

Bethlehem Central Middle School Parent Teacher Organization Procedures
Adopted: 2018

Article I – Purpose

The procedures of the Bethlehem Central Middle School Parent Teacher Organization (BCMS PTO) shall serve to guide the members of the Executive Board of the organization in furthering the purposes of the BCMS PTO as stated in the bylaws of said organization.

Article II – Executive Board

As stipulated by the bylaws, the BCMS PTO Executive Boards consists of the officers, Bethlehem Central Middle School (BCMS) Principal, and the chairpersons of the BCMS PTO committees.

Article III – Officers

As stipulated by the bylaws of the BCMS PTO, the officers of the organization may consist of: a president or co-presidents; a vice president or co-vice presidents; a secretary; a treasurer; and such positions deemed necessary for the proper function of the organization.

Section 1 – President. The president(s) may: preside over meetings of the organization and Executive Board; serve as the primary contact between the BCMS PTO and the Principal and/or other Bethlehem Central School District administrators; represent the BCMS PTO at meetings outside the organization; serve as an ex-officio member of all committees; and, coordinate the work of the BCMS PTO officers and committees in support of the purpose of the organization.

Section 2 - Vice President. The vice president(s) may assist the president(s) in carrying out any and all duties and functions as needed. In the event the president(s) are temporarily unable to serve, the vice presidents(s) may take on the duties of the president(s) during the duration of such absence. In the event two or more co-presidents are in office, the responsibilities of the vice president(s) may be assumed by the co-president(s).

Section 3 – Secretary. The secretary may: record and maintain a permanent file of the minutes of all meetings of the BCMS PTO, both executive and general; conduct correspondence at the request of the officers; and, provide information to the membership of the BCMS PTO and the BCMS community. The secretary will when practicable be present at all Executive Board meetings and may recruit other BCMS PTO Executive Board members to fulfill the duties of the position at such times that he or she may be unable to perform said duties.

Section 4 – Treasurer. The treasurer may: receive and deposit all funds of the BCMS PTO; keep an accurate record of disbursements, income, and bank account information; pay out funds in accordance with the approval of the Executive Board where required by the bylaws; present a financial statement at meetings and at other times upon request of the Executive Board; prepare a financial statement at the end of the year to be reviewed by the board; and, make a full report to the general membership at the end of the year.

Section 5 - Vacancies. The Executive Board shall strive to maintain a full complement of officers at all times. Upon a vacancy in the office of president, a co-president and/or vice president may assume the office of president upon approval of a majority of the Executive Board, assuming a quorum. In any other vacancy a new member shall be approved by a similar vote.

Article IV – Standing Committees

The Executive Board of the BCMS PTO shall strive to create and maintain such standing committees as are necessary for the function of the organization. All committee descriptions shall be approved by a majority vote of the Executive Board, assuming a quorum. When practicable, nomination and election of standing committee chairpersons shall be brought before the membership at large. At other times election of committee chairpersons may be done by a majority vote of the Executive Board, assuming a quorum. The committees may address such necessary activities as described in the following sections.

Section 1- Information Technologies (IT) Committee. The IT Committee shall do the work necessary to: ensure the utility and updating of the BCMS PTO website and protection of all online information; liaise with the provider(s) of internet service; assist in the maintenance of the annual membership list; and, assist the Executive Board and BCMS PTO committees as needed.

Section 2- Membership Committee – The Membership Committee shall do the work necessary to: work to solicit new members to the BCMS PTO; maintain databases of students, homerooms, and PTO members; coordinate with the treasurer and IT Committee to ensure access to current and updated membership information; work to include incoming fifth-grade students and their families as members of the BCMS PTO; and, assist the Executive Board and BCMS PTO committees as needed.

Section 3 - Volunteer Committee: The Volunteer Committee shall do the work necessary to: coordinate volunteers for all BCMS PTO sponsored events; coordinate with BCMS administration and faculty to provide volunteers when needed at school sponsored events; provide all pertinent information to any such volunteers concerning upcoming events; ensure that volunteers and event coordinators are in communication as needed; and, assist the Executive Board and BCMS PTO committees as needed.

Section 4 - Hospitality Committee: The Hospitality Committee shall do the work necessary to: provide for necessary food stuffs, paper goods, beverages, and table

displays at events sponsored by the BCMS PTO; solicit donations of items as needed from volunteers; maintain all supplies owned by the BCMS PTO used for hospitality purposes; ensure communication with administration and faculty concerning BCMS PTO sponsored events; adhere to the Executive Board approved budget for such events; and, assist the Executive Board and BCMS PTO committees as needed.

Section 5 - Fundraising Committee – The Fundraising Committee shall do the work necessary to: coordinate all BCMS PTO fundraising activities; serve as the point of contact for all outside organizations for any fundraising purposes; coordinate when necessary with BCMS faculty and administration in matters pertaining to fundraising; and, assist the Executive Board and BCMS PTO committees as needed.

Article V - Membership Communications

Section 1 – General Information. The Executive Board will strive to provide pertinent information to the membership of the BCMS PTO and the community of BCMS through such means as are available, including but not limited to: direct email; School News Notifier (SNN) updates; a website maintained by the BCMS PTO; any other methods deemed appropriate. Such information may include: notice of upcoming general and/or special meetings; proposed bylaws changes; requests for volunteer support; other information deemed important to the BCMS community.

Section 2 – Notice of Meetings. Dates for general meetings shall if possible be determined prior to the beginning of the school year and the Secretary shall if possible make such dates known to the district for inclusion in the BCMS calendar.

Section 3 - Budget Requests. Requests for BCMS PTO grant funding not included in the current BCMS PTO budget shall be submitted using the current Request Form. Such requests must be submitted on the last Friday of the month for review by the Executive Board at the following month's meeting, when such a meeting is scheduled to occur. New submissions for BCMS PTO financial aid to be included in the annual budget must be submitted to the Executive Board through use of the current Request Form prior to the end of the school year for inclusion in the budget for subsequent fiscal year. The request form shall be provided on the BCMS PTO website or in paper upon request.

Section 4 – Promotion of non-BCMS PTO Activities - The BCMS PTO shall not sell space on newsletters, membership directories, or other organization publications to advertise individual companies, organizations, or individuals. Further, the organization shall not utilize email lists or social media platforms for non-BCMS PTO fundraising.