

**BYLAWS**  
**of**  
**Cromwell Valley Elementary School PTO**

**ARTICLE I – NAME, DESCRIPTION & PURPOSE**

**Section 1: NAME** – The name of the organization shall be Cromwell Valley Elementary School PTO. The PTO is located at Cromwell Valley Elementary, 825 Providence Road, Towson, MD 21286.

**Section 2: DESCRIPTION** – The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

**Section 3: PURPOSE** – The purpose of the PTO is to enhance and support the educational experience at Cromwell Valley Elementary, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Cromwell Valley Elementary through volunteer and financial support. The CVE PTO is an active, volunteer-run organization that works to enhance the overall educational environment by promoting volunteerism, encouraging parental involvement, and raising funds for additional resources that benefit all students at Cromwell Valley Elementary Magnet School.

**CVE PTO GOALS**

- Establishing and maintaining a working relationship among parents, school and community.
- Enhancing the quality of education by raising funds for school supplies or programs that fall outside the school budget.
- Supporting school improvement teams and promoting the finest education possible for the students.
- Expanding technology and supplementing equipment and supplies for teachers and classrooms.
- Increasing student safety and security.
- Developing programs and projects that will support or enrich the curriculum.

**ARTICLE II – MEMBERSHIP**

Section 1: Membership dues shall be an approved amount per school year, voted upon by the Executive Board at the May board meeting of the prior school year.

Section 2: Membership is open, without discrimination, to anyone who believes in and supports the mission and purposes of this PTO. Anyone can be admitted to membership at any time during the school year.

Section 3: Every individual who is a member is entitled to all the benefits of membership.

Section 4: Members are allowed one vote per household.

### **ARTICLE III – OFFICERS & COMMITTEES**

**Section 1: EXECUTIVE BOARD**– The Executive Board shall consist of the following officers: President, Treasurer, Recording Secretary, VP of Communications, VP of Event, VP of Special Programs, and VP of Hospitality. The School Principal, or his/her designee, is a voting member of the Executive Board.

**Section 2: TERM OF OFFICE** – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year.

**Section 3: QUALIFICATIONS** – Any PTO member in good standing may become an officer of the PTO.

#### **Section 4: DUTIES –**

- a. Executive Board – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.
- b. President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.
- c. Treasurer – Serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.
- d. Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, hold historical records for the PTO.
- e. VP of Communications – Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.
- f. VP of Events – Oversee programs/activities of the PTO, support all PTO sponsored events, and work with committee chairs to brainstorm, plan, execute and follow up on all PTO activities including fundraisers
- g. VP of Special Programs – Coordinate Special Programs that help to raise money for the PTO and contribute to “school spirit”. This includes: Spiritwear, Yearbook, Spirit Nights
- h. VP of Hospitality – Coordinate Hospitality for the following school/PTO events: Sneak a Peek Ice Cream Social; Pastries for Parents; American Education Week; and Teacher Appreciation Week; Solicit help from Hospitality Committee as needed, and oversee Committee’s involvement. Responsible for thank you, get well, sympathy and congratulations cards for CVE Staff and PTO Board Members and for sending flowers or gifts approved by the PTO Board in the event of birth, wedding or death.

**Section 5: COMMITTEES** – All members of this PTO are eligible to serve in a committee. Those members in good standing within this PTO are eligible to chair and co-chair in a committee.

- a. Nominating Committee - A nominating committee, composed of six members elected by the current year's board, will meet to discuss the next year's nominated board members. The nominating committee will be elected at least two months prior to the election of officers. The nominating committee will report its nominees to the general membership meeting in April. Only current members of the PTO who have given consent to serve if elected shall be nominated, or elected to, such office.
- b. Event Committees - All events created by this PTO will have a committee, consisting of at least one chair and one co-chair.

**Section 6: BOARD MEETINGS** – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

**Section 7: REMOVAL** – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

**Section 8: VACANCY** – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer's term. If a letter of resignation from any officer is received, a notice shall be given to the general membership of the vacancy within 10 days.

#### **ARTICLE IV – MEETINGS**

**Section 1: GENERAL PTO MEETINGS** – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

**Section 2: VOTING** – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

**Section 3 – QUORUM** – Eight (8) members of the PTO present and voting constitute quorum for the purpose of voting.

#### **ARTICLE V – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the PTO begins July 1st and ends June 30th of the following year.

**Section 2: BANKING** - All funds shall be kept in a checking account in the name of Cromwell Valley Elementary School PTO, requiring two signatures of the Executive Board and held at a local financial institution.

**Section 3: REPORTING** - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

**Section 3: ENDING BALANCE** - The organization shall leave a minimum of \$10,000.00 in the treasury at the end of each fiscal year.

**Section 4: CONTRACTS & CHECKS**- Contract signing authority is limited to the President, Treasurer and Secretary. Checks and/or vouchers must have two signatures, one from the treasurer and the other from another member of the board.

#### **ARTICLE VI – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws. Any proposed amendments to the Bylaws must be given to the general membership at least twenty days prior to the meeting at which the amendment is to be voted upon.

#### **ARTICLE VII - DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be donated to Cromwell Valley Elementary.

#### **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

**These bylaws were adopted on \_\_\_\_\_.**

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Standing Rules  
CROMWELL VALLEY ELEMENTARY SCHOOL PTO  
2020-2021 School Year

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The name of this unit shall be Cromwell Valley Elementary School PTO and is governed by its own Bylaws.

The unit's Federal ID # is 84-2520365.

The annual dues are \$5.00, and all dues collected are solely given and kept at Cromwell Valley Elementary School PTO.

The unit's fiscal year shall run from July 1st to June 30th.

Eight (8) members of the PTO present and voting constitute quorum for the purpose of voting.

Regular (general) meetings of this association shall be held during the school year on the last Wednesday of each month at 6:30pm except in November and June.

The officers of this association shall be: President, Secretary, Treasurer, VP of Communications, VP of Special Programs, and VP of Hospitality. Nominations for the following school year will be in writing and submitted to the current President two weeks prior to the April PTO general meeting. Elections will be held during the May meeting. Officers shall assume their duties July 1st.

To run for an office or vote in an election, you must be a member of the PTO in good standing prior to the day of election. You also must have attended at least one PTO meeting prior to the May election.

Two (2) signatures are required on all PTO checks.

Anytime PTO money is counted, two (2) members must be present.

No more than \$150.00 will be spent without a general election vote.

You need to notify the PTO president, in writing, of business to be discussed at least 2 days prior to the next meeting. If brought up at the meeting, the president will decide (based on availability) if said business will be discussed at that meeting.

The minutes from each PTO meeting will be posted within 3 weeks on the PTO website, Facebook page and in the PTO binder.

The order of business for the meetings of this association shall be:

Call to Order  
Secretary's Report  
President's Report  
Treasurer's Report  
Committee Reports  
Principal's Report  
New Business  
Unfinished Business  
Announcements  
Adjournment

Committees and Volunteers will be called on as needed.

These standing rules shall be read at the first general meeting of the school year, by the Secretary and will be read by request at any meeting. They may be amended or rescinded by a 2/3rds vote at any general meeting.

Date Read: \_\_\_\_\_