

Governor Edward Winslow School Parent Teacher Organization

Article I: Name

The name of the organization shall be, "The Governor Edward Winslow Elementary School – Parent Teacher Organization, 60 Regis Rd, Marshfield, MA 02050. Hereinafter referred to as the GWS PTO.

Article II: Purpose

The purpose of the GWS PTO shall be to aid the students, faculty and staff of Governor Edward Winslow Elementary School in their educational and recreational needs, through fundraising and family activities. We will promote open communication between the administration, faculty, parents and/or legal guardians, and the community.

Article III: Membership

A. Regular Membership. All parents and/or legal guardians of students who currently attend Governor Edward Winslow Elementary School shall be considered members of the GWS PTO. They shall have the right to attend and participate in all meetings and activities of the GWS PTO, hold office and have the right to vote on issues before the general membership.

B. Faculty Membership: All faculty and staff who currently are employed Full-time and Part-time at Governor Winslow Elementary School. Faculty Members shall have the right to attend and participate in all meetings and activities of the GWS PTO. Faculty Members shall have the right to vote on all issues before the general membership, to elect officers, and to hold the two (2) designated Teacher Representative positions on the Executive Board.

C. Dues: Annual dues are requested of each family. A change in the amount will be voted upon at the General meeting of the school year. A dues drive will be conducted at the beginning of the school year. Payment of dues is not a pre-requisite to membership or participation in any GWS PTO function.

Article IV. Meetings:

A. General Meetings. At least three (3) General Meetings of the GWS PTO shall be held during each school year. All dates shall be established during or before the first Executive Board meeting of each school year. The first membership meeting shall occur prior to October 15th of each year. The time and place shall be announced at least fourteen (14) days prior to the meeting. The day of week and time of meetings shall be consistent. The annual membership meeting shall be prior to June 15th, and should include but not limited to:

- election of officers,
- receiving final reports of officers and committees,
- conducting any other business that may arise.

B. Special Meetings: Special meetings of the GWS PTO may be called either by vote of the Executive Board, or by a petition of fifty (50) members, and the time and place shall be announced at least seven (7) days prior to the meeting.

C. Quorum: Ten (10) members in addition to the Quorum of the Executive Board must be present at any general meeting for the transaction of business of the GWS PTO.

D. Meeting Procedure. The rules contained in the current edition of Roberts's rules of Order Newly Revised shall govern the GWS PTO in all cases in which they are applicable and when they are not in conflict with these bylaws.

E. Voting: At any General Meeting, a majority vote of the members present shall be required for business to be passed by the GWS PTO.

Article V: Officers

A. Positions: The officers of the GWS PTO shall consist of a President, Vice President, Secretary, Publicity Coordinator, and Treasurer.

B. President: The President shall:

- prepare agenda for meetings
- preside over meetings of the organization and Executive board
- serve as the primary contact for the principal
- represent the organization at meetings outside the organization
- serve as an authorized signatory on PTO checks
- serve as an ex-officio member of all committees
- coordinate with officers and committee members in order that the purpose of the GWS PTO is served
- in the absence of treasurer keep possession of all bank account books

C. Vice-President: The Vice President shall:

- in the absence of the President, shall perform the duties of the President.
- shall organize and maintain a master volunteer list
- coordinate volunteers to assist at PTO events or on PTO committees
- serve as an ex-officio member of all committees

D. Secretary: The Secretary shall keep a record of all meetings, which shall include:

- all in attendance at Executive Board meetings
- topics discussed
- listings of all actions to be taken
- topics to be carried to the following meeting.
- see that copies of the previous meetings' minutes are distributed to Executive Board Members prior to following meeting
- submit minutes of general membership meetings within 2 weeks following each general membership meetings, and make available for review in the GWS office.
- keep a copy of the current by-laws, accepted minutes, financial statements, and Roberts Rules of Order-Newly Revised. These shall be made available for review, in PTO binder, in GWS main office.

E. Treasurer: The Treasurer shall:

- serve as an authorized signatory on all GWS PTO checks
- have charge of and be responsible for the funds of the GWS PTO
- have possession of GWS PTO bank account books & statements
- maintain a full and accurate account of receipts and expenditures of GWS PTO
- make disbursements as authorized by the President or Executive Board, or the GWS PTO in accordance with the budget adopted by the GWS PTO
- present a written financial report at each General & Executive Board meeting

- have the accounts examined annually, and when a person who has signatory authority leaves the board before their term is complete, by an auditor elected by the membership or an audit committee of not fewer than three (3) non board members, who when satisfied that the treasurers annual report is correct, and shall sign a statement of that fact at the end of the report

F. Publicity Coordinator: The Publicity Coordinator shall:

- be responsible for publicity for all events of the GWS PTO
- compile, compose and distribute a newsletter to the membership monthly
- publicize PTO events and business via flyers and media outlets
- have material to be publicized approved by the Executive Board prior to release
- be responsible for updating and maintaining PTO website

G. Teacher Representatives:

- There shall be two Teacher Representatives and both shall be members of the Executive Board.
- The Teacher Representatives will act as advisor and liaison between school staff and Executive Board.
- These positions are determined as a result of an election amongst the GWS Faculty.

H. The Principal:

- The GWS Principal retains final approval of any PTO functions and any PTO produced literature.

Article VI. Executive Board

A. Duties. The Executive Board shall transact necessary business during the intervals between the meetings of the general membership. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, and, in general, conduct the business and activities of the GWS PTO.

B. Membership: The membership of the Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Publicity Coordinator, and two (2) Teacher Representatives.

