

**By-Laws of the Charles A. Bernazzani  
Parent Teacher Organization  
as of June, 2014**

**Article I: NAME**

This partnership in education shall be known as the Charles A. Bernazzani Parent Teacher Organization, or more briefly the PTO.

**Article II: MEMBERSHIP**

All parents and caregivers who in the given year have at least one child enrolled in the Charles A. Bernazzani School and all staff of the Charles A. Bernazzani School are automatically members of the PTO.

**ARTICLE III: PURPOSE**

A. To provide a forum where educational issues of concern to the Charles A. Bernazzani School can be openly discussed and information about curriculum, educational programs, and school goals can be shared.

B. To provide a structure in which a partnership relationship between parents and teachers can function to support education at the Charles A. Bernazzani School and to provide enrichment in education for its students.

C. To afford a representative assembly for the expression of the concerns of the Charles A. Bernazzani parents and teachers. This it will do through the presentation of programs, proposals, and recommendations as well as through mediation. It will make these proposals and recommendations through its Executive Board; if necessary, to the Quincy School Department; and if necessary, to the Quincy School Committee.

D. To sponsor, support, and assist in projects that enrich or contribute to the education, health and general welfare of the Charles A. Bernazzani students.

**ARTICLE IV: OFFICERS AND EXECUTIVE BOARD**

A. There shall be nine officers of the PTO: a chairperson, a vice chairperson, two co- secretaries (recording and correspondence), two City-wide representatives, a PTO accounts treasurer, a field trip account treasurer, and a community engagement officer.

B. There shall be an Executive Board of the PTO. It shall consist of the nine officers of the PTO, the principal, two teacher representatives (one from the lower grades of K-2 and one from the upper grades of 3-5), and assistant principal - 13 members in total.

**ARTICLE V: ELECTIONS**

A. The two teacher representatives shall be chosen in any way deemed appropriate by the Charles A. Bernazzani teachers.

## B. The Elections of the Officers:

1. Nominations shall be made at the April PTO meeting. If there is only one candidate for any or all offices, the recording secretary shall cast a vote in favor of each candidate running unopposed.
2. If necessary, voting shall take place at the May PTO meeting. Voting shall take place by secret ballot and counted during the PTO meeting by the recording secretary.
3. Any member of the PTO is eligible to cast one vote.
4. Each winning candidate must receive a majority of the votes cast for that position. In case of a tie, a run-off election will be run at a time deemed appropriate by the members present at the May meeting.
5. In the case of the creation of a new PTO officer position or the resignation of a sitting PTO officer, nominations shall be made at the next regularly scheduled PTO meeting. If there is only one candidate for the newly created or vacated position, the recording secretary shall cast a vote in favor of the candidate running unopposed. If a vote is necessary, it shall take place at the next regularly scheduled PTO meeting.

## **ARTICLE VI: Terms of Service and Duties of Officers**

### A. Terms of Service

1. Each person elected as indicated in Article V shall serve for a term that begins immediately after the closing of school in June of that year and ends with the close of school the following June.
2. HOWEVER, For the purpose of the following year's Budget Meeting, which is held in June of the existing year, INCOMING Board Members will have equal input as existing board members and INCOMING Board Members shall be allowed to vote, as well as existing Board Members, and each INCOMING Board Member's vote shall hold equal weight as any existing Board Member's vote.  
In no event shall an existing or incoming board member have more than one vote. In the event that there are an equal number of votes on any budget item, the current year's chairperson shall abstain from voting.
3. A maximum of three years in succession is the most allowed for any person to hold one office, unless voted on by the PTO members to extend any one person's term of office.

### B. Duties of Officers

1. The Executive Board is the group to which the PTO looks for overseeing the implementation of its purpose (Article III). It may do so through various task forces or committees.
2. All members of the Executive Board are bound to represent fully and fairly the duly constituted concerns of parents and teachers in accordance with Article IIIB. Such a concern is determined by majority vote of either the Executive Board or, in case of a major policy decision, a polling of all parents (written or in person).
3. The chairperson is responsible for the calling of all PTO meetings. She/he is also the official spokesperson for the group unless otherwise decided in a particular situation and is chiefly responsible for seeing to the orderly conduct of all business of the PTO.
4. The vice chairperson will assume the office of the chairperson when the chair is absent or unavailable. He/se also will oversee programs to be carried out by various committees and task forces as needed.
5. A recording secretary will keep the minutes of each regular or emergency meeting of the PTO and will write up a summary. The minutes are to be submitted to the chairperson and principal for approval. Before the next meeting, minutes will be posted on the PTO website.
6. A correspondence secretary will help compose, type and mail or distribute all correspondence for any PTO business or announcements.
7. The accounts treasurer will be in charge of any monies collected through fund raising. At each regular meeting of the PTO, she/he will give an accounting of money transactions since the last meeting. He/she may disburse monies up to \$200 with approval of just the chairperson and principal,

but monies of over \$200 will require approval of the Executive Board. The treasurer should insist that books are audited once a year, and an audit committee should be appointed by the members.

8. The field trip treasurer maintains field trip accounts, makes deposits and disburses funds as necessary. This officer has check writing authority, countersigning along with the principal for the specific field trip account. Annually, an accounting is performed with the accounts treasurer to close and balance the accounts.

9. The city-wide representative (or alternate) is to attend all meetings of that body, to represent fully and fairly all the concerns, programs, and activities of the PTO as voted by the parents and teachers attending the PTO meetings. The representative will then report to the PTO at each regular PTO meeting what went on at city-wide meetings.

10. The Community Engagement officer is tasked with reaching out to the parents/caregivers of the Bernazzani students and to local community and business peoples. This community engagement will involve suggesting events and opportunities to strengthen the outreach of the PTO Board for the benefit of the Bernazzani community.

## **ARTICLE VII: POWERS**

A. The PTO is a partnership. It has the power to institute programs with the necessary approvals as outlined by the principal. It is empowered to raise funds (by School Committee).

B. Regarding policy within the school, the PTO and the Executive Board is an advisory body only, because only the principal can be responsible for carrying out educational policy and only the School Committee is lawfully empowered to set policy.

C. The Executive Board is empowered to allocate PTO funds.

D. The Executive Board is empowered to make recommendations or public statements that have been approved by the majority of its members when it affects routine matters.

E. In important, major matters, the Executive Board will decide who will speak for the PTO, but the message delivered will be dependent on a majority vote of all parents and teachers attending PTO meetings on a regular basis.

## **ARTICLE VIII: MEETINGS**

A. Generally, PTO meetings occur monthly on the fourth Monday of the month at 6:30 p.m. These meetings are open to any parent, caregiver or teacher with a child attending the Charles A. Bernazzani School. If school is cancelled on the Monday that the PTO meeting is scheduled, the meeting is also cancelled

B. Emergency meetings can be called for a special purpose, and in a crisis, the Executive Board alone can be gathered to make initial decisions.

C. Conduct of business meetings: The chairperson shall conduct these meetings using Robert's Rules of Order as a guide. The agenda for such meetings is set by the principal and chairperson, but anyone's suggestions or concerns can be brought up during Open Forum.