

## **Parker Middle School PTO Bylaws**

Amendment Date: October 13, 2016

### **ARTICLE I: Name**

The name of this organization is the Parker School Parent Teacher Organization, Inc., Chelmsford, Massachusetts.

### **ARTICLE II: Goals and Policies**

#### Section 1 – Goals

1. The organization will promote the welfare of Parker School students in the home, school and community.
2. The organization will provide additional support and programming to enhance the educational opportunities of all Parker School students.
3. The organization will assist in funding the purchase of equipment for the school.
4. The organization will provide a recreational outlet by sponsoring student/parent activities.

#### Section 2 – Policies

1. This organization shall not discriminate on the basis of sex, race, religion, color or national origin in its programs and activities.
2. The purpose of this organization shall be educational and shall be fostered through programs, committees and projects.
3. This organization shall be noncommercial, nonsectarian and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the organization nor the name of its officers, in their official capacities, shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization.
4. This organization shall not seek to direct the administrative activities of the school or to control its policies.
5. This organization may cooperate with other organizations and agencies within the community, provided they do not make commitments which bind their member group.

### **ARTICLE III: Members**

1. The association's members shall consist of any parent or legal guardian of a Parker student and all faculty and staff members of the school.
2. The members should also display an interest in and be in agreement with the goals and policies of the organization.

## **ARTICLE IV: Finances**

The Treasurer or President will pay out all monies owed by the organization and deposit all incomes made.

All payments are to be made only on approved organizational and committee goals. (see Articles II and VII)

The Treasurer will document and present the organizational financial position at the monthly membership meetings.

The fiscal year for this organization shall begin the first day of September and end the last day of August. The Board of Directors will appoint an accountant to complete a review of the accounts belonging to the organization and prepare any tax filings required by the Internal Revenue Service and/or the Commonwealth of Massachusetts. The finalized information will be made public at the next scheduled membership meeting.

## **ARTICLE V: Officers**

### Section 1 - Board of Directors

The Board of Directors shall consist of up to seven (7) elected officers. These officers shall be one (1) President or two (2) co-Presidents, two (2) Vice Presidents, one (1) Treasurer, one (1) Secretary and one (1) Enrichment Coordinator.

#### President - This officer shall

- preside at all meetings
- serve as ex officio member to all committees
- serve for a term of up to four (5) consecutive years and will be eligible for re-election each year and will be voted in annually.
- create new special committees as the need arises (See article VIII)
- publish/read agenda items for the current meeting
- serve as an active member of the Council of Chelmsford Schools and review and sign all documents required by the State of Massachusetts and the Internal Revenue Service.

#### Vice Presidents- These officers shall

- compile a list of parent volunteers and disseminate the information as needed
- serve as the chairpersons for the Fundraising Committee
- perform the duties of the President(s) at meetings should that(those) officer(s) not be present.
- serve a term of up to five (5) consecutive years and will be eligible for re-election each year and will be voted in annually.
- research, pursue and oversee grant opportunities and fundraising

Secretary- This officer shall

- record minutes of monthly meetings
- publish/read previous meeting minutes
- supply correspondence as required (e.g. thank you/condolence cards, etc.)
- serve a term of up to five consecutive years and will be eligible for re-election each year and will be voted in annually
- keep bylaws updated with all amendments
- manage PTO webpage on Parker School website

Treasurer – This officer shall:

- follow guidelines set forth in Article IV
- serve a term of up to five consecutive years and will be eligible for re-election each year and will be voted in annually.
- work in concert with the appointed accountant to prepare all required paperwork of the Commonwealth of Massachusetts and the Internal Revenue Service by needed deadlines.

Section 2 – Executive Officers

Board of Directors – See Article V, Section I for description

Principal – This officer shall serve as liaison for the school’s policies and procedures.

## **ARTICLE VI: Nominations and Elections**

Elections are to be held yearly at the last general meeting of the year. A nominating committee shall prepare a ballot nominating one or more persons for each office. Additional nominations will be taken from the floor. Nominations must be seconded and elections must be carried by a majority vote of attending members. The new officers will take over responsibility at the time of the first Board meeting after the elections. The maximum time frame a Board of Directors Officer may hold one position will be up to Four(4) consecutive years. Officers are up for re-election each year and will be voted in annually. A vacancy occurring in any office shall be filled for the unexpired term by a person who is recommended by the Executive Officers.

## **ARTICLE VII: Meetings**

- Unless otherwise called by Warrant, general membership meetings shall be held as deemed necessary, from September to June. The notification to the membership of these meetings will be the school website.
- Prior to the first general membership meeting of the school year, there will be an organizational meeting with the Board of Director’s Officers, committee members and all interested parties.
- All committee goals are to be reviewed and approved by a majority vote of the attending membership.
- All committees with current ongoing business shall give a brief verbal or written progress report.

## **ARTICLE VIII: Committees**

### Section 1 – Standing Committee

#### Enrichment Programs

- The position is to be overseen by at least one member of the organization
- The position/group is to select programs for in-school performances and parent/student evening performances.
- The position/group will investigate grant opportunities.

#### Fund Raising

- The position is to be overseen by at least one member of the organization. The Vice President(s) will hold the responsibilities of Chairpersons.
- The position/group will organize fund raising events on which the membership has voted.

#### Board Nominations

- This position is to be overseen by at least one member of the organization.
- The position/group will develop and publish the yearly ballot for incoming officers

#### Council of Chelmsford Schools

A President and one (1) representative are to serve on a town-wide board to address town wide school issues.

#### Newsletter

This position is to be overseen by at least one member of the organization

The position/group will gather news, type and publish the monthly Parker PTO newsletter.

The position/group will present newsletter to website coordinator

#### Parker School Council Representatives

The term, number of parent representatives and frequency of meetings shall be in accordance with Massachusetts Department of Education Guidelines.

This position requires involvement in the School Improvement Plan and its CORE values.

- A brief letter of intent to serve on the Parker School Council is to be sent to the PTO President.
- Letters of intent will be solicited in September. These letters will be read at the October PTO meeting and voted on at that time.
- If openings exist at any time of the year, letters of intent will be solicited at that time and voted on at the next PTO meeting.

## Section 2 – Special Committees

- I. Special committees are formed as the need arises by the President(s) of the organization. They shall remain temporary in nature until they are adopted into the bylaws by amendment. They will abide by the same guidelines as those established for standing committees.

## **ARTICLE IX: Warrants**

1. A special meeting of the organization can be called by any seven members by signing a warrant.

The warrant must state the business, which is to be discussed and voted upon. Any voting outcome must carry a majority of the attending members.

2. Notification to the members of a special meeting must occur in writing one week prior to the meeting date. The vehicle of notification shall be the Parker School website or by special notice.

## **ARTICLE X:**

In the event of dissolution of this organization, the assets of the organization shall be distributed for one or more of the exempt purposes specified by the Internal Revenue Service guidelines at the time of dissolution.

## **ARTICLE XI: Amendments to Bylaws**

Bylaws shall be distributed annually at a general meeting

Bylaws can be amended by a majority vote of the attending membership