

**Amended and Restated Bylaws**  
**Dunbarton Elementary PTO**

**Revised September 26, 2019**

**Article I: Name**

The name of this organization shall be the Dunbarton Elementary PTO.

**Article II: Articles of Organization**

The articles of organization include (a) these Bylaws and (b) the Articles of Incorporation.

These Bylaws may be amended at any general membership meeting and approved by a 2/3 majority vote of members present. There must be a minimum of 5 members present to effect any amendments to the Bylaws. Written notice of amendments or additions to the Bylaws must be presented to a member of the Executive Board at least one week prior to the meeting. In addition, any proposed changes must be given to the Dunbarton Elementary PTO Web Master at least one week prior to the meeting so that the general membership can review it before the meeting.

The Executive Board may revise the Bylaws to keep up with the changing demands of the school environment and population as necessary, providing that the posting requirements and ratification process are met.

**Article III: Missions and Goals**

- To mobilize and support parents, teachers, and students in Dunbarton in order to benefit Dunbarton Elementary School.
- To serve as a communication link between Dunbarton Elementary and the Dunbarton community in order to promote a positive school/community relationship that will enhance the students' educational and community environment and experience.
- To enhance the educational outcomes of Dunbarton Elementary students by fostering support for the school's educational objectives.
- To enhance the educational facilities and opportunities for Dunbarton students and staff which are not otherwise provided for in the school's budget.
- To foster social, interpersonal and team-building skills among the student population.
- This Mission is to be carried out through volunteerism and fund raising on behalf of the parents, students and staff of Dunbarton Elementary School.

**Article IV: Code of Conduct**

All officers and members are expected to adhere carefully to the policies, goals and principles of the organization and to set an example of civic volunteerism.

During your service to our organization and our community, we hope you will keep these principles in mind: Organizational goals before personal goals: Put the best interests of the entire program ahead of individual desires. We are here to serve all the children with quality programs.

Don't complain about it, do something: Minimize complaints and pettiness. Look for ways to improve the organization rather than pointing fingers.

Speak up when you have questions or disagree, but support the final decision of the organization: Once an issue has been discussed and decided, support it and defend it. We may make mistakes, but we do so in good faith with the best interests of all children at heart.

Be a good ambassador. Look for opportunities to introduce yourself to parents new to our program. Ask for their comments and input and invite them to help. Be open to all parents. Address rumors and misunderstandings.

Ask complainers to help out. By being open and communicating, we can head off misunderstandings.

Accept responsibility: Take on your share of the work. Do your best, ask for help and look for ways to improve prior practices. Accept blame graciously and give credit to your colleagues. Work together. Work with and communicate with the rest of the board, officers and volunteers. We need to restrain egos and share ideas and responsibility.

Think broadly: Look at problems from an organization-wide perspective. Focus on the best interests of all the children. Look for ways to use older children to help younger ones. Look for ways to collaborate with other towns and other local organizations. Look for ways to draw on the expertise of our parents.

Treat your colleagues respectfully: Give your colleagues the benefit of the doubt. They are volunteers just like you, doing their best to help build a quality program for our kids. Conflicts should focus on issues, not personalities or individuals. Courtesy goes a long way toward building harmony and cooperation.

Know what's going on: If you have an older student, talk to the folks involved with the youngest kids. Go to our meetings and programs. Ask questions. Get answers. Keep your finger on the pulse of our organization. Talk to the teachers.

Periodically review the organization and its programs: Take a fresh look at how things are done. Don't be afraid to enlist new talent. Teach them how things have been done in the past, but don't handcuff innovation and improvement.

During your service to our organization and our community, we hope you will keep these principles in mind.

Thank you for your commitment to our organization, and we look forward to working side-by-side with you for the interests of our kids!

## **Article V: Membership**

Membership is open to any Dunbarton community member or public school faculty or staff member. Any member shall have the privilege of making motions, voting, and serving on committees. The amount of dues shall be established at the last meeting of the year. Membership dues are due by September 30<sup>th</sup>.

