

MIDDLEBURY ELEMENTARY SCHOOL PTO BY-LAWS

Article I – Name

The name of this organization is the Middlebury Elementary School Parent Teacher Organization, (P.T.O.) of Middlebury, CT.

Article II – Articles of Organization

The organization exists as an associated organization of its members. In the absence of separate articles of organization, the by-laws shall be deemed to be the articles of organization.

Article III – Objectives

The objectives of the organization are:

1. To promote the welfare of children of Middlebury Elementary School (MES) through supporting school programs.
2. To bring into closer relation the home and the school, so that parents, teachers and administrators may cooperate intelligently in the education of children.
3. To develop between educators and the general public such united efforts as will secure for all our children the highest advantages possible in their education.
4. To promote an educational program involving parents, teachers, and the general public through conferences, committees, projects and programs.

Article IV - Basic Policies

The following are basic policies of this organization:

1. The organization shall be noncommercial, nonsectarian and nonpartisan.
 - a. The organization shall not directly or indirectly participate or intervene in any political campaign (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 influence legislation, propaganda or otherwise.

- b. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any sectarian interest or for any purpose not appropriately related to promotion of the objectives of the organization.
2. The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools.
3. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitment that bind the organization without prior approval of the organization.
4. Any profits of the organization through fund raising events or from any other source shall be expended for the purpose of meeting the above stated objectives and no payment shall be made to any member or officer, except reimbursement of documented expense incurred on behalf of the organization.
5. In the event of the dissolution of the organization, its assets shall be donated to Middlebury Elementary School.

Article V – Membership

1. Any parent, legal guardian or caretaker of a child in MES who subscribes to the objectives and basic policies of this organization are automatically a member of this organization subject only to compliance with the provision of the by-laws. Membership in this organization shall be available without regard to race, color, creed, or national origin.
2. The organization shall maintain an attendance of members, but persons may participate at any time.

Article VI – Officers and Their Election

Section 1:

- a. The officers of the organization shall consist of a president, vice president, secretary, treasurer and school board liaison.
 - b. Officers shall be elected by ballot annually in the month of May. However, if there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the organization for the nominee.

- c. Officers shall assume their duties July 1 and shall serve for a term of one year until the election and qualification of their successors.
- d. The term of office for all officers will be one year.

Section 2:

- a. At March & April meetings nominations will be taken from the floor for the executive board positions.
- b. Only those persons who have signified their consent to serve if elected shall be nominated or elected to such office.

Section 3:

- a. Any officer or executive board member who does not attend three meetings, including executive board meetings, within the fiscal year without just cause, may be brought before the executive board and may be asked to resign.
- b. 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 vice-president shall serve as president.

Article VII – Duties of Officers

1. President

The president shall preside at all meetings of the organization and the executive board; shall coordinate the work of the officers and committees of the organization to ensure continuity and efficiency; shall represent the organization at official functions (or designate a replacement); shall initiate any needed revisions of the by-laws; shall initiate appointment of chairpersons of standing committees, subject to ratification by the executive board; shall represent the organization as a member of the Regional P.T.O. Council, and assume responsibility for reporting Council proposals to the general P.T.O. membership for approval, if applicable.

2. Vice President

The vice president shall act as an aide to the president and perform duties of the president in the absence of the president. The vice president shall chair one committee.

3. Secretary

The secretary shall keep an accurate record of proceedings of all meetings of the organization and the executive board; shall be prepared to refer to minutes of previous meetings; shall conduct all correspondence; shall assure notification of general members of monthly meetings via school PTO newsletters or notices sent home with children; shall report schedule events to the public relations chairpersons; shall forward minutes to school webmaster for posting on the school website; and shall forward minutes to the newsletter editor for inclusion in the newsletter.

4. Treasurer

The treasurer shall keep such books of accounts and records as shall be sufficient to establish the items on income, receipts, and disbursements of the organization. Funds shall be deposited in the name of the organization in a bank approved by the executive board. The treasurer shall pay all bills as authorized by the executive board; shall present a statement of account at every meeting of the organization and at other times when requested by the organization; shall present a financial report to the president to be included in the annual report; shall work closely with all committee heads involved with fund raising; and shall have accounts examined annually by an auditor, or auditing committee of not less than three members, who, satisfied that the treasurer's report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the executive board at least two weeks before the annual meeting. The treasurer shall be responsible for ensuring that any necessary state and/or federal tax returns are filed.

5. Board Liaison

The board liaison shall ensure representation at Board of Education meetings and report monthly to general P.T.O. membership.

6. All officers shall:

- a. Perform the duties prescribed as outlined in these by-laws and those assigned.
- b. Deliver to their successors all official material not later than ten days following the election of their successors.

Article VIII – Executive Board

1. The executive board shall consist of the officers of the organization, the principal of the school, and at least a teacher representative (7 board members).
2. The duties of the executive board shall be (a) to transact necessary and routine business in the interval between organization meetings and such other business as may be referred to it by the organization; (b) to create standing committees; (c) to approve the plans of work of the standing committees; (d) to appoint an auditor or an auditing committee at least two weeks before the annual meeting to audit the treasurer's accounts; (e) to prepare and submit to the organization for approval a budget for the fiscal year; and (f) to approve routine bills within the limits of the budget, not to exceed \$300.00.
3. The executive board shall meet regularly during the school year. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the principal, president, or by a majority of the members of the board.

Article IV – Meetings

1. The executive board has the responsibility to establish regular monthly meetings. If school were not in session that day due to a holiday or inclement weather, the meeting will be rescheduled by the executive board. A minimum three days notice shall be given of the change of date.
2. Special meetings may be called by the executive board, with a minimum three days notice being given to the members of the organization.
3. The annual meeting shall be in May, a minimum three days notice being given.
4. Those members in attendance and two executive board members consisting of the president or vice president, and the secretary or an acting secretary, shall constitute a quorum for the transaction of business in any meeting of the organization.

Article X – Standing and Special Committees

1. The executive board may create such standing committees as it may deem necessary to promote the objects and carry on the work of the organization. The term of each chairperson shall be one fiscal year. The chairperson of the standing committees may be selected by the Executive Board. If more than one individual is interested in a chairperson position, an election by ballot shall be held with three day notice to members.

2. The chairperson of each standing committee shall present a plan of work to the executive board and PTO members of approval. No committee work shall be undertaken without the consent of the PTO.
3. The president shall be a member ex-officio of all committees except the nominating committee.

Article XI – Records

The organization shall keep such permanent books of account and records shall be sufficient to establish the items of gross income, and receipts, disbursements of the organization and the attendance of its members. Such books of account and records shall at all reasonable times be open to inspection by an auditor of the organization and any PTO members.

Article XII – Fiscal Year

The fiscal year of the organization shall begin July 1 and end on the following June 30.

Article XIII – Parliamentary Authority

Roberts Rules of Order Revised shall govern the organization in all cases where they are applicable.

Article XIV – Votes

1. Any member of the PTO, including all members of the Executive Board may cast a vote for or against and undertaking expenditure by the PTO, or elective position such as officer or chairperson of a standing committee.
3. All votes shall be by show of hands of the majority of members present.
3. A majority constitutes more than one-half of those present.

Article XV – Amendments

These by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided the proposed amendment be presented in writing at the previous general meeting.