

Charter and Bylaws of the ~~Parker Damon Merriam Community~~ Parent Teacher Organization, Inc.

Article I: Name

The name of this organization is the ~~Parker Damon Merriam Community~~ Parent Teacher Organization, Inc. (hereafter referred to as "~~Parker Damon Merriam Community~~ PTO" or "PTO").

Article II: Purpose

The purposes of the ~~Parker Damon Merriam Community~~ PTO are to:

- Promote and facilitate parent and faculty communication
- Advocate for ~~Merriam Parker Damon~~ students
- Encourage parent involvement in the ~~Merriam Parker Damon~~ community
- Enhance ~~Merriam Parker Damon~~ community relations
- Raise funds to enrich the educational experience at ~~Merriam Parker Damon~~

Article III: Basic Policies

The PTO is organized exclusively for, and will be operated exclusively for, educational and community purposes of the ~~Merriam Parker Damon~~ School and shall not carry on any activities not permitted by an organization exempt from federal income tax under section 501 © (3). All proceeds of the PTO will be used for the benefit of the ~~Merriam Parker Damon~~ School, as determined by the PTO. No part of the PTO's net earnings shall inure to the benefit of any member or private individual. The PTO will not, in any of its activities, attempt to influence legislation or participate to any extent (including the publication or distribution of statements) in any political campaign on behalf of any candidate for public office.

Article IV: Membership

All parents and legal guardians of ~~Merriam Parker Damon~~ School students as well as ~~Merriam Parker Damon~~ School faculty and staff are members of the PTO.

Article V: Organization

Section 1. Board Composition

The ~~Merriam Parker Damon Community~~ PTO Board Members shall be composed of the following:

- Chairperson
- Co-chairperson
- Treasurer
- Secretary
- Principal (or designated staff representative)

Section 2. Job Description and Duties

A. Board Members

All Board Members will make regular reports, as appropriate, to the PTO membership, attend PTO meetings, inform the community of PTO activities, and keep records of activities for which they are responsible.

Chairperson and Co-chairperson: Responsible for the ongoing activities of the PTO; coordinate PTO activities and are the primary contacts for all event chairs; lead PTO meetings; serve on the districtwide PTO Roundtable and reports findings at PTO meetings, and are responsible for coordinating the recruitments effort for the following year's slate of PTO Board Members. It is expected that the two people filling these positions will determine the division of responsibilities.

Treasurer; Manages the receipts/ disbursements and maintains records of the [MerriamParker Damon](#) Community Fund; provides regular financial reports throughout the school year; works with the Board members to project and monitor cash flow requirements of the community, and field necessary tax forms to state and federal governments.

Secretary: Records minutes of PTO Meetings, provides minutes to PTO Board for review, prepares minutes for posting to the [MerriamParker Damon](#) community, and maintains the PTO website.

Principal or designated staff representative: Coordinates PTO activities with the Chairperson/ Co-chairperson and serves as a liaison to the [MerriamParker Damon](#) School staff.

B. PTO Room Parent Coordinator serve as a liaison between classroom parents, teachers, and the PTO

Section 3. Operating Philosophy

The PTO Board Members will work to ensure that all voices in the [MerriamParker Damon](#) community are heard. PTO Board Members are necessary for specific federal, state, and banking requirements of such an organization. Nevertheless, the PTO is comprised of the entire [MerriamParker Damon](#) School Community and will work in a manner such that all members are represented equally.

Article VI. Elections and Terms of Office

Section 1. Recruitment

The goal is to fill all PTO Board Member positions with interested and willing individuals. If multiple candidates volunteer for one position and an informal resolution cannot be reached, a final decision will be determined by a majority vote of PTO members. The proposed slate of PTO Board Members will be presented to the PTO membership for approval at the last annual meeting of the year.

Section 2. Terms of Office

A. The Chairperson and Co-Chairperson will serve two-year terms. It is recommended that one year be served as Co-chairperson and the following year served as Chairperson. The Secretary and Treasurer positions will serve a two-year term. If there are no nominations for a particular position, the Board member may continue for an additional year.

B. A mid-term vacancy in an office will be filled by a volunteer from the [MerriamParker Damon](#) community for the remainder of that term.