## **Article VI: Policies and Procedures**

1. The Organization shall neither seek to direct the administrative activities of the school nor to control its policies.
2. The Organization may make suggestions to the administration concerning activities of the school, if such suggestions are made toward the betterment of conditions for all concerned.
3. Policies shall be developed, approved, or revised via meetings or committees. Their approval shall be acquired through a majority vote at a general membership meeting.
4. Notwithstanding any other provisions of these articles, the Organization is organized exclusively for one or more of the purposes as specifies in 501(c)(3) of the Internal revenue Code, as amended, and the Organization's activities shall follow the permissible activities specified by this code or corresponding provisions of any subsequent Federal tax laws for exempt organizations.
5. No substantial part of Organization activities shall be directed toward lobbying, or otherwise attempting to influence legislation, as specified in IRC 504(a)(1)(a).
6. The Organization shall not participate or intervene in (including the publication or distribution of materials) any political campaign on behalf of any candidates for public office [IRC 504(a)(1)(b).]
7. Monetary policies:
  - a. An annual budget will be prepared by the President(s) and Treasurer in July and August of each year. The budget will be posted on the Dunbarton Elementary PTO website two weeks prior to the first general meeting of the school year, at which time the membership will vote to approve the budget for the ensuing year. Voting shall follow the 2/3 majority rule, with five members constituting a quorum.
  - b. The Executive Board will vote on budgets for every event should the budgets need to change or be added from the original approved annual budget as set forth above and if the budget to be set exceeds \$200 the Executive Board will bring it to a general membership simple majority vote.

c. The Executive Board has the authorization to spend up to \$200 for discretionary spending without membership approval.

d. Fundraising: No individual member or delegation of members shall have the authority to enter into any agreement or contract monetary or otherwise or to obligate this Organization except upon the authority of this Organization through a majority vote. In the absence of a general meeting, a majority vote of the Executive Board shall be sufficient.

e. In the event of **dissolution**, all remaining assets and Property of the Organization shall, after payment of necessary expenses thereof, be distributed to such organizations as shall qualify under section 501 (c)(3) of the IRS Code of 2013, as amended, or corresponding provisions to any future tax code. No member or officer of the Organization nor any private individual shall be entitled to share in the distribution of any Organization assets upon dissolution.

f. No part of the net earnings of the organization shall be paid to any member, trustee, director or officer of the organization, or any private individual (except that reasonable compensation may be paid for services or goods rendered to or for the organization.)

g. Voluntary annual dues will be collected each fall.

h. Two people are required to collect and count money at all events and they will have to sign a money sheet.

### **Article VII: Officers**

1. Officers shall be elected on an as-needed basis by majority vote at any membership meeting. A ballot vote may be taken upon request by any member.

2. The Executive Board may fill any office vacancy by appointment to be ratified by the members at the following general membership meeting.

3. All officers shall deliver to their successor all of their official materials and/or files at the end of their term. By no later than May of each year prior to the end of an officer's term the officer shall share access to such materials so that the incoming officer can prepare to assume the role.

4. The Dunbarton Elementary PTO Executive Board shall consist of (minimally): a President or Co-Presidents, a Vice President or Co-Vice Presidents, a Secretary, a Treasurer, and a Webmaster.

5. Any possible **conflict of interest** on the part of any member of the Board, officer or employee of the Dunbarton Elementary PTO, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. Where the transaction involving a board member, trustee or officer exceeds

five hundred dollars (\$500) but is less than five thousand dollars (\$5,000) in a fiscal year, a two thirds vote of the disinterested directors is required. Where the transaction involved exceeds five thousand dollars (\$5,000) in a fiscal year, then a two-thirds vote of the disinterested directors and publication in the required newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Board will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging, understanding of and agreement to this policy. The Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement. See also separate conflict of interest policy

