

# CONSTITUTION AND BY-LAWS

## BIRCH PARENT-TEACHER ORGANIZATION

### ARTICLE I

**NAME:** The name of this organization shall be the Birch Parent-Teacher Organization

### ARTICLE II

**OBJECTIVES:** The objectives of this organization shall be:

**SECTION I:** To establish a closer relationship and involvement between home and school

**SECTION II:** To support and enhance the educational opportunities at Birch Elementary School

**SECTION III:** This organization is organized exclusively for educational and charitable purposes, including, for such purposes, the making of distributions to organizations under section 501c(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

### ARTICLE III

**MEMBERSHIP:** Any person who has a child attending Birch or a faculty member may become a member upon payment of dues.

### ARTICLE IV

#### GOVERNMENT:

**SECTION I:** This organization shall be governed by a Board of Directors consisting of President, Co-president, Secretary, Treasurer, Historian, PTO Liaison, Room Parent Coordinator(s), Membership Coordinator(s), Cordiality, Crossing Guard Coordinator, Publicity, Volunteer Coordinator(s), Appreciation Coordinator(s), Fundraising Coordinator(s), New Parent Liaison, Immediate Past President, two (2) faculty members, and the principal.

**SECTION II:** 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, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in Article II, Section III hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. 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 501c(3) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under section 170c(2) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law).

**SECTION III:** Upon the dissolution of the organization, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the organizations, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, and educational purposes as shall at the time qualify as an exempt organization or organizations under section 501c3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE V**

### **ELECTION OF OFFICERS/DIRECTORS:**

**SECTION I:** Nominations for officers shall be made by a Nominating Committee of not less than three (3) members, two (2) members at large and one (1) Board member selected by the Board of Directors at least one month prior to the election of officers. The Nominating Committee shall present a minimum of two (2) candidates for each position to be filled, if possible. The consent of each candidate must be obtained before her/his name may be placed in nomination.

**SECTION II:** All names placed in nomination for officers of the Board of Directors must be members of the Birch PTO during the year the office is to be occupied.

**SECTION III:** The annual elections of this organization will be conducted by ballot in April of each year.

**SECTION IV:** In the event that the president is unable to fulfill the duties of his/her office, the elected co-president will assume the duties of the office of the president and, upon approval of the Board of Directors, fill that office until the next annual election.

**SECTION V:** The Board of Directors will be responsible for filling any vacancies that might occur on the Board during a school year.

## **ARTICLE VI**

### **DUTIES AND RESPONSIBILITIES OF OFFICERS AND DIRECTORS:**

**SECTION I:** The president shall preside at all meetings of the organization and the Board of Directors' meeting; shall be a member ex-officio of all

committees with the exception of the nominating committee and shall perform all other duties pertaining to the office.

**SECTION II:** The elected co-president shall act as an aide to the president and shall perform the duties of the president in his/her absence. The co-president shall arrange child care and buy the snacks for the children.

**SECTION III:** The secretary shall record the minutes of all meetings of the organization and the Board of Directors' meetings, shall be responsible for any and all correspondence upon direction of the Board of Directors.

**SECTION IV:** The treasurer shall be responsible and account for all monies received by the organization and shall disburse monies only upon the direction of the Board of Directors. All monies shall be disbursed by check and all checks shall be signed by either the treasurer or the president of the organization. She/he shall carefully account for all transactions of her/his office and make a written report of same at each Board of Directors' meeting. The financial report shall be a document of record to be made available to any member at all times. The treasurer shall perform such other duties as may be delegated to her/him.

**SECTION V:** The historian shall maintain a pictorial and newspaper scrapbook.

**SECTION VI:** The PTO liaison shall attend all meetings of each of the two organizations; shall represent the Birch PTO at the Broomfield Heights Middle School PTO meeting; and shall report on the BHMS PTO meetings to the Birch PTO.

**SECTION VII:** The room parent coordinator shall be responsible for the collection and record keeping of class party monies. She/he will obtain room parents for each class, explain room parent responsibilities, and disperse monies due each class.

**SECTION VIII:** The membership coordinator shall be responsible for the membership drive. The membership coordinator shall supply a complete list of organization members to the Board of Directors at the completion of the membership drive.

**SECTION IX:** The cordiality coordinator shall be responsible for the first day of school coffee and the Ice Cream Social at the beginning of the school year.

**SECTION X:** The crossing guard coordinator shall be responsible for organizing and coordinating cross walk volunteers.

**SECTION XI:** The publicity director shall be responsible for notifying newspapers of school and organization events; distribution of various publicity items for organization events; weekly or as needed updates to the Birch Bark; and coordinate and publish the Birch Directory.

**SECTION XII:** The volunteer coordinator shall compile the list of volunteers for each PTO sponsored event and distribute the list to the chairpersons of the event. The volunteer coordinator also shall provide a copy of this list to the head secretary in the office. The volunteer coordinator shall find a chairperson

from the list of volunteers for Odyssey of the Mind, School Pictures, Junior Great Books, and Math Mornings.

**SECTION XIII:** The appreciation coordinator will be responsible for the Y.E.S. box for the entire year. The appreciation coordinator shall form a committee to plan and carry out 'Staff Appreciation Week' (held the first week of May).

**SECTION XIV:** The fundraising coordinator shall be in charge of coordinating all fund raising projects of the organization and shall be a member ex-officio of all fundraising sub-committees. The fundraising coordinator will be responsible for finding chairpersons for fundraising events performed by the organization. Currently these include wrapping paper sales, book fairs, scrip, silent auction and carnival.

**SECTION XV:** The special events coordinator will be responsible for coordinating events sponsored by the organization but not one for the purpose of fundraising and shall be a member ex-officio of all special events sub-committees. The special events coordinator will be responsible for finding chairpersons for special events performed by the organization. Currently, these include the Broomfield Days' Parade, Red Ribbon Week, Santa's Secret Shop, Family Share Night, and 'Women in History' Week.

**SECTION XVI:** The new parent liaison shall be a contact for all new parents at Birch Elementary.

**SECTION XVII:** The immediate past-president shall provide continuity of change from one year to the next. She/he shall serve as an information resource for events from the previous year.

**SECTION XVIII:** There shall be a more detailed description of responsibilities and duties of officers and directors in the Birch PTO filed which is updated annually by the outgoing officers and directors.

**SECTION XXIV:** All Board members shall be available to help with other projects as the need arises throughout the year.

## **ARTICLE VII**

**MEETINGS:** General meetings may be called by the Board of Directors. The officers shall be installed at the May meeting.

## **ARTICLE VIII**

**PROCEDURE OF MEETING:** Robert's Rules of Order, revised, shall govern this organization in all areas in which they are applicable and in which they are not in conflict with these by-laws.

**QUORUMS:** A quorum is reached when five of the following board positions are present: president, co-president, secretary, treasurer, principal, one (1) teacher, fundraising coordinator, one (1) member of the membership committee, and one (1) member of the publicity committee.

## **ARTICLE IX**

### **AMENDMENTS:**

**SECTION I:** These by-laws may be amended, repealed, or changed by a majority vote of the quorum as defined above.

**SECTION II:** The policy of this organization may be amended, repealed, or changed by a majority vote of the quorum as defined above.

## **ARTICLE X**

**POLICY:** The expenditure of monies from all fundraising activities shall be approved by a majority vote of the Board of Directors present if a quorum is reached.

Revised June 2, 2003