Article VII: Meetings

Section 1. The PTO will hold a minimum of three general meetings over the course of the school year. PTO meetings will be open to all members of the [MerriamParker Damon](#) community. Additional PTO meetings may be called by the PTO Board as it is deemed necessary.

Section 2. A calendar of PTO meetings will be published annually and posted to the [MerriamParker Damon](#) PTO website.

Section 3. Any member of the community may put an item on the PTO agenda by contacting the PTO chairperson at least two weeks prior to the meeting. All meetings will provide an opportunity for new business to be discussed.

Section 4. The MerriamParker Damon community values consensus in the decision-making process. Only when necessary, decisions will be reached by a simple-majority vote of those present.

Article VIII: Finances

Section 1. The fiscal year of the PTO will begin September 1st and end August 31st.

Section 2. The Treasurer may solicit contributions and otherwise use appropriate means to raise funds for the purposes stated in Article II.

Section 3. Expenditures over \$500 must be approved by the PTO Board.

Section 4. The Treasurer will present an annual report at the last scheduled PTO meeting of the year. They will also put forward a proposed budget for the upcoming fiscal year for approval by a majority vote of the PTO meeting.

Section 5. All necessary federal and state tax returns and non-profit filings will be completed and submitted in a timely fashion.

Article IX: Distribution of Funds

The philosophy, values, and priorities of the MerriamParker Damon School community will guide decisions about how to distribute funds raised by the PTO. ~~The following statements were taken from the Merriam School Handbook.~~

~~The Merriam School strives to combine the thought provoking, enriching qualities of a children's museum with the nurturing and support of a family and the focused learning of a school.~~

~~Merriam School offers many unique education opportunities for children, including looping and other mixed age collaborations (buddies, family groupings), a stimulating and student-responsive project curriculum, portfolios and other alternative assessment systems, parent-teacher and student-parent conferences, school-wide curriculum themes, and weekly all-school meetings.~~

~~The Merriam School staff believes that experiential, hands-on studies provide the richest opportunities for the development of students' skills, self confidence, sense of responsibility, and enthusiasm for learning. For this reason, the Merriam School offers a project-based curriculum. Math, science, language arts, social studies, and the arts are integrated into various challenging, student-driven projects across the grades.~~

~~The Merriam School holds community at its center – Merriam parents, teachers and students learn and work closely together. Deeply rooted in Merriam's philosophy is the idea that students, teachers, and parents share an active role in decision-making and feel empowered through their involvement with the school.~~

~~Therefore, when deciding how to spend funds that are raised, the PTO will consider each of these guiding questions:~~

~~Will the funds support experiential, hands on activities that provide opportunities for student skill development, self confidence, a sense of responsibility and enthusiasm for learning?~~

~~Will the funds support a project-based curriculum that integrates math, science, language arts,~~

~~social studies, technology, and the arts?~~

~~Will the funds support parents, teachers and students to learn and work closely together thus honoring that community is at the center of our school?~~

Article X: Conflict of Interest Statement

The activities of the PTO will only benefit the educational and community purposes of the MerriamParker Damon School. No Board member may vote upon a matter in which he or she has a direct financial interest. Immediately upon becoming aware that such a conflict may exist, a Board member must disclose the existence of the potential conflict to the remaining Board members, withdraw from further deliberation on the issue, and refrain from voting on the matter. Any such disclosure and withdrawal shall be fully documented in the PTO minutes.

Article XI: Dissolution and Distribution

All assets should be permanently dedicated to exempt purposes as described in section 501 ©(3). In the event the PTO should be dissolved, all assets will be given to the MerriamParker Damon School to be used, at the discretion of the Principal, solely to enhance the educational experience of the students.

Article XII: Amendments

Section 1. The bylaw may be amended at any meeting of the PTO by a $\frac{2}{3}$ vote of the members present plus any absentee ballots submitted. Notice of the proposed amendment and a copy of the proposed amendment must be given to the general membership at least two weeks prior to the meeting.

Section 2. A committee may be appointed to revise the PTO bylaws by a majority vote of the PTO. The requirements for adopting revised bylaws are the same as in the case of an amendment.

The Charter and By-Laws of the MerriamParker Damon Community PTO was approved and adopted by our membership on May 3, 2004.

Bylaws amended 6/7/21 and [insert date]