

# Bylaws of Swampscott Middle School

## ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME—The name of the organization shall be Swampscott Middle School Parent Teacher Organization (SMS PTO). The PTO is located at Swampscott Middle School, 207 Forest Ave, Swampscott, MA 01907.

Section 2: DESCRIPTION—The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE—The purpose of the PTO is to enhance and support the educational experience at SMS, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at SMS through volunteer and financial support.

## ARTICLE II: MEMBERSHIP

Section 1: Any parent, guardian or other adult standing in loco parentis for a student at SMS may become a member and shall have voting rights. The Principal and any teacher employed at the school may become a member and have voting rights.

Section 2. Dues will be established by the executive board, at the beginning of each school year. A member must have paid his or her dues before attending a meeting to be considered a member in good standing with voting rights. Membership is for one school year.

## ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD—The Executive Board shall consist of the following officers: President, Secretary and Treasurer, with positions of Vice President, Cultural Director and others added as needed at the boards discretion by the beginning of the school year. Officer positions can be shared.

Section 2: TERM OF OFFICE—The term of office for all officers is one year, beginning August 1 and ending July 31 of the following year.

Section 3: QUALIFICATIONS—Any PTO member in good standing may become an officer of the PTO.

### Section 4: DUTIES

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$1,000.

President: Prepare agendas for official PTO meetings, preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Secretary: Record and distribute minutes of all Executive Board meetings and all general PTO meetings, hold historical records for the PTO, manage communications for the PTO, including but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

### Optional Positions:

Vice President: Assist the President, and chair meetings in the absence of the President.

Cultural Director: Research and procure programs for the school that benefit children's education, provide social guidance and support core curriculum. Work with school administrators and teachers to help locate, plan and book programs.

Section 5: BOARD MEETINGS—The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL—An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY—If a vacancy occurs on the Executive Board, the President shall appoint a PTO

member to fill the vacancy for the remainder of the officer's term.

Section 8: NOMINATION and ELECTION – Elections for officers will be held at the 2<sup>nd</sup> to last meeting of the school year (usually in May).

#### **ARTICLE IV: MEETINGS**

Section 1: GENERAL PTO MEETINGS—General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING—Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM—Five (5) members of the PTO present and voting constitute quorum for the purpose of voting.

#### **ARTICLE V: FINANCIAL POLICIES**

Section 1: FISCAL YEAR—The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING—All funds shall be kept in a checking account in the name of SMS PTO and held at a local financial institution.

Section 3: REPORTING—All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. If possible, the PTO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE—The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS—Authority to sign contracts is limited to the President or the President's designee.

Section 6: BUDGETS – A tentative budget shall be drafted in the spring for the following school year and approved by a majority vote of the members present no later than June of each year.

#### **ARTICLE VI: BYLAWS AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

#### **ARTICLE VII: DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be donated to Swampscott Middle School.

#### **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

The authority for this organization shall be Robert's Rules of Order Newly Revised.

These bylaws were adopted on (2/6/2013). Amended (date): \_\_\_\_\_