

Burlington PTO Council

Bylaws

January 24, 2008

Article I – Name

The name of this organization is the Burlington PTO Council (hereafter referred to as “the Council”).

Article II – Mission Statement

It is the mission of the Burlington PTO Council to foster communication and cooperation among member PTOs, to serve as an active voice for parents to school district administration, and to promote relationships between member schools and the greater Burlington community.

Article III – Goals

The Burlington PTO Council seeks to:

1. Promote communication and cooperation among member PTOs
2. Serve as a liaison between district administration and individual PTOs and their school communities
3. Disseminate information among schools and from other community organizations to individual PTOs
4. Facilitate and encourage the sharing of resources and information
5. Share and support opportunities for training and development of PTO leadership
6. Support programs and projects of district-wide and community-wide interest
7. Support programs and projects that encourage interaction among schools
8. Support programs and projects that facilitate transition between schools (elementary to middle, middle to HS)
9. Strive to remove barriers to communication, access, and inclusion

Article IV – Basic Policies

1. The Council's role is fundamentally to inform, advise, guide, instruct, and support the leaders of its member PTOs, and to be responsive to their needs.
2. The Council provides guidance to, but does not legislate for, its member PTOs.
3. The Council will only undertake projects that require financial commitment from member PTOs, or take official positions on issues of interest to member PTOs, when approved by a majority of member PTOs as outlined in Article VII. Dissenting PTOs are not required to participate.
4. Membership in the PTO Council is open to representatives of all schools in the Burlington School District, as outlined in Article V. Participation is voluntary, and at the discretion of the PTOs of the individual schools.
5. The organization shall be noncommercial, nonsectarian, and nonpartisan. The organization, or members in their official capacities, shall not, directly or indirectly, participate in any political campaign on behalf of or in opposition to any candidate for public office.

Article V – Membership

1. For purposes of this document, a **PTO** is defined as a non-profit volunteer group organized by the members of a school community to support the students, families, and staff of an individual school in the Burlington School District. Each PTO has its own governance and conducts its own activities based on the needs and preferences of the individual school community.
2. A **member PTO** is defined as a PTO in which general membership has reviewed and adopted the bylaws of the Burlington PTO Council, notice having been given and a vote having been taken according to each PTO's bylaws or operating procedures. Only those PTOs that have presented the bylaws to their general membership for approval are considered member PTOs.
3. Elected officers or other identified leaders of member PTOs are considered to be standing members of the PTO Council.
4. Council meetings are open to all members of the individual PTOs comprising the Council.

Article VI – Council Delegates

Section A. Appointment of Delegates

1. A delegate will be appointed to represent each member PTO. A delegate may not represent more than one member PTO.
2. Delegates will be selected and their term of office determined according to the bylaws or operating procedures of the PTO which they represent.
3. Delegates may appoint a designate or alternate to carry out their duties as provided by the bylaws or operating procedures of their member PTO.

Section B. Responsibilities of Delegates

1. Serve as the connecting link between individual PTOs and the PTO Council.
2. Attend Council meetings and all meetings of their own PTO or send an alternate or designate.
3. Represent their PTO in the voting body of the council, keeping in mind that their vote should reflect the general thinking of their PTO membership.
4. Cast the Instructed Vote representing their PTO when required.
5. Take accurate and complete notes at council meetings and report on meeting discussions and decisions to their PTO.
6. Publicize council activities in their PTO newsletter (or other form of communication with general membership).

Article VII – Voting

There are two types of votes which can be taken by the Council, an Uninstructed Vote, used for general business, and an Instructed Vote, used in circumstances described below.

Section A. Uninstructed Vote

1. For purposes of this document an **Uninstructed Vote** is defined as a vote concerning all routine business of the Council not requiring a material commitment from member PTOs. This includes meeting dates and agendas, approval of minutes, and creation of committees and assignment of committee chairs. Vote may be taken by a show of hands, a voice vote, or a written vote (via email or fax). Each member of the voting body (defined below) may cast one vote.
2. For purposes of an Uninstructed Vote, a quorum will exist when at least one member of the voting body (as described below) of a simple majority of member PTOs are present. A proposal may be approved by a simple majority of the voting body.
3. For purposes of an Uninstructed Vote, the **voting body** of the Council will be comprised of the President of each member PTO and one delegate from each member PTO (as described in Article VI), or designates.
4. A voting member may appoint an appropriate designate to represent him/her at Council meetings, and to cast his/her vote.
5. In no case will a member PTO be entitled to more than two representatives on the voting body.
6. Members of the voting body may cast only one vote, even though they may serve in more than one position.
7. A voting member may represent only one PTO.
8. Parent/Community Involvement Coordinators or individuals fulfilling a similar role may serve as voting members of the Council if serving as a delegate or PTO President of a member PTO.

Section B. Instructed Vote

1. For purposes of this document, an **Instructed Vote** is defined as a vote which requires the general membership of the member PTOs to vote on the proposal, with notice given and a vote taken according to each member PTO's bylaws or operating procedures. An Instructed Vote is required in the following instances:

- a. When Council bylaws are adopted, deleted, revised, or amended. A 2/3 majority of member PTOs is required for approval of changes to the bylaws.
- b. When member PTOs are requested to commit money or volunteers for a Council project. A simple majority of member PTOs must vote in favor of the project for it to be sponsored by the PTO Council; however, dissenting PTOs are **not** required to participate.
- c. When a position is to be taken on a matter of district-wide policy.
- d. When requested by a simple majority of the voting body.

2. Procedure for an Instructed Vote

- a. A formal motion will be made to take an Instructed Vote.
- b. The voting body of the Council votes to refer the action to member PTOs for an Instructed Vote.
- c. The Council sets a realistic timeline for all PTOs to review and vote on the proposal.
- d. The Council delegates present the proposal to their individual PTOs. The general membership of each PTO votes on the proposal, notice having been given according to each PTO's bylaws or operating procedures. Only those PTOs that have presented the proposal to their general membership may cast an Instructed Vote.
- e. The Instructed Vote is cast by the delegate of each member PTO (or designate). Vote may be taken by a show of hands at a Council meeting, or a written vote (via email or fax).

Article VIII – Meetings

Section A. Meetings

1. Meetings will be held on a regular schedule, at dates and times determined by the voting body of the Council.
2. Meetings will be run according to standard procedures to be determined by the voting body of the Council.
3. Meeting location will rotate among the member schools of the Council. Each member PTO must have had the opportunity to host a meeting before the cycle of rotation is repeated. A member PTO may choose to decline the opportunity to host a meeting.
4. All members of the individual PTOs comprising the Council, as well as representatives of district administration and community organizations, are welcome to submit proposed agenda items for inclusion in Council meetings as time permits.
5. The member PTO hosting the monthly meeting will appoint the chairperson of the meeting.

Section B. Responsibilities of the Meeting Chairperson

1. Publish an agenda before the meeting, to be distributed to all members of the Council.
2. Make arrangements for meeting space, food, and childcare, if required.
3. Preside over the meeting.
4. Provide for the recording of accurate and complete meeting notes.
5. Publish the meeting minutes, to be distributed to all members of the Council.
6. Follow up on Instructed Votes or other unfinished business from the meeting and report at the next regular meeting.

Article IX – Amendment of Bylaws

These bylaws may be amended by a 2/3 majority of an Instructed Vote of the Council.