

Revised Proposed changes to Dunbarton Parent Teacher Organization, Inc. Constitution, established in 1978, last revised in 1992:

General
Organization of Constitution

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Revised Proposed Constitution for the DES PTO

May, 2008

Article I: Name

The name of this organization shall be the Dunbarton Parent Teacher Organization (PTO), Inc.

Article II: Articles of Organization

The articles of organization include (a) this constitution and (b) the certificate of incorporation or 501(c)(3) designation.

This constitution 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 7 members present to effect any amendments to the constitution. Written notice of amendments or additions to the constitution must be presented to a member of the Executive Board at least one week prior to the meeting. *[In addition, any proposed changes should be given to the DES webmaster 2 weeks prior to the meeting to allow time to upload it to the PTO section of the DES website].*

The constitution may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community and brought to a vote of the general membership, provided that the posting requirements are met.

Article III: Mission 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 our children's educational environment and experience.
- To enhance the educational outcomes of Dunbarton Elementary by fostering support for the school's educational objectives
- To enhance the educational facilities and opportunities for Dunbarton students that are not otherwise provided for in the school budgets.
- This mission is to be carried out through volunteerism and fundraising by the Dunbarton PTO on behalf of the children of Dunbarton.

Article IV: Membership

Membership is open to any Dunbarton community member or public school faculty member, including teachers and administrators. Any member shall have the privilege of making motions, voting and serving on committees. The amount of dues will be established at the June PTO meeting, prior to the beginning of the new school year. Membership dues will be due by October 31st.

Article V: Policies and Procedures

- 1.) This organization shall neither seek to direct the administrative activities of the school nor to control its policies.
- 2.) This 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 (i.e. students, teachers, administrators and parents)
- 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 specified in 501(c)(3) of the Internal Revenue code of 1986, 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 towards 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 meeting will be held each year in April at which time the budget for the following year will be prepared and discussed. That budget will be presented to the membership at a general meeting in May and subsequently posted on the PTO's website. Discussion and amendments to the proposed budget will be reserved for the general meeting held in June. Voting shall follow discussion with a simple majority of those present required for passing.
 - b. Any school administrator wishing to add a non-standard line item to the PTO annual budget for the following year must be present at, or send a representative to, the April budget meeting in order to present and discuss his/her request in person.

c. Budgeted Enrichment Spending

i. Intentionally left blank.

iii. Intentionally left blank.

d. Non- Budgeted Items

i. No requests for special funds or additional enrichment funds will be considered until the November general meeting, at which time the results of the Fall fundraisers are known. Also, the PTO requires that budgeted enrichment funds be used in full prior to requesting any additional enrichment funds.

ii. At that point, all requests for Special Funding or additional enrichment funds equal to or less than \$500 must be in writing and include an itemized list of expenses (including shipping/handling, etc.) and all invoices, purchase orders or receipts. Requests should be reviewed/approved by the principal and delivered to an executive board member prior to a general meeting or delivered in person to the general meeting by the requestor. Requests will be considered on an individual basis and voted on following the presentation of the request. Funds will be dispersed immediately upon a majority affirmative vote.

iii. Requests for Special Funding or additional enrichment funds in excess of \$500 must adhere to the rules in 7(d)(ii). However following presentation and discussion of the request at the general meeting the request will be tabled for vote at the next meeting. This will allow the executive board time to post, on the website, the request in the following month's agenda. Funds will be dispersed following an affirmative vote by the majority of members present.

iv. The executive board (with the approval of any two executive members) has the authorization to spend up to \$100 for emergency reasons with no membership vote required.

e. Organization spending guidelines shall be reviewed, updated and approved annually.

f. Fundraising: No individual member or delegation of members of this organization shall have the authority to enter into any agreement or contract monetary or otherwise or to obligate this organization except upon the authorization of this organization through a majority vote at a membership general meeting. In the absence of a general meeting for membership vote, a vote of the Executive Board is authorized to obligate this organization.

g. 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 Internal Revenue Code of 1988, as amended, or corresponding provisions of any future Federal Tax Code.

h. No member trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the Organization assets on dissolution.

