

BY-LAWS

M. Norcross Stratton School PTO, Incorporated
Arlington, MA
(As approved August 18, 2006)

ARTICLE 1: NAME

The name of the organization *shall be* the M. Norcross Stratton School *PTO, Incorporated*.

ARTICLE 2: PURPOSE

The objectives of the organization are:

1. To promote the welfare of children and youth in home, school, and community.
2. To bring into closer relation the 'home and the 'school, by way of a school handbook and other means, so that parents and teachers may cooperate intelligently in the education of children and youth.
3. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and moral education.
4. To support the school in providing quality education for all children, to encourage cooperative working relationships among parents and between parents and teachers, and to encourage and facilitate families' volunteering their time, as needed, for the betterment of the school.
5. To defray the costs of enrichment programs for our students, and to provide financial support, as appropriate, for the benefit and betterment of the Stratton community.

ARTICLE 3: 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 to *endorse or promote* a commercial concern with any partisan interest or for any purpose not appropriately related to promotion of the objectives 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. This organization shall not seek to direct the administrative activities of the school or to control its policies.
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 Member (as defined in Article 4.1 herein) of the PTO shall contract for or incur any debt or enter into any agreement or otherwise obligate the PTO except by authority of the Executive Board (as defined in Article 5.1).***

7. ***The assets of this organization are permanently dedicated to its exempt purpose as outlined in Article 2 of this document. In the event of dissolution of this organization, its remaining assets after all liabilities are paid shall be distributed for one or more exempt purposes specified in Section 501 (c) 3 of the Internal Revenue Code of 1954 as from time to time amended.***
8. This organization is affiliated only with the Arlington Townwide PTO, when and as long as that body is in operation.

ARTICLE 4: MEMBERSHIP (as amended 10/1/2012)

1. Membership shall be automatically granted to all parents and guardians of M. Norcross Stratton Elementary School students, plus all staff at M. Norcross Stratton Elementary School. There are no membership dues. Members have voting privileges, one vote per household.
2. Members of the organization in ***good standing*** shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions. ***A Member in good standing of this organization is one who abides by these Bylaws***

ARTICLE 5: OFFICERS AND THEIR ELECTION

1. The Officers of this organization shall consist of a President or Co-Presidents, First Vice President(s), Second Vice President(s), Secretary, and Treasurer.
2. Officers shall be elected by ballot annually in the month of *May or June*. However, if there is but one nominee for any office, it shall be in order to move that the Recording Secretary cast the elective ballot for the nominee.
3. The installation of officers shall be conducted at the June meeting.
4. Officers shall assume their official duties at the end of the ***June*** Executive Board meeting and **shall serve for a term of one year**, with the exception of shared positions such as President or First Vice President, which are two year terms, **but may meet in an informal organizational capacity** prior to the start of their term.
5. A person shall not be eligible to serve more than two consecutive terms in the same office ***except in the case when no other individual runs for the position and if approved by a majority vote of members in good standing present at the meeting when elections are held.***
6. There shall be a nominating committee consisting of five members. This committee shall be composed as follows:
 - a. A chairperson selected by the President/Co-presidents.
 - b. One (1) faculty member, selected by the school faculty.
 - c. One (1) PTO board member, selected by the Executive Board
 - d. Two (2) individuals from the general membership selected by the general membership.
7. The Nominating Committee shall actively seek two or more nominees for each office, and shall report its findings to the executive board and general membership at the annual election Meeting (***May or June***). Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor. Only those who have consented to serve are eligible.
8. Officers shall be elected by majority vote (half of -those present plus one) of ***members in good standing***

present at the meeting when elections are held.

