**NORTHVIEW ELEMENTARY SCHOOL**

**PARENT TEACHER ORGANIZATION INCORPORATED**

**BYLAWS**

**Article I – Name**

The name of this organization is Northview Elementary School Parent Teacher Organization Incorporated. It is also commonly known, and will be referred to in these bylaws, as “PTO”.

**Article II – Purposes**

Section 1

The purposes of the PTO are:

1. To facilitate the collaboration of the loved ones of students attending Northview Elementary School with the teachers and staff of Northview Elementary School, along with local and state government, to provide services to develop our students into scholars, leaders, and compassionate members of the community;
2. To promote the welfare of children and youth in the home, school, and within the community;
3. To promote and encourage communication and understanding between the parents, teachers, administration, students, and community of Northview Elementary School through an exchange of ideas on topics of mutual interest;
4. To increase volunteer support, information sharing, and fundraising to build a more supportive education community, including increasing diverse enrichment services and making facility and equipment improvements;
5. To develop between educators and the family such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education; and
6. To promote the mission of Northview Elementary School.

Section 2

The purposes of the PTO are to be promoted through an advocacy and educational program directed towards parents, teachers, and students; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3

The PTO is organized exclusively for the charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal Revenue Code”).

**Article III – Basic Policies**

The following are basic policies of the PTO:

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The organization shall work with the home, school, and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the boards of education, state education authorities, and local education authorities. This PTO shall comply with policies and procedures established by the Prince George’s County Public Schools Board of Education and Chief Operating Officer.
3. This organization shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among parents, school, and the community at large.
4. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, 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 payments and distributions in furtherance of the purposes set forth in Article II hereof.
5. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code.
6. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

**Article IV – Membership and Dues**

Section 1

Membership in the PTO shall be open, without discrimination, to all parents and legal guardians of students enrolled at Northview Elementary School, to teachers and staff of Northview Elementary School, and to any member of the community with an interest in promoting the mission of the PTO.

Section 2

Membership duration shall be from August 1 to July 31 of the following year. Each member of the PTO shall pay annual dues as may be determined by the PTO at the end of the school year to be effective at the beginning of the new school year. The Executive Board may remove a non-productive or counter-productive member from membership by a simple majority vote of the Board. Examples of grounds for removal include threatening or bullying behavior towards the Board or other PTO members.

Section 3

All notices of time and place of each meeting shall be posted publicly at least (1) week prior to the date of the meeting. A pre-established set of dates and times may be provided for the entire upcoming membership year. An example is the 2nd Thursday of every month at 8 PM. General meetings are open to all families, students, staff and community members.

Section 4

Dues will be established by the executive board for the upcoming year based on the budget determined at the last board meeting in June. A member must have paid his or her dues before the meeting to be considered a member in good standing with voting rights.

**Article V – Officers and Elections**

Section 1

The officers for the PTO shall be president, vice-president, secretary, and treasurer. The Board may choose to split vice-president duties between two vice-presidents and treasurer duties between two treasurers. The principal shall serve as a member of the executive board to act as a liaison between the board and administration to cast tie-breaking votes within the Executive Board only when necessary to ensure that the board functions consistently with the goals of Northview Elementary School.

Section 2

Officers shall be elected for one-year terms and may not hold the same position for more than three consecutive terms. An officer may serve until a replacement officer is voted in his/her stead if an officer does not desire to continue to serve. Nominees and nomination forms shall be distributed during the April meeting. Officers of the PTO shall be elected no later than the end of May of a given school year to serve the following school year. The term of office shall commence at the final meeting of the school year. Election results should be the product of simple majority rule unless otherwise stated in the bylaws.

Section 3

The members of the PTO shall be responsible for nominating a candidate for each elective office. Only those members who have consented to serve shall be nominated or appointed. Commitment to uphold and fulfill statements outlined in Article II, Section I, with professionalism and non-bias intentions.

Section 4

The vote shall be conducted by ballot and majority vote of the members present at the election. When there is only one candidate for any office, that election may be held by voice vote. The principal or assistant principal shall serve as a member to act as a liaison between the PTO and administration to cast tie-breaking votes for board nominees only when necessary.

Section 5

Elected officers shall take office at the close of the school year after which they are elected and shall serve with their predecessors until such time as the final year end records and finances are completed.

Section 6

Vacancies shall be filled as follows:

1. In case of vacancy in the office of the president, the vice-president shall become president and shall hold office for the balance of the term.
2. The vacancy in the office of vice-president shall be filled at the next meeting by the voting body. In the interim, duties of the vice-president shall be delegated by the president.
3. Vacancy in the office of secretary and/or treasurer shall by filled by the Executive Board.
4. Vacancy in committee leader positions shall be shared amongst the executive board and other committee leaders as delegated.

Section 7

The Executive Board, by a majority vote of the members present and voting, may remove from his/her position any board member who fails to perform designated duties as outlined in these bylaws, violates the basic policies of PTO, misrepresents the positions of PTO, or acts in any other way which is detrimental to the philosophy and purposes of this organization. When removal action is contemplated, the officer shall be advised by certified mail at least seven (7) days prior to the meeting determination of his/her right to appear before the board at that meeting. Such removal constitutes a vacancy in that office.

