

Barack Obama Elementary School: The PTO

updated January 2025

I. NAME OF ORGANIZATION: The name of this organization shall be Barack Obama Elementary School Parent Teacher Organization, hereafter referred to as BOES PTO, or The PTO. The PTO is a 501(c)(3) Non-Profit organization.

II. GENERAL PURPOSE: The purpose of the BOES PTO is to provide support to, and communication with, parents, teachers, students, administrators, and the surrounding community. Annual membership dues are set at \$8 per household.

III. GOALS OF BOES PTO

- a. To foster a cooperative relationship between parents, teachers, support staff, and school administrators.
- b. To encourage family participation within the school.
- c. To encourage families to volunteer in school and/or committees.
- d. To plan and carry out special events, of which all monies raised will be used to directly benefit the school and students.
- e. To keep informed about the school's educational programs and strategic goals.
- f. To respond to family concerns.
- g. To respond to BOES teachers/staff concerns.
- h. To communicate with the Principal.
- i. To encourage community awareness.
- j. To encourage communication between the school and the citizens of the community.

IV. LIMITATIONS In order to protect the rights of individuals and ongoing educational programs, the BOES PTO agrees to abide by the following limitations:

- a. It shall prohibit the use of incentives for students to participate in house-to-house sales. It will not sponsor or participate in fundraising activities which, in its opinion, encourage or promote house-to-house sales by students.
- b. It shall not violate the personnel agreements, contracts, policies, or interfere with the professional performance of the school staff.
- c. It shall not infringe on the legal rights of individual students, groups of students, teachers, parents, or community.
- d. It shall not directly, or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; excluding the School Board for Richmond City.

V. GENERAL MEETINGS

1. General meetings shall be held on a regular basis with a minimum of four per year. The dates will be determined by the PTO Executive Board and posted in the school calendar.
2. All meetings will be posted in the school newsletter or other means, when possible.
3. The President of the PTO will conduct the meetings. If the President is unable to attend a meeting, the next ranking officer shall conduct the meetings.
4. The President, as necessary, may call special general meetings.

5. Quorum for each general meeting shall consist of 5 voting members.
6. The order of business for general membership meetings of this organization shall be:
 - a. Call to Order
 - b. President update
 - c. Vice President update
 - d. Secretary's report
 - e. Treasurer's report
 - f. Committee reports
 - g. New business
 - h. Unfinished business
 - i. Announcements
 - j. Adjournment

VI. GENERAL MEMBERSHIP POLICIES

- a. Voting members of the PTO include the following:
 - a. Each adult in the household that has an active membership is eligible to vote.
 - i. If there are two households for a student then they would be handled as separate households for membership and voting.
 - b. Teachers and Staff of Barack Obama Elementary School
- b. Each voting member has the right to one vote.
- c. Each voting member has the right to propose motions.
- d. Motions are passed by a simple majority vote.
- e. Proposed Motions will be forwarded in writing to the PTO general membership no less than 30 days prior to the next General Meeting. – (boesrvapta@gmail.com)

VII. RESPONSIBILITIES/DUTIES OF GENERAL MEMBERS

- a. To attend meetings.
- b. To elect PTO officers in August of each year.
- c. To participate in school activities, committees, events, fund-raisers, and educational programs sponsored by the PTO.
- d. To provide input and vote on expenditures of funds earned by the PTO.
- e. To share ideas and concerns relating to PTO sponsored events.
- f. To review and approve the by-laws at the first meeting of each year.

VIII. ELECTIONS AND TERMS OF OFFICE

- a. The elected offices of the BOES PTO Executive Board shall consist of/rank as follows:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Community Outreach Chair
 - vi. Social Media Chair
- b. All of the above positions can be co-chaired.
- c. Non-elected position, Principal, serves as Advisor to PTO/Board
- d. All elected officers must have a child currently enrolled in BOES School.
- e. Nominations will be accepted for all of the above listed positions prior to the August meeting or at the August meeting for the school year. No person shall be elected to an office without his or her consent.
- f. Election of officers shall be conducted by voice vote at the August PTO General meeting by a simple majority vote.
- g. Newly elected officers of the BOES PTO shall assume the responsibilities of their offices September 1st for 2 years.
- h. In the event any current elected officer no longer has a child enrolled at Barack Obama Elementary School, for any reason, said officer will be considered to have resigned, and that Executive position will be considered vacant. The vacant position can be filled according to the provisions listed below.
- i. Any vacancy occurring in an office shall be filled, for the remainder of the term, by a person(s) elected by a simple majority vote of the PTO Executive Board.

