

MARY E. STAPLETON ELEMENTARY SCHOOL PTO BYLAWS

FRAMINGHAM TOWNWIDE PTO--STAPLETON SCHOOL

Mary E. Stapleton Elementary Parent-Teacher Organization (PTO), Organized July 1, 1999
25 Elm Street, Framingham, MA 01701, Middlesex County

ARTICLE I: NAME

The name of this organization shall be Mary E. Stapleton Elementary Parent-Teacher Organization, 25 Elm Street, Framingham, MA, 01701. The organization exists as an unincorporated organization of its members.

ARTICLE II: PURPOSE

Section One: The purpose of this organization shall be to maintain an understanding, working relationship between school administrators, teachers and the parents of children in the Mary E. Stapleton Elementary School community. And furthermore, to encourage and facilitate the cooperative efforts of parents and staff in achieving common goals which benefit students.

Section Two: This organization is organized to help support programs, materials, and other resources which supplement the standard curriculum.

ARTICLE III: BASIC POLICIES

Section One: The organization shall be non-commercial, non-sectarian and non-partisan.

Section Two: The organization shall seek to bring into closer relation the home and the school, that parents and educators may cooperate for the betterment of education of our youth.

Section Three: No part of the net earnings of the organization shall inure to the benefit of or be able to be distributed to its members, trustees, or officers, 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 these Articles of Association. No substantial part of the activities of the organization shall be the promotion of propaganda, or otherwise attempting to influence legislation.

Section Four: The organization shall be available to aid school and community in the event of need for cooperative action and parental advice.

Section Five: The fiscal year of this organization shall be July 1st through June 30th.

ARTICLE IV: MEMBERS

Section 1: Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. Any school administrator, teacher or staff member employed at the school may be a member and have voting rights.

Section 2: Dues, if any, will be established by the PTO Board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

ARTICLE V: PTO BOARD OFFICERS AND THEIR ELECTION

Section One: The officers of this organization shall consist of a minimum of four (4) individuals and a maximum of eight (8) individuals, and will consist of the following roles: President or Co-Presidents, Vice President or Co-Vice Presidents, Secretary or Co-Secretaries, and Treasurer or Co-Treasurers.

**Hereafter, where in the bylaws is noted "VP of Fundraising", or "VP Community," or "VP Events," the bylaws will be changed to simply read "Vice President".

Section Two: There shall be a Presidential Nominating Committee consisting of no fewer than three (3) members. There shall be one chairman of the committee which shall be composed of the outgoing President, one member of the Executive Committee (to be appointed by majority vote of that Committee) and one (1) other member to volunteer or be elected by the members at large. The Presidential Nominating Committee shall elect one (1) nominee for the office of president, or two (2) nominees for the offices of Co-president, and shall present their nominee(s) to the membership at the February meeting. Following the report of the Presidential Nominating Committee at the February meeting, an opportunity shall be given for nominations from the floor.

(a) Only a candidate who has consented to serve if elected shall be eligible for nomination, either by the Committee or from the floor.

(b) Members of the Presidential Nominating Committee may not be nominated for President while serving on the Nominating Committee.

Section Three: A Board Nominating Committee consisting of no fewer than three (3) members shall be formed to nominate candidates to fill all PTO Board officers other than President(s) following the February election of a President(s)-elect. The President(s)-elect shall chair the committee. The Board Nominating Committee shall elect one (1) nominee for each office to be filled, and a member of the Board Nominating Committee shall present the slate that was approved by the Board Nominating Committee to the membership at the March meeting. Following the report of the Board Nominating Committee at the March meeting, an opportunity shall be given for nominations from the floor.

(a) Only a candidate who has consented to serve if elected shall be eligible for nomination, either by the Committee or from the floor.

(b) Members of the Board Nominating Committee may not be nominated for a PTO Board Office while serving on the Board Nominating Committee.