**Article VI – Duties of Officers**

Section 1

The president shall:

1. Preside at meetings of the PTO and of the Executive Board, unless that duty is delegated to the Vice- President;
2. Serve as an officer and signatory of the PTO;
3. Develop a strategic plan for the PTO for the upcoming school year;
4. Appoint liaisons and PTO partners with specific task not otherwise specified;
5. Delegate responsibility to members of the PTO and committee chairpersons;
6. Coordinate the work of the officers and committees to ensure that the objectives of the PTO may be promoted;
7. Serve as the official spokesperson of the PTO, but may use designees as appropriate;
8. Represent the PTO before the school, community, and/or government bodies at meetings and conferences of the PTO, at media events, and at other events as requested or delegate responsibilities; and
9. Communicate regularly with the principal and the officers governing the organization.

Section 2

The vice-president shall:

1. Perform duties as assigned by the president;
2. Perform the duties of the office of president in the president’s absence or when the president is unable to perform those duties;
3. Be prepared to conduct media interviews as assigned by the president;
4. As assigned, represent the PTO before the school, community, and/or government bodies;
5. Communicate regularly with the president and principal; and
6. Support the president in moving the organization to achieve outcomes defined by the strategic plan for the PTO.

Section 3

The Secretary shall:

1. Record, transcribe, copy, and distribute the minutes of all meetings of the PTO and Executive Board;
2. Maintain an up-to-date list of all Members or delegate such maintenance to another PTO member.
3. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list and other pertinent documentation.
4. Save copies of all minutes and treasury reports to the organization online drive and provide a copy for physical filing in school PO Office.
5. Provide copies of previous meeting minutes and treasure reports upon member request and have on hand minutes from last related meeting.
6. Perform such duties as may be delegated by the Executive Board.

The Treasurer shall:

1. Serve as the financial officer and signatory of the PTO;
2. Make disbursements as authorized by the president and Executive Board in accordance with the budget adopted by the PTO membership;
3. Report the financial status of the PTO to the Executive Board and PTO members at every meeting;
4. Maintain an accurate record of the expenditures and receipts;
5. Pay out funds as authorized by the Executive Board;
6. Present a written financial statement at every meeting of the PTO, to be filed with the Secretary, and make a full report at the final meeting of the school year;
7. Perform other duties as assigned by the president or the executive board;
8. Prepare all necessary tax and financial forms in time for board review and signature and submit forms to the appropriate agency after signed; and
9. Have the accounts examined at the close of the fiscal year and/or upon change of the treasurer by an auditor or an auditing committee of three (3) persons who, satisfied that the treasurer’s annual report is correct, shall sign a statement of that fact at the end of the report. The auditor or auditing committee shall be selected by the Executive Board at least thirty (30) days before the new officers assume their duties.

Section 5

All officers shall perform the duties listed in these by-laws and those assigned from time to time and shall deliver to their successors all official material within fourteen (14) days after the meeting at which their successor was elected.

**Article VII – Executive Board**

Section 1

The affairs of the PTO shall be managed by the Executive Board.

Section 2

The Executive Board shall consist of the officers of the PTO, along with the chairpersons of all standing committees that the PTO forms and any ad hoc committees that the Executive Board forms.

Section 3

The duties of the Executive Board shall be as follows:

1. To transact necessary business between the PTO and other business as may be referred to it by outside organizations;
2. To create standing committees;
3. To approve the plans of standing committees;
4. To present a report at the regular meetings of the PTO or provide one to be presented in their absence.

**Article VIII– Committees**

Section 1

The following shall be the standing committees of the PTO: Family Engagement, Staff Engagement, Beautification& Staff Appreciation, Student & School Advocacy, Fundraising, Communication and Special Events.

Section 2

The Executive Board may establish special committees as needed. The members of special committees shall be appointed by the executive board.

Section 3

Committee chairpersons shall be approved by the Executive Board.

**Article IX – Duties of the Committees**

**Family Engagement**: The Family Engagement Committee shall ensure that families are an integral part of Northview Elementary School. The committee will ensure parents and other interested community members are made aware of both regular volunteering opportunities and where volunteers are needed for special tasks or events. The committee will poll teachers and family members on opportunities they would participate in that improves education of students and will communicate that information to appropriate school staff. Surveying will also include identifying family demographics of Northview Elementary School community to effectively consider multicultural aspects that promote inclusion. This committee shall evaluate the effectiveness of membership development practices with the long-term goal of having full participation in the PTO by more than 60% of Northview families.

**Staff Engagement:** The Staff Engagement committee will serve as representatives of Northview Elementary School teachers, aides, and other persons that foster a safe and enriching environment. The committee shall poll teachers for family and community volunteer opportunities that uphold the PTO purpose. The Staff Engagement Committee will offer strategies to increase staff involvement in the organization and promote a cohesive relationship between staff, students, their family members and the community. The chairperson shall serve as the point of contact for teacher engagement, recruitment and information sharing with PTO members.