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

j. Voluntary annual dues are collected in the amount of \$8 per family.

Article VI: Officers and Executive Board: Elections and Duties

a) Those members wishing to become officers of the PTO should submit a letter of intent to the Executive Board no later than April 15th. Officers shall be elected by ballot annually in the month of May. However if there is but one nominee for any office, upon motion from the floor, the election may be by voice vote.

b) Officers shall assume their official duties at the close of the regular meeting in June and shall serve until a successor is elected or upon their resignation.

c) The Executive Board may fill any office vacancy by appointment.

d) All officers shall deliver to their successor all official materials at the end of their term.

e) The PTO Executive Board shall be comprised of any combination of the following elected officers to minimally include a President (or Co-Presidents), Vice President, Secretary, Treasurer, Fundraising Chair, Membership Chair and Volunteer Coordinator.

f) The duties of the Executive Board are as follows:

1) 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.

2) To solicit input from membership in the development or revision of the organization's purpose, goals and objectives.

3) To monitor progress towards the organization's goals and objectives and report on progress at membership meetings.

4) To administer discretionary emergency funds not to exceed \$100 per incident.

5) To delegate to PTO members, the responsibilities of the following PTO activities:

a. Curriculum Enrichment Coordinator: This member would work with the teachers to identify outside educators to bring to the school to complement and enhance the subjects that are being covered in the classrooms.

b. Kindergarten Barbeque Coordinator: This member should either be a parent of a current kindergartner or be in a position to contact parents from the out-going kindergarten class. The coordinator would assist the out-going kindergarten class in hosting the cookout for the new kindergartners and their families by providing guidance. They will explain to the parent volunteers all they will need to know to host the event and give them their budget. The coordinator should collect any and all receipts and submit them to the PTO Treasurer for timely reimbursement.

c. Spring Fling PTO Booths

d. Room Parent Coordinator

e. Hospitality Coordinator: Is responsible for refreshments at the Open House, and all Dunbarton PTO meetings, and any other programs sponsored by the Dunbarton PTO.

f. Harvest Moon Supper (2 members)/ A.I.R. Raffle Baskets (2 members)

g. Scholastic Book Fair(s) Coordinators (2): The Book Fair will be held in the Fall of each school year and also in the Spring. The profits will be used to meet expenses incurred by Dunbarton PTO. The Coordinator will, with assistance, organize, publicize and manage the Book Fair. It will coincide with Open House and the Easter Bunny Breakfast.

h. “Easy Money” Coordinator: Box Tops for Education/ Campbell Soup Labels, Hannaford Helps Schools, Target (Take Charge of Education): **Promote existing programs** and be on the look-out for new ways we can earn money for the school by doing what we do every day. This individual is also responsible for submitting the items collected to the various companies in the proper form at the proper time. Each program has different reporting and participation requirements. This coordinator could be busy all year and should have strong computer and organizational skills – or a lot of friends!

i. Easter Bunny Breakfast Coordinator (2): Works in conjunction with Easter Egg Hunt sponsored by the Dunbarton Recreation Committee.

k. Sargent Camp Fundraising Coordinator: Seeks out and coordinates fundraisers, in accordance with section 7f of Article V: Policies and Procedures, to specifically benefit the Sargent Camp Fund – different from the general PTO account.

l. Selection of Senior Scholarship Winners

n. 6th Grade Promotion Ceremony: The Coordinators will consult with the school staff and provide, with assistance, for refreshments, corsages for the girl graduates, and any other assistance which may be needed.

