ARTICLE I: Name

The name of this Organization is the Windsor Farm Parent Teacher Organization. The official address is 591 Broadneck Road, Annapolis, Maryland 21409 It will hereinto be referred to as the “Organization”.

ARTICLE II: Articles of Organization

The Organization exists as an unincorporated organization of its members. Its “Articles of Organization” comprise these bylaws, as from time to time amended, and its Articles of Organization, if any. In the event of any conflict between these bylaws and the Articles of Organization, these bylaws shall govern.

ARTICLE III: Purposes

Section 1. The objects of the Organization are:

1. To promote the welfare of children and youth in school, home, community, and place of worship.
2. To secure adequate laws for the care and protection of children and youth.
3. To promote a closer relationship between the home and educational environment based on the combined cooperation of parents, guardians and educators for the benefit of the children.
4. To develop a united group effort of educators and the general public which will secure the highest advantages of physical, mental and social education.

Section 2. The objects of this Organization are promoted through an educational program directed toward parents, teachers, students and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. The Organization is organized exclusively for the charitable, scientific, literary or educational purposes within meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal Tax Code (hereinafter “Internal Revenue Code”).

ARTICLE IV: Basic Policies

The following are basic policies of this Organization:

1. The Organization shall be non-commercial, non-sectarian and non-partisan.
2. The name of the Organization or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the Organization.
3. The Organization 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; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
4. The Organization shall work with the schools to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the boards of education.
5. The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.
6. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
7. Notwithstanding any other provision of these articles, the Organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 501(c)(3) of the Internal Revenue Code.
8. Upon the dissolution of this Organization, after paying or adequately providing for the debts and obligations of the Organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE V: Membership and Dues

Section 1. Any individual who subscribes to the Objects and basic policies of this Organization may become a member of this Organization, subject only to compliance with provisions of the bylaws. Membership in this Organization shall be available without regard to race, color, creed, sex, or national origin.

Section 2. The Organization shall conduct an annual enrollment of members but persons may be admitted to membership at any time.

Section 3. Only members of the Organization shall be eligible to participate in its business meetings, or to serve in any of its elective or appointive positions.

Section 4. Each member family of the Organization shall pay annual dues to the Organization in an amount to be determined yearly by the Executive Board.

ARTICLE VI: Officers and Their Election

Section 1. Each officer of this PTO shall be a member of this Organization.

Section 2. Officers and their election:

1. The officers of this association shall consist of a President, Vice President, Secretary, and Treasurer.
2. Nominations for officer positions will be accepted at the April meeting. Officers shall be elected in the month of May or June.
3. Officers shall assume their official duties following the close of the meeting in May/June and shall serve for a term of one year or until their successors are elected.

Section 4. Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of the President, the Vice President shall serve notice of the election.

ARTICLE VII: Duties of Officers

Section 1. The President shall preside at all meetings of the Organization and the Executive Board at which they may be present; shall perform such other duties as may be prescribed by these bylaws or assigned to them by the Organization or by the Executive Board; shall be the primary point of contact with the principal; and shall coordinate the work of the officers and committees of the Organization in order that the Objects may be promoted.

Section 2. The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to act.

Section 3. The Secretary shall record the minutes of all meetings of the Organization and of the Executive Board, and shall perform such other duties as may be designated to them.

Section 4. The Treasurer shall have custody of all funds of the Organization; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget or as authorized by the Organization or the Executive Board. The Treasurer shall present a financial statement at every regular meeting of the Organization; at other times when requested by the Executive Board. The Treasurer and one other officer shall be authorized to sign checks and vouchers as well as having the authority to contract and/or negotiate with Federally Insured Banks and/or Savings and Loans Associations for obtaining necessary checking and savings accounts as required.

The Treasurer’s accounts shall be examined at the end of the fiscal year by an auditor or an auditing committee of not less than three members, who satisfied that the Treasurer’s report is correct shall sign a statement of that fact at the end of the report.

Section 5. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in the case of resignation, each officer shall turn over to his successor or the President, without delay, all records, books, and other materials pertaining to the office.

ARTICLE VIII: Executive Board

Section 1. The Executive Board shall consist of the officers of the Organization,

Section 2. The duties of the Executive Board shall be:

1. To transact necessary business in the intervals between Organization meetings and other such business as may be referred to it by the Organization.
2. To create standing and special committees.
3. To approve the plans of work of the special committees.
4. To be present at the regular meetings of the Organization.
5. And, to approve routine bills outside the limits of the budget.

Section 3. Regular meetings of the Executive Board shall be held during the year. A majority of the Executive Board members present shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Board.

ARTICLE IX: Meetings

Section 1. At least two (2) general meetings of this Organization shall be held during the school year. Dates of meeting shall be determined by the Executive Board. Notice shall be given at least 10 days before each meeting.

Section 2. Special meetings of this Organization may be called by the President or by a majority of the Executive Board, three (3) days notice having been given.

Section 3. The election meeting shall be held in May or June.

Section 4. Those present for announced meetings shall constitute a quorum for the transaction of business in any meeting of this Organization.

ARTICLE X: Standing and Special Committees

Section 1. Only members of this Organization shall be eligible to serve in any appointive positions.

Section 2. The Executive Board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the Organization. The term of each chairperson shall be one year, until the selection of a successor, or until dissolution of the committee.

Section 3. The chairperson of each standing committee shall present a plan of work to the Executive Board for approval of work and budget.

Section 4. The chairperson of each committee shall be responsible for collecting any money raised by their committee, counting, and submitting it to the Treasurer in a timely fashion, generally within one week of collection.

Section 5. The power to form special committees and appoint their members rests with the Organization and the Executive Board.

Section 6. The President shall be a member ex officio of all committees.

ARTICLE XI: Fiscal Year

The fiscal year of the Organization shall begin on July 1, and end on June 30th.

ARTICLE XII. Parliamentary Authority

Robert’s Rules of Order Revised shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XIII: Amendments

Section 1. These bylaws may be amended at any regular meeting of the Organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendments shall have been given at a previous meeting. Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a committee of the Organization, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3. Any proposed amendment must be read at two consecutive meetings and voted on no sooner than after the reading at the second meeting.

These bylaws were submitted and approved at the June 12, 1990, meeting of the Windsor Farm Elementary School Parent Teacher Organization.