**Communications:** The Communications Committee will create a quarterly newsletter, create and update the PTO website and utilize other forms of social media, work with school staff to distribute flyers and request robo-calls, and will survey parents about what other methods of communication are needed to ensure that all members of the school community can participate in school activities. The Communications Committee will consider that materials may need to be translated into other languages used by the school community and to make materials as accessible as possible to members of the community with special needs. All photos and school information released shall comply with policies and procedures of Prince George’s County Public Schools.

**Beautification & Staff Appreciation:** The Beautification and Staff Appreciation Committee shall coordinate activities with the school to include teacher and staff appreciation week, and other such events as designated by the Executive Board and shall develop cleanup and beautification projects to make the school property safe and welcoming.

**Student & School Advocacy**: The Student & School Advocacy shall ensure that the PTO membership is informed about issues before the local, state, or Federal government that could have an effect on Northview Elementary School. The Student & School Advocacy committee will also inform the school staff and student families about any initiatives that impact Northview Elementary School community, such as workshops, school policy changes, anti-bullying campaigns, and testing requirements, as well as discrete groups of students, such as talented and gifted programming and special education services.

**Fundraising**: The Fundraising Committee shall develop strategies and facilitate those fundraisers identified by the Executive Board as needed to fulfill the PTO budget. In addition to the president, this committee chairperson shall serve as the point of contact for coordinating community partnerships that raise funds. The chairperson shall coordinate with the treasurer to ensure that proper financial accounting and reporting procedures are followed.

**Special Events Committee:** The Special Events Committee will ensure that there are at least 3 special, no-cost events to build community at Northview Elementary School each school year. The Special Events Committee will also work with the teachers and staff at Northview Elementary to assist with and support school-initiated events. The committee will incorporate multicultural events that represent the diverse student population determined by the Family Engagement Community and Executive Board.

**Article X – Meetings**

Section 1

Regular Meetings. The regular meeting of the organization shall be once a month during the school year at a time and place determined by the executive board at least one month before the meeting. There shall be one meeting during the months of July and August to be scheduled by the newly elected board prior to the last day of school. The annual meeting will be held in place of the May regular meeting. The annual meeting is for electing officers. The secretary will cause the members to be notified of the meetings in a notice to be sent home at least one week prior to the meeting. During the June regular meeting, final reports by each Executive Board Member shall be given to the membership and, upon completion of that task, the newly elected Executive Board shall be installed as officers and resume their duties.

Section 2

The quorum shall be 7 members of the organization

Section 3

Special Membership meeting may be requested by five general members submitting a written request to the secretary.

Section 4

Regular Executive Board meetings shall be held monthly during the school year. There shall be an executive board meeting held following the school year end to review the previous year and to establish the goals and to plan activities for the upcoming school year.

Section 5

Notice of the time and place of each Executive Board meeting shall be given to each member of the Executive Board at least one (1) week prior to the date of the meeting. All proposals shall be submitted to the PTO.

Section 6

Special Executive Board Meetings may be called by the president or any two members of the executive board. Specified meetings may be scheduled on five (5) days’ notice to each member.

Section 7

A quorum for the Executive Board shall consist of four or more members, two (2) of which must be PTO officers.

**Article XI – Budget**

The Board will develop a yearly budget after hearing the priorities of the membership, including staff members and teachers, and will present the budget to the membership in the first quarter of each academic year (or as soon as is practicable during the 2019-2020 school year) for a vote. No funds shall be expended outside of budgeted amounts without presentation to the membership at a general membership meeting and a vote.

**Article XII – Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with the PTO bylaws or special rules of order.

**Article XIII – Amendments**

These By-Laws may be amended at any regular meeting of the PTO by a two-thirds (2/3) majority vote of the membership present and voting, provided written notice of the proposed amendment shall have been given to the membership at least one (1) week prior to the vote.

**Article XIIII- Review**

These By-Laws shall undergo a complete review by three (3) members, at least one (1) must be an officer. Bi-annual review following the election of a new board, final draft shall be available prior to the start of the school year. The proposed revisions shall be presented at the next regular membership meeting. Thorough review is required to ensure the document represents PTO’s vision and can fulfill responsibilities to Northview Elementary School community. The Treasure will determine if the revisions require resubmission of the By-Laws to the state and IRS to maintain non-profit compliance.

**Article XX– Dissolution Clause**

The PTO may be dissolved only with the authorization of the Executive Board at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of the Active members (status determined by the Membership Committee). All active members must be notified of the time and location of the pending action, at least thirty (30) days before such a vote is taken.

Upon dissolution of the PTO, the officers shall, after paying or making provisions for the payment of all liabilities of the PTO, dispose of all assets of the PTO exclusively for the purpose of the PTO in such a manner or to such organization(s) organized and operated exclusively for charitable purposes as shall qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Law, or under Maryland Statute.

PTO President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alicia Lyons

Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Halima Dabor

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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