- o. Ice Cream sales to benefit 6th graders
- p. Nominating Committee Chair
- q. Other activities as they arise

i. The members delegated these responsibilities shall; attend the first general meeting of the year in order to introduce themselves to new members, oversee the operations of the activities through their completion; solicit general member participation for these activities, and present periodic reports on progress at general membership meetings.

ii. Progress reports are required and can be made in person at general meetings or can be made to the PTO President at least one week prior to a general meeting. These reports should be presented at the meeting just prior to the onset and the meeting immediately following the conclusion of the PTO activity to be discussed. Reports for ongoing fundraising activities (ie, labels, box tops, clothing drive, etc.) should be made at least twice during the school year. Those wishing to present in person should contact the PTO President at least one week prior to a meeting so that an item can be added to the meeting agenda.

iii. The coordinator from each program is responsible for maintaining a notebook, provided by Dunbarton PTO, which will be passed on to each new coordinator, and which will contain the Constitution and Procedural Guidelines, those minutes of meetings which are pertinent, and all yearly reports for that program. A written wrap-up report is required and should be prepared for each activity upon completion noting the following:

- A. General discussion of how activity went- including funds raised, if appropriate;
- B. Number of volunteers used for activity;
- C. Whether volunteer level was adequate
- D. Any changes suggested for the following year

g) Responsibilities of each office are as follows:

President or Co-Presidents

1. To preside at all meetings of the organization and Executive Board.
2. To prepare and post, on the PTO website at least three days prior to a general meeting, the upcoming meeting's agenda.
3. To serve as an authorized signatory of PTO checks.
4. To coordinate the work of the officers and chairs, oversee the fulfillment of organizational goals and objectives and to ensure the pursuit of the organization's purpose.
5. To submit to the District's fundraising coordinator the fundraising schedule for all PTO activities for the subsequent school year. Submission should be completed by the end of July prior to a new school year.

6. To foster communication between the PTO and the school community (parents and teachers/school staff) through the use of periodic written updates distributed via school backpacks, e-mail, website, etc.
7. To maintain a compilation of all yearly reports. The purpose for this is to provide orientation to new chairmen and for historical interest.

Vice President

1. Attend general membership, budget and executive board meetings.
2. In the President's absence preside over general membership and Executive Board meetings.
3. In the event that the President is unable to complete the term, the Vice President will assume the office, responsibilities and duties of the President.

Treasurer

1. Attend general membership, budget and executive board meetings.
2. Serve as authorized signatory on all PTO accounts.
3. Review and present monetary requests to the Executive Board and/or general membership for discussion and vote.
4. Receive all monies of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the executive board and or general membership.
5. Coordinate receipt, approval and payment for enrichment/special funds.
6. Present financial statements and report on the organization's budget at general membership meetings or when requested by the Executive Board.

Secretary

1. Record minutes of all general membership and Executive Board meetings, distribute minutes as appropriate.
2. Maintains a hard copy of these minutes in chronological order in the Secretary's Notebook along with a copy of all reports made during meeting for historical purposes. In addition, within 2 weeks following the meeting, the secretary should submit the minutes electronically to the school webmaster for uploading to the school website.
3. Acts as liaison between PTO and school for getting information, other than agenda, into school notices as needed.
4. Carries out all general correspondence on behalf of the PTO.
5. The Secretary will also act as the Publicity Chair for the PTO. They will be responsible for seeing that all necessary Dunbarton PTO information for upcoming events reaches the community through the Goffstown News, and other newspapers when necessary.

Article VII: Meetings

- a) Motions and votes are a privilege of every member.
- b) Motion approval requires a majority vote at a membership meeting.
- c) There will be a minimum of five general and two Executive Board meetings per year that are scheduled at the discretion of the Executive Board.
- d) General membership meetings shall be held on the third Tuesday of the month unless otherwise noted by the President.
- e) Special meetings, with appropriate notification, may be called by the Organization or the Executive Board. Notification is deemed appropriate if posted in the school notices and on the website at least three days prior to special meeting.
- f) Committee chair progress reports will be presented at each general membership meeting, as appropriate.
- g) Minutes of meetings shall be kept on file by the Secretary and posted on the PTO website.
- h) Our meetings will be conducted using Robert's Rules of Order as a guide to make the meetings as productive and focused as possible.