C. Executive Board Meetings: Regular meetings of the Executive Board shall be held monthly, the schedule to be established prior to, or during the first Executive Board meeting of the school year. The first Executive Board meeting shall take place prior to October 15th. All PTO members may attend meetings of the Executive Board, but shall not be entitled to vote on matters before the body. Special Executive Board meetings may be called by any two (2) board members, with twenty-four (24) hour written notice.

D. Quorum: A majority of the board members shall constitute a quorum of the Executive Board.

Article VII. Elections:

A. Procedure:

- The election of officers shall take place during the Annual General Membership Meeting each school year.
- Nominations will be taken one month prior and during the Annual General membership meeting of each school year.
- The vote shall be conducted by ballot, and ballots counted by two (2) persons, immediately following collection of ballots
- When there is but one candidate for an office, the ballot for that office may be dispensed with and election may be held by a voice vote.
- A majority vote shall be required for the election.

B. Term of Office:

- The term of each officer shall be one year, beginning July 1st, and ending on June 30th of each year.
- All officers may serve no more than 2 consecutive terms in the same office but may serve in another office if elected.

C. Vacancies:

- If there is a vacancy in the office of President, the Vice President will become the President.
- At the next regularly scheduled General Meeting, a new Vice President will be elected.
- If there is a vacancy in any other office, members will fill the vacancy through an election at the next general membership meeting.

D. Removal from Office: When an officer fails to attend 3 consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws, or engages in conduct which the Executive Board determines to be injurious to the organization or its purposes, the Executive Board may, by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include, (1) asking for the resignation of the officer (2) making a formal recommendation that the officer be removed from office following a hearing conducted in accordance with Due Process.* (See Footnote).

E. Succession: All officers shall deliver to their successors all official materials no later than July 1st.

Article VIII. Committees:

A. Standing Committees: The Executive Board may establish and/or dissolve such Standing Committees, as it deems necessary and advisable. The Executive Board shall appoint the chairpersons of all Standing Committees. The chair of each committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the Executive Board.

- Standing Committees shall include but are not limited to:
 - Teacher Appreciation
 - Jog-A-Thon
 - Holiday Festival
 - Pizza Game Night
 - Redemption Programs

B. Special Committees: The Executive Board may create Special Committees which shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or at the conclusion of the school year, whichever occurs first. The Executive Board shall appoint the chairpersons of all Special Committees. The chairperson shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

*Footnote: "Due Process" Procedures: following the two-thirds (2/3) affirmative vote recommending that the officer be removed from office: (1) The officer must be given fifteen (15) days written notice of the hearing to remove the officer from office. (2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last known address of the officer shown on the association's records. (3) At the hearing, the officer must be given an opportunity to address the Executive Board/Committee, either orally or in writing. (4) Not less than five (5) days following the hearing, the Executive Board/Committee shall convene and vote whether the officer will be removed from office. (6) A two-thirds (2/3) vote of the Executive Board/Committee shall be sufficient to remove the officer from office. (7) The removal vote shall be recorded in the Executive Board/Committee minutes and shall specify the number of voting in favor of and against such removal."

Article IX. Finances:

A. Budget: The Executive Board shall present to the membership at the first General meeting of the school year, a budget of anticipated revenue and expenses for the year. The budget shall be used to guide the activities of the Executive Board during the year. Any deviation in the budget over \$500.00 must be approved by a vote of the general membership.

B. Signatory Responsibility:

- The Treasurer or President shall sign all checks, drafts, or other orders for the payment of money on behalf of the GWS PTO.
- No two members of the same family may be on the signature card for the GWS PTO.
- All accounts shall have two authorized signatories to open and close any PTO account

C. Bank Deposits:

- The Treasurer and/or President shall make all bank deposits to the credit of the GWS PTO.
- All deposits shall be made within a maximum of (7) business days
- All disbursements shall be made within a maximum of (30) days

D. Capital Expenses: Any expenditure over \$250.00 for fixed assets or enhancements must be approved by a vote of the Executive Board.

E. Dissolution: Upon the dissolution of the organization, any remaining funds will be used to pay any outstanding bills. A special General Membership meeting must be called to determine the final distribution of GWS PTO funds.

F. Fiscal Year: The fiscal year for this organization shall be July 1st, and ending on June 30th

G. Official Address: The official address for all financial statements will be: GWS PTO, c/o Governor Winslow School, 60 Regis Rd, Marshfield, MA 02050

Article X: Basic Policies

A. The policies shall be developed through meetings, conferences and committees and shall not direct or control the administrative activities of the school.

B. The Executive Board must authorize any officer(s) to enter into contracts/agreements for the purchase of materials or services on behalf of the GWS PTO. The officer(s) shall not have the authority, to enter into such agreements on behalf of Governor Edward Winslow Elementary School or the Marshfield School District, nor should they hold themselves out as having such authority.

C. GWS PTO does not engage in the door-to-door sale of goods or services

D. The organization shall be noncommercial, nonsectarian, and nonpartisan.

E. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purpose of the GWS PTO.

F. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way including 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 a insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

G. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

H. The insurance policies for this organization shall be maintained.

Article XI: Amendments: These Bylaws may be amended by the members at any General or Special Meeting, by a two-thirds (2/3) vote of the membership present and voting, a quorum being present, provided that notice of the proposed amendments has been provided to the membership thirty (30) days prior to the meeting, by the Executive Board, by written notice.

Article XII: Dissolution: The organization may be dissolved with previous notice of fourteen (14) calendar days and a two-thirds (2/3) vote of those present at a General meeting.

These Bylaws were adopted by the GWS PTO General membership, by a majority vote during a General meeting called on June 8th 2005, and shall take effect immediately.