

Bylaws of Newton School PTO

Article 1: Name & Purpose

Section 1: Name- The name of the organization shall be Newton School PTO. The PTO is located at 70 Shelburne Rd, Greenfield, Mass.

Section 2: Purpose- The purpose of the PTO is to support the educational experiences of children at Newton Elementary School, to develop a closer connection between school and home by encouraging parent involvement and to improve the environment at Newton Elementary School through volunteer and financial support.

Section 3: Group status- This group stands as a separate entity from the Greenfield Public School District (GPS) whether or not we are an official 501c(3) organization. We will work with the administration of Newton School for planning purposes and support needs but we will maintain our own separate identity from that of the GPS.

Article 2: Membership

Membership shall be automatically granted to all parents and guardians of Newton Elementary School students, plus all staff at Newton Elementary School. There are no membership dues. All members have voting privileges.

Article 3: Officers

Section 1: Executive Board- The executive board shall consist of the following officers: president, vice president or 2 co-residents, secretary and treasurer. Officer positions may be shared, with the exception of the President cannot also be the treasurer.. The school Principal and Coordinators, if any, are voting members of the Executive Board.

Section 2: Term of Office- The term of office for all officers is one year, beginning July 1 and ending June 30 of the following year.

Section 3: Eligibility- Any PTO member in good standing may become an officer of the PTO, including brand new members. There is no minimum membership time required to hold an office, but at least one year is recommended..

Section 4: Nominations and Elections- Elections will be held at the second to last meeting of the school year, most commonly held in the month of May.. Nominations will be made from the floor at the previous month's meeting, if possible. Nominations just prior to vote are also allowed if needed. Not all officer positions are required to be filled. If positions are vacant nominations and voting will occur at the first meeting of the following school year.. Voting shall be by voice vote if a slate (meaning no contest in any position) is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 5: Duties

Executive Board: Develop & propose the PTO's annual budget, transact business between meetings, propose standing rules and policies, establish and oversee committees to conduct the work of the PTO, propose fundraising programs, and approve by majority vote of the Board unbudgeted expenditures over \$50.

President: Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, prepare agendas for official PTO meetings, submit notes to school for school newsletter, serve as an ex-officio member of all committees and maintain all official records of the PTO.

Vice President: Helps oversee and guide committees & coordinators of the PTO, assist the president and preside and make decisions in meetings in the absence of the President and aid in general decision making of the group

Co-presidents: Option is allowed where duties are split and determined by parties involved. If there are co-presidents, then no VP is needed.

Recording Secretary: Record and distribute minutes of all Executive Board and general PTO meetings. Manage communications, including but not limited to: correspondence, email list serves, website, and bulletin boards, etc. The Secretary also keeps a copy of the minutes book, bylaws, and any other necessary supplies and brings them to meetings

Media Secretary/Specialist: . This position may be utilized if needed to maintain website, email list serves, bulletin boards, etc. **In this instance the "Recording Secretary" is responsible for recording and providing meeting minutes only.**

Treasurer: Serve as the custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO and hold all financial records. The treasurer will also present a financial statement at every meeting and at other times when requested, and make a full report at the end of the year.

Section 6: Vacancy- If a vacancy occurs on the Executive Board, the President shall seek a replacement PTO member to fill the vacancy for the remainder of the officer's term. In the case of a vacancy in the office of President the Vice President will become President, and appoint a new Co-President or Vice President.

Section 7: Removal/Stepping down – An officer can be removed from office for failure to fulfill their duties, after reasonable notice, by a majority vote of the Executive Board. Officers may step down from a position after notifying the President of their intention. The PTO will vote on a replacement by special election if needed.

Section 8: Board Meetings- The Executive Board shall meet at the discretion of the President as needed outside of general PTO meetings

Article 4: Meetings

Section 1: General PTO Meetings- General PTO meetings shall be held to conduct the business of the PTO. Regular meetings shall be held on a mutually agreeable (among officers) consistent schedule when possible (i.e. 2nd Tuesday @ 6pm) to be set at the beginning of the school year. Changes to the schedule are allowed as needed and will be held each month during the school year. Summer meetings may be held for planning purposes, but aren't required.

Section 2: Voting- Each member in attendance at a PTO meeting is eligible to vote. Remote voting is allowed **ONLY** if the meeting is available by live stream over the internet (or via Skype, for example), and **ONLY** by those who are in attendance at such an instance.

The Executive Board has the ability to make decisions on behalf of the PTO, when not at a regular meeting with a Majority vote of the Executive Board.

Section 3: Quorum- Half the number of Officers plus one other member constitutes quorum.

Article 5: Committees

Section 1: Membership- Committees may consist of members and officers. Committees are not required. Committees will be led by a Chairperson.

Section 2: Standing Committees- The following committees may be held by the organization as needed including but not limited to: Fundraising, Family Events, Nominating, Garden, etc... The Committee Coordinator for each is a voting member of the Executive Board.

Section 3: Coordinators- If there aren't active committees, then a coordinator for said project (fundraiser, event, etc....) will work and plan with other PTO members as needed, under the advice and help of one of the presidents.

Article 6: Financial Policies

Section 1: Fiscal Year- The Fiscal Year of the PTO begins July 1 and Ends June 30 of the following year.

Section 2: Banking- all funds shall be kept in a checking account in the name of Newton School PTO., at a local financial institution. Authorized signers shall be the Treasurer and President.

Section 3: Records- The treasure shall keep accurate records of any disbursements, income, and bank account information and present account balances and activity at each general meeting.

Section 4: Ending Balance- The organization shall leave a minimum balance of \$1000 in the treasury at the end of each fiscal year for the purpose of funding start of school events/other needs early in the fall.

Section 5: Funds- Whereas the funds and balances of the PTO do not belong to Newton School or the GPS district and are earned and spent how the PTO decides. The recipients of PTO funds may decline our donation/support if they choose. **Section 6: Purchases-** If the PTO makes purchases of physical items specifically to be donated to the school, then said items become property of the school.

Article 7: Dissolution

In the event of dissolution of the PTO, any remaining funds should be used to pay any outstanding bills, and with the membership's approval, spent for the benefit of the school but not into an account managed by GPS or any of its' staff. Funds must remain in an interest bearing account for a minimum of 18 months after dissolution before funds are dispersed. In the event that the school merges with another school, then PTO funds will be allowed to merge with the other Parent Group. If the school reopens the "joint" PTO should replace our account's standing \$1000 balance if possible.

Article 8: 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 9: Parliamentary Authority

The authority for the organization shall be Robert's Rules of Order newly Revised.

These Bylaws were adopted on 04/05/2010

Amended & Approved on: 6/6/2013