

# **Bylaws**

Of the

## Batt Private School Parent Teacher Organization

- I. **Name.** The name of the organization shall be the Batt Parent Teacher Organization. (BPTO)
- II. **Purpose.** The purpose of this organization shall be to assist the educators of our youth in providing a positive educational experience. This shall be accomplished through volunteer coordination, fund raising, and the organization of family-oriented activities. BPTO shall provide support for educational needs and recreational needs of their students and promote open communication between the administration, teachers and parents.
- III. **Membership.** All parents and/or legal guardians of students who currently attend Batt Private School and all current faculty and staff of Batt Private School shall be considered a member in BPTO.
- IV. **Meetings.** Meetings of the BPTO shall be held at a regular time and place as designated by the current BPTO Board at the beginning of each school year. At least three General Membership Meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced at least fourteen (14) days prior to the meeting.

**Special Meetings.** Additional General Membership meetings of the organization may be called, either by vote of the BPTO Board or by request of the majority of the General Membership Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.

**Quorum.** Those persons present at a properly called General Membership or Special General Membership Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

- V. **Officers.** The officers of BPTO shall be President, Secretary, Treasurer, Upper School Coordinator and Lower School Coordinator.

The President and Treasurer shall be elected to serve a term of two years. They shall not be eligible to serve more than one consecutive term in the same office.

The Secretary, Upper School Coordinator and Lower School Coordinator shall be elected to serve for a term of one year. They shall not be eligible to serve more than two consecutive terms in the same office. They will not be able to serve more than three (3) consecutive terms in any position.

If, a vacancy occurs on the BPTO Board before the term expires, the BPTO Board will appoint a replacement to finish the present term. If, a board member is not fulfilling their duties, the BPTO Board can appoint a replacement with a majority vote by the board.

## **PROCEDURE.**

The election of the BPTO officers shall take place during the last General Membership Meeting each year. The Nominating Committee and/or BPTO Board shall present a slate of officers for election.

There shall be a nominating committee consisting of six (6) persons. Two members of the BPTO Board, two members of the teaching staff of lower school, and two members of the teaching staff of upper school.

The nominating committee shall meet the beginning of April and present to the BPTO Board a slate of nominees within ten (10)

school days. The nominees must meet the following criteria; have a child presently enrolled at Batt Private School for at least one academic year, and have served on two school committees. Only those who have consented to serve shall be eligible for nomination. The nominating committee shall contact all persons who will be nominated to confirm their willingness to serve.

Officers shall assume their official duties at the close of the current school year of their election.

BPTO Board shall meet and vote by confidential ballot for new officers. The current BPTO President will count ballots in the presence of one (1) Nominating Committee Member. Discussion of nominees will remain confidential.

## **VI. FINANCES**

- A. Budget. At the first regular membership meeting of the year the BPTO Board shall present to the membership a budget of anticipated expenses for the year. This budget shall be used to guide the activities of the BPTO Board during the year.
- B. Obligations. The BPTO Board is required to authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Batt Private School, nor should they hold themselves out as having such authority.
- C. Loans. No loans shall be made by the organization to its officers or members.
- D. Checks/Drafts. The Treasurer and the President shall sign all checks, drafts, or other orders for the payment of money on behalf of the organization.

- E. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the BPTO Board may select and shall make such disbursements as authorized by the BPTO Board. All deposits shall be made within seven (7) business days from the receipt of the funds. All disbursements shall be made within a maximum of fourteen (14) days from submission of receipt and/or orders of payment.
- F. Financial Report. The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the year. The BPTO Board shall have the accounts examined annually by an informal audit committee, who, if satisfied with the accuracy of the Treasurer's annual report, shall sign a statement verifying that fact at the end of the report. The BPTO Board shall have accounts examined by an auditor every two (2) years/or when the President and/or the Treasurer positions change.