Section Four: The President or Co-presidents shall be elected annually by ballot or show of hands in the month of February, and shall be designated as President(s)-elect until the installation of new officers in March. All other officers shall be elected annually by ballot or show of hands in the month of March.

Section Five: All officers shall assume their official duties at the close of the installation of new officers in March and shall serve a term of one (1) year and/or until their successors are elected or their official resignation is submitted to the Executive Board.

Section Six: A person shall not be eligible to serve more than three (3) consecutive terms in the same office. A person who has served more than half of a term shall be credited with having served that term. A term consists of (1) year.

Section Seven: The Executive Board shall appoint members to fill officer vacancies occurring during the year by a majority vote of their board.

ARTICLE VI: DUTIES OF PTO BOARD

Section One:

a) The President/Co-Presidents shall preside at all meetings of the organization; and shall perform such other duties as may be prescribed in these Articles of Association or assigned to him/her by the organization or by the Executive Board; and, shall coordinate the work of the officers and committees, in order that the purpose of the organization may be promoted.

b) The President(s) shall meet with the School Principal and/or Head Teacher prior to the monthly meeting.

Section Two: The Vice Presidents shall work with the President(s) to coordinate the execution of initiatives for their respective responsibilities, i.e. Community-Building, Events and Fundraising, and any other duties assigned to them. They may also carry out the president's duties in his or her absence or inability to serve.

Section Three: The Vice President of Fundraising shall keep the membership informed as to pertinent legislation and keep the Articles of Association current (every three (3) years). The Vice President of Fundraising shall provide that the organization properly maintain its non-profit organization status by filing all necessary paperwork and reports with the Attorney General of Massachusetts, annually.

Section Four: The Secretary shall record the minutes of all meetings of the organization and of the PTO Board, and shall perform such other duties as may be delegated.

Section Five: The Treasurer shall receive all monies of the organization; shall keep an accurate record of the receipts and shall make reports at the general and Executive Board meetings. The Treasurer shall submit an annual report to the organization at the May meeting. The Treasurer's account may be audited annually at the end of the fiscal year by a committee made up of the President and at least one Executive Board member, and the Treasurer shall be present at the audit. The Treasurer shall provide that the organization files an accurate and on time tax return annually.

Section Six: All officers shall be aware that they may be held personally liable for social media posts that infringe copyright, libel or defame someone, violate obscenity standards, or violate any terms of use for wherever the post is made.

- The names, thoughts and/or pictures of people from the Stapleton Community should not be shared without his/her permission. Remember that anything posted electronically can live forever.
- Be open and honest about the fact that you are a PTO board member in any post involving the school or PTO.
- If you make a mistake, fix it.

Section Seven: All officers shall:

- Act in a manner that positively represents Mary E. Stapleton Elementary School, its students, its parents and its staff members. This includes interacting in a professional, respectful and confidential manner. All deliberations during board meetings and any complaints brought to the PTO or Executive Board should remain confidential and not shared in public forums of any kind.
- Perform the duties prescribed in the parliamentary authority, in addition to those outlined in the Articles of Association and those assigned from time to time.
- Deliver to their successors all official material, including access to official electronic resources, following the meeting at which the successors assume their offices.
- All officers must be current, dues (if any) paying members of the organization.

ARTICLE VII: EXECUTIVE BOARD

Section One: There shall be an Executive Board, consisting of five (5) members of the organization who shall not be school administrators or hold any other elected office in the organization concurrently. There shall be one chairman of the board, elected by a majority vote of its members.

Section Two: Duties of the executive board:

- (a) To transact necessary business as may be referred to it by the organization, including arbitration as needed.
- (b) To present a report at the regular meetings of any action taken by the Executive Board since the last regular meeting.
- (c) To provide that the Treasurer's records be audited annually at the end of the fiscal year and before the first fall meeting.
- (d) To appoint members to fill vacancies in elective positions.

Section Three: The meetings of the Executive Board shall be held as needed. A majority shall constitute a quorum. The Executive Board Chairman or a majority of the members of the Board may call special meetings of the Board.