6. The duties of the Executive Board are as follows:

- a. To transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the Organization or committees requiring or needing assistance.
- b. To solicit input from membership in the development or revision of the Organization's purpose, goals and objectives.
- c. To monitor progress toward the Organization's goals and objectives and report on progress at membership meetings.
- d. To administer discretionary emergency/contingency funds not to exceed \$200 per incident.
- e. To delegate to Dunbarton Elementary PTO members the responsibilities of all events.
- f. The coordinators of said projects/events shall oversee the operations of the activity through their completion, solicit general member participation for these activities, and present periodic reports on progress at membership meetings. Coordinators will need to follow any budget provided by the executive board. They will also keep accurate records of all expenditures, and will complete an updated report of the event to be added to the event's notebook after it has taken place. These notebooks, provided by the Dunbarton Elementary PTO, will be passed on to the new coordinator upon change of leadership.
- g. Attend School Board Meetings.
- h. Responsibilities of each office are as follows:

### **President(s)**

Provide monthly report to School Board; Coordinate and chair the work of the Executive Board; Preside over all meetings of the PTO & the Executive Board; Coordinate all activities of the PTO with the Principal of Dunbarton Elementary School; Oversee the various chairpersons of the PTO Facilities Committees and any Special Committee; Prepare the agenda for monthly General PTO Meetings; Disburse funds as approved by the PTO Board when the Treasurer is unable to do so, as the secondary authorized signer; Review monthly bank statements of the PTO.

## **Vice President**

Serve as an aide to the President; Perform the duties of the President in the Presidents' absence; Oversee the various chairperson of the PTO Social Committees

## **The Secretary**

Keep minutes of all General PTO Meetings and provide and distribute such minutes at the next month's General PTO Meeting for approval by the PTO members; after which approval, the minutes shall be distributed to all PTO members; act as the Historian for the PTO by collecting agendas, minutes, newsletters, and other pertinent information; oversee the various chairperson of the PTO Communications Committees.

## **The Treasurer**

Responsible for PTO membership and collection of dues; maintain accurate and complete books of account for the PTO (PTO Books); receive and deposit all PTO monies in its bank account on a timely basis to the credit of the PTO; disburse funds as approved by the PTO Board as primary authorized signer for all such disbursements; make a statement of accounts at every General PTO Meeting; In conjunction with President, submit a preliminary budget for the next fiscal year at the General PTO meeting in May; make a full report of the previous fiscal year at the September General PTO Meeting of each year (this report will be make available to the PTO members); ensure that the appropriate federal and state tax filings and other forms, including the Annual Report to be filed with the IRS; are filed annually.

## **Treasurer Secretary**

Serve as an aide to the Treasurer; Perform the duties of the Treasurer in the treasurers absence; Oversee the various responsibilities of the PTO treasurer.

## **Webmaster**

The Webmaster aids the Director of Communications; including all social media posts, and updates and maintains the PTO website to keep it current.

Here are some more things I added:

- Executive Board Meetings will be held when needed prior to the General PTO Meeting, to discuss issues of the PTO and set the agenda for the monthly General PTO Meeting. Special Meetings of the Executive Board may be called at the discretion of the president or by two of the Executive Board officers. In the event an Executive Board Meeting cannot be held before the next General PTO Meeting, a meeting may be held electronically.
- General PTO Meetings shall be held monthly during the school year at times and dates determined at the beginning of the school year and posted for the membership. Changes to the

posted dates or times shall require notice at least seven days in advance unless a snow day causes the school to be closed.

- Special PTO Meetings may be called by the President or any two Executive Board officers, provided notice is given with the meeting time and purpose.

A vote at a General PTO or Special PTO Meeting is required for, but not limited to, the following items: the budget and any changes thereto; expenditures outside of the approved budget; gifts to school requests; any changes to PTO dues; appointment of an individual to fill a vacancy left upon a resignation; additions or dissolutions of committees; minutes of General PTO Meetings and the Treasurer's report; authorization of any Executive Board Officer or agent of the PTO to enter into any contract on behalf of the PTO; any other item as deemed necessary by the PTO Executive Board.

### **Article VIII: Meetings**

1. Motions and votes are a privilege of every member.
2. Motion approval requires a majority vote at every meeting. A quorum of seven members is required for a vote.
3. General membership meetings shall be held on rotating Mondays and Thursdays of each month unless otherwise noted by the President.
4. Minutes of the meetings will be kept in a file by the Secretary and posted on the Dunbarton Elementary PTO website.
5. Meetings will be conducted using Robert's Rules of Order so as to make the meetings as productive as possible.