9. ***Officers shall assume their official duties at the end of the current school year in which they are elected.***
10. A vacancy occurring in any office shall be filled for the unexpired term by a person, elected by a 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 president, the first vice president shall serve notice of the election (unless a co-president has previously been elected).
11. ***No person shall hold more than one officer position at one time.***
12. ***No relatives may serve on the board at the same time, a relative defined as sister, brother, mother, father, niece, nephew, aunt or uncle.***

ARTICLE 6: DUTIES OF OFFICERS

1. The President/Co-Presidents shall preside at all meetings of the organization and of the Executive Board. He/she shall appoint the chairpersons of the committees. He/she shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the corporation or by the Executive Board. He/she shall coordinate the work of the Officers and committees so that the objectives of the organization may be achieved. The President/Co-presidents ***along with the principal*** shall oversee updating and upkeep of the school handbook, and ***when approved for distribution by the PTO***, ensure its distribution to all incoming students and parents/ guardians.
2. The Vice Presidents shall act as aides to the President and shall, in their designated order, as listed in Article 5.1, perform the duties of the President, in the absence or inability of that officer(s) to act.
 - a. The First Vice President shall also serve as the chairperson of the Enrichment Committee to initiate and bring to fulfillment for the students: cultural enrichment activities and programs, and other activities of a new or interesting nature, including science and mathematics programs where appropriate.
 - b. The Second Vice President shall also serve as chairperson of the Fundraising Committee. It is the responsibility of said committee to raise the necessary funds to meet budgetary requirements.
3. The Secretary shall accurately record the minutes of all meetings of the organization and of the Executive Board and shall provide a typewritten copy of said minutes to the corresponding secretary prior to the next meeting for copying and distribution to board members. He/she shall maintain the historical records ***and keep a copy of the Bylaws***. He/she shall also perform such other duties as may be delegated ***to her/him***. He/she shall also handle all correspondence, provide written notice of Executive Board and general membership meetings and other related details, as directed by the Executive Board, and shall provide each member of the Executive Board with a written copy of the agenda. A written copy of the minutes off the previous meeting shall also be provided. Both of these shall be distributed prior to the next meeting.
4. The Treasurer shall have custody of ***and receive*** all funds of the organization; keep a full and accurate account of receipts and expenditures; and make disbursements in accordance with the budget, as authorized by the organization ***and/or the Executive Board***. The Treasurer shall present a financial statement at every meeting of the organization and at other times, when requested by the Executive Board; and shall make a full report of the last year's budget at the first regular meeting of the fiscal year. The Treasurer shall be responsible for the maintenance of such books of accounts and records, as conform to the requirements of Article 12.

5. All officers shall:
 - a. Perform the duties prescribed in the parliamentary authority (See Article 12) in addition to those outlined in these Bylaws, and those assigned from time to time.
 - b. Deliver to their successors all pertinent material, official and otherwise, plus a written report, detailing their previous year's responsibilities, not later than **30 days following the assumption of their duties.**
 - c. These written reports shall be compiled, as an annual report, and presented to the new executive board.

ARTICLE 7: EXECUTIVE BOARD

1. The Executive Board shall consist of the **Officers of the corporation (as defined in Article 5.1)**, the principal of Stratton School, and the faculty representative/s. The Co-President(s) shall have one vote which shall be exercised only in the case of a tie vote. **In the case of Co-Presidents who disagree on this vote, the motion will not carry.** The members of the Executive Board shall serve until the end of the *school year*.
2. The duties of the Executive Board shall be:
 - a. To transact necessary business in the intervals between general membership meetings; and such other business as may be referred to it by the corporation.
 - b. To approve the work plans of the standing and special committees/coordinators.
 - c. To **report any action taken by the Executive Board at the next general** meeting of the organization.
 - d. To prepare and submit, for the approval of the organization at the first general meeting of the organization, a budget for the fiscal year.
 - e. To amend the budget, throughout the fiscal year, when necessary.
3. Executive Board meetings shall be held monthly **during the school year**. A majority plus one shall constitute a quorum, that being the number of members necessary to transact business. Special meetings of the Executive Board may be called by a majority of the members, by the President **or by joint agreement of the Co-Presidents.**
4. Each person on the Board receives a vote rather than each position.
5. **Executive Board meetings shall be open to all PTO members.**