Section Four: The Principal and/or a Teacher Representative may be invited to meet with the Executive Board.

Section Five: Executive Board members shall be elected biennially by ballot or show of hands in the month of March, and shall not serve longer than two (2) consecutive terms. A term consists of two (2) years.

Section Six: On every second year, when Executive Board Members are to be elected, the Presidential Nominating Committee shall also nominate candidates to serve as Executive Board Members. Said Committee shall elect one (1) nominee for each position to be filled, and present the approved slate to the membership at the March meeting. Following the report of the Executive Board Nominating Committee at the March meeting, an opportunity shall be given for nominations from the floor.

(a) Only a candidate who has consented to serve if elected shall be eligible for nomination, either by the Committee or from the floor.

(b) Members of the Presidential Nominating Committee may be nominated for Executive Board Positions.

ARTICLE VIII: MEETINGS

Section One: General meetings of this organization shall be held on the second Wednesday of the month, unless otherwise provided by the organization or by the Executive Board. Seven (7) days notice shall be given of a change in the date or time.

Section Two: The PTO Board or Executive Board may call Special Meetings. Five (5) days notice must be given.

Section Three: The number of voting members present at any given meeting shall constitute a quorum for the purposes of this organization. The President(s) may at his or her discretion provide for absentee ballots to be submitted by voting members when an issue requires wide response.

Section Four: The privilege of holding office, introducing motions, debating and voting shall be limited to members of the organization whose current dues (if any) are paid.

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

Section One: Such standing committees shall be created by the PTO Board as may be required to promote the purpose and interests of the organization. The PTO Board shall determine the length of time to be served by such committees. The need for such committees shall be reviewed annually by PTO Board.

Section Two: The Chairperson(s) of the Standing Committees shall present plans of work to the membership. No committee work shall be undertaken without the approval of the PTO Board.

Section Three: Special Committees may be appointed by the President(s) with the approval of the PTO Board.

Section Four: The President(s) shall be a member of all Committees.

ARTICLE X: 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 Articles of Association.

ARTICLE XI: DISSOLUTION OF ASSOCIATION

Section One: To dissolve this organization, an opportunity shall be given to the membership for discussion of the issue. A thirty (30) day waiting period shall take place between the discussion and the taking of votes in the matter of dissolution. The matter will be decided by a majority vote.

Section Two: Upon the dissolution of the organization, the PTO Board, after paying or making provision for the payment of all the liabilities of the organization, shall dispose of any remaining funds promptly by using them exclusively for the purposes of the organization or remit them to use of organizations organized and operated exclusively for educational purposes as shall at the time qualify as an approved beneficiary organization, as the Executive Board shall determine.

ARTICLE XII: AMMENDMENTS

Section One: These Articles of Association may be amended at any general meeting of the organization by a two-third (2/3) vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting.

Section Two: A committee chaired by the Vice President of Fundraising shall be appointed every three years to review and update as needed the Existing Articles of Association. The requirements for the adoption of a revised set of Articles of Association shall be the same as in the case of an amendment.

STANDING RULES

Standing Rules are Motions of a permanent nature, adopted at any general meeting of the organization or of the Executive Board. They will continue in force until temporarily suspended, amended, or rescinded.

1. A budget meeting, chaired by the incoming Treasurer, shall be held each year prior to September, with a committee comprised of the incoming President(s) and outgoing Treasurer.
2. All officers shall be bonded or covered by sufficient insurance.
3. Outgoing officers and chairpersons should turn all material, including direct access to official electronic material and resources, over to new chairpersons and officers when the officers are installed in March.
5. A copy of the Articles of Association and Standing Rules shall be included in the file of each officer and chairperson, and be made available to any member upon request.
6. Board members have an obligation to attend all Board meetings and shall notify the President(s) when unable to attend.
7. The membership list of the organization shall not be sold to outside interests, and email addresses of members shall not be sold by the Parent-Teacher Organization.