IX. RESPONSIBILITIES/DUTIES OF THE EXECUTIVE BOARD

- a. All officers are expected to attend scheduled Executive Board and General Membership meetings.
- b. The Executive Board must meet at least 6 times during the school year whether in person or electronically.
- c. General Membership meetings must meet at least 6 times during the school year whether in person or electronically.
- d. The Executive Board has the power to act in an emergency without the consent of the PTO General members.
- e. All Executive members have the right to propose motions.
- f. All officers, with the exception of the President and Principal, have the right to one vote.
- g. To review and approve the budget and by-laws at the first meeting of each PTO term.
- h. To collaborate with active councils and committees working within the school.
- i. The Executive Board shall identify persons(s) to perform a biannual examination [audit] of PTO financial records and said person shall prepare written, signed results to the PTO Board.
- j. No Board member shall be allowed to perform said examination [audit or review] of PTO financial records; it must be independently prepared.
- k. Upon completion of term, turn over all relevant documents and information to incoming Board members.

THE PTO EXECUTIVE BOARD:

1. PRESIDENT The President should be willing to:

- a. Conduct all PTO Executive and General Board meetings.
- b. Confer with the Principal prior to all meetings.
- c. Prepare agenda prior to meetings.
- d. Attend BOES meetings, as necessary.
- e. Create upcoming school year calendar with Principal and Board members.
- f. Coordinate elections of Board members.
- g. In August, find a member of PTO general membership to perform an examination of PTO financial records; and said parent to prepare a statement for presentation to the Board.
- h. Vote to break any ties on motions.
- i. Co-sign all checks from BOES PTO checkbook.
2. VICE PRESIDENT The Vice President should be willing to:
 - a. Conduct PTO Executive and General Board meetings in the absence of the PTO President.
 - b. Assist the President with duties as needed.
 - c. Take and distribute meeting minutes when the Secretary is absent.
 - d. Be timekeeper at the PTO General Membership meetings.
3. SECRETARY The Secretary should be willing to:
 - a. Record minutes of the Executive Board meeting and distribute them to Board members.
 - b. Record minutes of the General Membership meeting and distribute them to Board members.
 - c. Make meeting minutes available for the BOES website.
 - d. Coordinate membership information list and database.
 - e. Provide information to the Webmaster or individual(s) responsible for maintaining and updating school websites, as it pertains to PTO news, information, and events.
4. TREASURER The Treasurer should be willing to:
 - a. Responsible for checking/savings accounts.
 - b. Receive and deposit all money.
 - c. Pay out funds in accordance with the approved budget or as authorized by the Executive Board.
 - d. Prepare, along with the Executive Board, the yearly budget for the new school year.
 - e. Present budget and financial report to the Executive Board and General Membership meetings for approval.
 - f. Keep an accurate record of receipts and expenditures.
 - g. Prepare year-end financial statements for audit.
 - h. In August or May, find a member of PTO general membership to perform an examination of PTO financial records; and said parent to prepare a statement for presentation to the Board. (President and Treasurer to coordinate)
 - i. Any time money is counted, two members must be present.
5. COMMUNITY OUTREACH CHAIR The Community Outreach Chair should be willing to:
 - a. Responsible for identifying, establishing and cultivating cooperative relationships with community-based programs, organizations and community leaders.
 - b. Identifies opportunities and interest in a community project.

6. SOCIAL MEDIA CHAIR The Social Media Chair should be willing to:
- Update and maintain Facebook, Instagram etc. for the BOES PTO.
 - Distribute PTO promotional flyers on social media platforms.
 - Coordinate media coverage of PTO sponsored events.
 - Abide by the RVA Schools policy for social media.
 - <https://www.rvaschools.net/engagement/ao/advocacy/advocacy-toolkit/social-media>

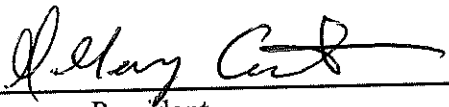
X. SPECIAL COMMITTEES The Executive Board of the PTO may form standing committees, as necessary, to carry on the work of the PTO organization. Special committees are appointed by an Executive Board majority.

These committees will include, but are not limited to:

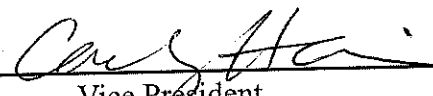
- Fundraising groups, working to raise money for PTO expenditures/accounts.
 - Community building groups, whether they are raising money or not.
 - Service-oriented groups, which do not work to build PTO funds.
- These committees shall:
 - Coordinate special events.
 - Report progress at PTO Executive and General Membership meetings, as requested by the Executive Board.
 - Submit reports to Executive and General Membership upon completion of the project/event.

XI. REMOVAL FROM EXECUTIVE OFFICE

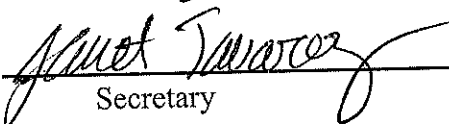
- Removal from office may occur by a majority vote of the Executive Board (including the President).
- A Board member could be subject to removal at any such time that he or she fails to perform assigned duties, is corrupt, or any act/behavior that brings dishonor to, or negates, the purpose and/or goals of this organization.
- Removal shall take place only after the board has met in an effort to assess and discuss the problem and all attempts have been made to resolve the problem.
- A board member may step down by notifying the board immediately.

Signed: 
President

Date: 1/29/2025

Signed: 
Vice President

Date: 1/29/25

Signed: 
Secretary

Date: 01-29-2025