ARTICLE 8: GENERAL MEETINGS

1. General meetings of this organization shall be held three (3) times a year, unless otherwise provided by the Executive Board. Five (5) days' notice shall be given on a change of date. The general meetings will be held in the months of October, February and June.
2. **Members are encouraged to attend General and Executive Board meetings and to voice their opinions and ideas openly at the meetings.**
3. Special meetings may be called by the Executive Board, five days' notice having been given.

4. The annual meeting shall be in June.
5. In general meetings, ***ten (10) members in good standing*** shall constitute a quorum, a quorum being the number of members necessary to transact business. On any vote, a majority of those present carries the motion. In the case of a tie vote, the motion shall be considered denied.
6. The privilege of introducing and seconding motions, and discussing and voting on the motion, shall be limited to members of the organization ***who are in good standing***.

ARTICLE 9: SPECIAL COMMITTEES

1. Special Committees and/or Coordinators shall be formed in accordance with school Activities as planned each year. Examples of these activities and committees may include: School Directory, Field Trip Coordinator, Town Day Committee, Volunteer Coordinator, Liaison to School Council, School Committee Meeting Observer, Welcome Back Coffee Committee, and Fifth Grade Activities Committee, Publicity, and Newsletter.
2. The power to form Special Committees or appoint Special Coordinators rests with the Executive Board and/or the organization.
3. A person shall not be eligible to serve more than two (2) consecutive one-year terms as the Chairperson of a Special Committee/Coordinator, except if accepted by the majority vote of the Executive Board.
4. The Chairperson of each Special Committee shall select committee members and presents a tentative plan of work, in writing, to the Executive Board. No committee work shall be undertaken without the consent of the Executive Board. Since a Special Committee is created and appointed for a special purpose, it automatically goes out of existence when its work is done, and the Executive Board and/or the organization receive its final report.
5. The President/Co-Presidents shall be an ex-officio member of all committees except the Nominating Committee. The President/Co-Presidents shall be kept apprised of all activities undertaken by the committees.
6. Each Special Committee/Coordinator shall keep records of their activities, to be added to the committee notebook, and at the end of the Chairperson's tenure, said notebook shall be passed to the PTO member(s) who next chairs the committee. If said committee goes out of existence, records shall be turned over to the Recording Secretary, who shall keep them on file.
7. Each Special Committee shall submit a year-end written report to the Executive Board at the June general meeting, and shall summarize that report orally to those present.
8. The Executive Board may, from time to time, authorize the current Recording Secretary to update PTO records, discarding any that are out of date and condensing files as necessary to maintain manageable records.
9. ***The Chairpersons of the committees shall be responsible for the deposit with the Treasurer of all funds collected within seven (7) days of the completion of a project/event.***

ARTICLE 10: COUNCIL MEMBERSHIP

The organization shall be represented in any meetings of the Arlington Townwide PTO by the president, co-president(s), or designate of the president(s) or his/her alternate.

ARTICLE 11: FISCAL YEAR

1. The fiscal year of the organization shall begin on September 1 and end on the following August 31.
- 2.

ARTICLE 12: FINANCIAL RECORDKEEPING

1. The organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection.
2. ***Authorized signers for checks shall be the (Co-)President(s), Treasurer and Principal.***

ARTICLE 13: PARLIAMENTARY AUTHORITY

1. 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, ***the articles of incorporation, or the nonprofit corporation act under which the organization is incorporated.***

ARTICLE 14: AMENDMENTS

1. These bylaws may be amended at any General Meeting of the organization by a two-thirds vote of the members present and voting, provided that the notice of the proposed amendment shall have been given at least 14 days prior to the meeting at which the amendment is voted upon.
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 meeting 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 (2/3 vote of those present).