

BYLAWS OF THE AMANDA C. ROWE SCHOOL PARENT TEACHER ORGANIZATION

ARTICLE I - NAME

The name of this organization shall be the Amanda C. Rowe School Parent Teacher Organization. This organization is incorporated under the laws of the State of Maine.

ARTICLE II - OBJECT

The object of the Organization shall be to promote the general welfare of the children of Rowe School in matters of health and education, to provide a united effort among Organization members, and to raise funds needed for the enrichment and assistance of the student population, which are not funded by the local school budget.

ARTICLE III - MEMBERSHIP

The members shall be composed of the parents or guardians of the children attending Rowe School, the teachers, administrators and support staff (custodians, librarian, school nurse, secretaries, social worker, etc.).

ARTICLE IV - Officers

Section A

The officers of the Organization shall be a President, a Vice-President, a Fundraising Chair, a Community Building Chair, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these bylaws. Any of the officers of the Organization may be filled by co-Chairs at the discretion of the Executive Committee.

Section B

At the penultimate Executive Committee meeting it shall be the duty of the committee to nominate candidates for the offices to be filled at the final meeting. The Executive Committee shall report at the penultimate regular meeting, at which time additional nominations from the floor shall be permitted. Any nominee not in attendance shall provide written confirmation of their agreement to be nominated and to serve if elected.

Section C

The election of offices shall be held at the final meeting. The term of office for all officers shall be one year and shall begin on July 1 following their election. A person shall not be eligible to serve more than two consecutive terms in the same office, provided that, if there is no nominee and the current incumbent is willing to stay in office, they are eligible for one more term. Voting shall be by a show of hands if there is only one candidate per office, or by written ballot if there is more than one candidate for any office.

Section D

Vacancies occurring during the year in any office shall be filled by the Executive Committee and with a vote by the general membership at the next regular meeting to ratify the Executive Committee choice.

Section E

The President shall preside at the meetings of the Executive Committee and at all regular meetings of the Organization; shall perform any other duties as may be stated in these bylaws or assigned to him/her/them by this Organization; and shall be a member ex officio of all committees.

The Community Building Chair shall work to structure and implement community building activities throughout the year. These are school-wide events that shall be, to the extent feasible, free to attend.

The Fundraising Chair shall work to structure and implement all fundraising events throughout the year.

The Vice President shall provide assistance to the President and, in the event of absence or resignation of the President, shall carry out the President's duties. Also, he/she/they, if so desired, may be chairperson of one of the standing committees according to his/her/their capabilities and/or interests. He/she/they shall also be responsible for organizing a committee of three to review the Organization's bylaws every four years to ensure their current appropriateness. He/she/they will solicit and organize the Room Parents and serve as a key communicator with

them.

The Secretary shall: record and keep the minutes of all regular meetings of the Organization; have custody of the bylaws and other important papers, except those kept by the Treasurer; help with general correspondence; distribute and share the meeting minutes and monthly Newsletter; and perform any other duties as may be stated in these bylaws or assigned to him/her/them by the Organization.

The Treasurer shall: receive and have charge of all monies of the Organization; pay all bills in a timely fashion which have been approved and authorized by the Organization; file all applicable tax documents (annual form 990, 1099s, and 1096); give an itemized report of the receipts and disbursements at each meeting; and perform any other duties as stated in the bylaws, or as assigned to him/her/them by the Organization. The accounts shall be available at any time for review.

ARTICLE V - MEETINGS

Section A

The Organization shall hold its meetings in the Rowe School, unless voted upon by the Executive Committee to be held at a different location, including by virtual means.

Section B

A quorum of at least four shall be required in order to conduct business at a meeting requiring any vote.

Section C

The regular meetings of the Organization shall be held at least four times during the school year.

Section D

Special meetings may be called by the President with the consent of the majority of the Executive Committee.

ARTICLE VI- EXECUTIVE COMMITTEE

Section A

The executive Committee shall consist of the Officers of the Organization and the chairperson of each standing committee.

Section B

This committee shall have general supervision over the affairs of the Organization between regular meetings. The school Principal or Assistant Principal shall serve as the ex-officio member. Two thirds of the executive committee shall constitute a quorum.

This committee shall also plan and implement goals and objectives for the year for the Organization which shall support the objective of the Organization as well as the mission statement of Portland Public Schools. Also, the Executive Committee sets the agenda for the Executive Committee and full membership meetings. No request for money shall be presented to the full membership unless such measure is first presented to the Executive Committee and placed by that committee upon the full agenda for full membership consideration. Written requests presented to the Executive Committee for less than two hundred and fifty dollars may be approved by a majority vote of the Executive Committee.

Section C

After the election of the officers, the outgoing Executive Committee will assist the incoming officers for a transitional period, which is the remainder of the school year. During this time, the outgoing Executive Committee members are to pass on pertinent records and information that they think would be helpful to the new Executive Committee.

ARTICLE VII- COMMITTEES

Ad hoc committees may exist of: Greening, Community Building and Engagement, Fundraising, Winterfest or Springfest, and Teacher Appreciation.

Section A

The Greening Committee shall consist of teachers and parents whose responsibilities include maintaining and upgrading Rowe School's grounds. The Learning Garden Committee will be an arm of this committee.

Section B

The Community Building and Engagement Committee shall consist of teachers and parents whose responsibilities include planning and implementing whole-school, community building, and educational events. This committee will be led by the Community Building Chair.

Section C

The Fundraising Committee shall consist of teachers and parents whose responsibilities include planning and organizing all fundraising events. This committee will be led by the Fundraising Chair.

Section D

The Winterfest or Springfest Committee shall consist of teachers and parents whose responsibilities include planning and organizing the annual event. The Community Building Chair will oversee this committee.

Section E

The Teacher Appreciation Committee is charged with planning, organizing, and carrying out the activities intended to recognize the efforts of teachers and the school staff. The specific type and format of these activities/events will be determined each year by the membership.

Section F

Other such committees, standing or special, shall be appointed by the President as the Organization or the Executive Committee shall, from time to time, deem necessary to carry on the work of the Organization.

The President or Co-Presidents shall be ex-officio members of all committees.

ARTICLE VIII- DISBANDMENT

In the event of dissolution, Federal and State laws must be adhered to in the disposal of this Organization's assets. An attorney shall be consulted to advise the Organization as to the procedure to be followed. The object of the Organization shall be followed for disbursement of any available funds in such debts would be paid and assets will be distributed to the Rowe School general activity account to benefit the students.

ARTICLE IX AMENDMENTS

The bylaws may be amended at any regular meeting, or at any meeting called for the purpose by a two-thirds vote of the members present, if there is a quorum and provided each member has been notified of such changes thirty days previous to said meeting.

ARTICLE X CONFLICT OF INTEREST

A member shall refrain from voting on matters on which the member has a conflict of interest but to the extent permitted by law, no contract or other transaction which the corporation may enter shall be affected by the presence of a conflict of interest on the part of a member.

ARTICLE XI- PARLIAMENTARIAN AUTHORITY

Robert's Rules of Order shall be the Parliamentary Authority of this Organization.

ARTICLE XII STANDING RULES

Section A

The order of business of regular meetings of the Organization shall be similar to the following:

Call to Order and Introduction of all attending

School Business
Treasurer's Report
Committee Reports
Miscellaneous Announcements
Adjournment

Section B

Parent Room Representatives will volunteer for this school year position at the first PTO meeting in September. At such time, the Executive Committee will designate the duties for the Parent Room Representatives for the year.

Revised September 29, 2022, and to be placed on file with the Organization's copy of the original State of Maine Incorporation Charter for the Organization.