organization shall keep such permanent records of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection.

Article XI - Amendments

These Articles of Association may be permanently or temporarily changed by a two-thirds majority at a regular monthly meeting of the Dallin PTO. If possible, the proposed change or variation will be announced and discussed at the monthly meeting prior to the vote. If not, the proposed change will be publicized in the weekly newsletter at least three weeks prior to the vote.