

By-Laws
of the
West Newbury Parent-Teacher
Organization

(Adopted April 11, 1985)

Amended June 11, 2002

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Article I Name.

The name of this organization is the West Newbury Parent-Teacher Organization [PTO].

Article II Objectives.

- a. To bring into closer relation the home and the school, that parents and teachers may cooperate intellectually in the cognitive, social, emotional and physical education of children.
- b. To provide additional educational enrichment to our children in home, school and community.

Article III Policies.

Section 1.

- a. The objectives of the PTO as stated in Article II are implemented through conferences, committees, projects, and programs directed towards parents, teachers and the general public.
- b. These activities are determined at regular and special business meetings of the PTO and approved by the majority vote of members present. No group or individual shall use the name of the PTO for any activity or program without such approval.
- c. Notwithstanding any other provisions of these articles, the Association is organized for one or more of the following purposes: charitable or educational purposes, as specified in Section 501 (c) (3) of the Internal Revenue Code 1954.
- d. No part of the earnings of the association shall inure to the benefit of any member, trustee, director, officer of the association or any private individual (except that reasonable compensation may be paid for services rendered to or for the association), and no member, trustee, officer of the association or any private individual shall be entitled to share in the distribution of any of the association assets of dissolution on the association.

Section 2.

- a. The PTO is noncommercial, nonsectarian, and nonpartisan. Neither the name of the organization nor the names of any members in their official capacities shall be used in any such connection for any purpose not appropriately related to promoting of the objectives of the organization.

- b. No substantial portion of the activities of the association shall be carrying on propaganda, or otherwise attempting to influence legislation; and no part of the activities of the association shall be participating or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3.

The PTO seeks to participate in the decision making process that establishes school policy, recognizing that the legal responsibility to make such decisions has been delegated by the people of the Pentucket Regional School Committee. The PTO's participation may include, but is not limited to, attendance by one or more PTO representatives at School Committee meetings and delegation of members to serve on subcommittees of the School Committee.

Section 4.

The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO without express direction of the membership.

Section 5.

- a. The membership shall approve all appropriations of the PTO funds. Appropriations of more than \$50 must be approved by majority vote of the members present and voting at any regular or special meeting. Appropriations of less than \$50 may be made by any Steering Committee member, on consultation with at least two members of the Executive Board.
- b. PTO events and fundraisers which need up-front funding require pre-approval of the projected budget by the membership. Additional funding for an event must be approved by the chairperson of the event, the Executive Board, and the treasurer, as long as revenue covers expenses. The additional amount approved must be recorded in writing and reported at the next PTO meeting.

Section 6.

In the event of the dissolution of the PTO, its assets shall be held in escrow until a new Parent-teacher organization is formed, but not for more than five years. In the event of dissolution all the remaining assets and property of the association shall after payment of necessary expenses thereof be distributed to such organizations as shall qualify under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, or to another organization to be as used in such manner as in judgment of the Justice of Supreme Court of

Massachusetts will best accomplish the general purpose for which the association was formed.

Article IV Membership and Dues.

Section 1.

Membership in the PTO is available to all individuals, without regard to race, color, creed or national origin, who;

- a. parent a child in the West Newbury Public School System; or
- b. are members of the professional staff of the West Newbury Public School System.

The Principal and Assistant Principal are non-voting members of the PTO.

Section 2.

Dues policy and definition of membership shall be determined by the Steering Committee on an annual basis.

Section 3.

All members of the organization shall be eligible to participate by voice and vote in its business meetings or to serve in any of its selective or appointive positions.

Article V Steering Committee.

Section 1.

- a. The Steering Committee shall be composed of no less than 15 persons who are members of the PTO.
- b. The Steering Committee shall be elected by vote of the general membership present and voting at the first meeting in May.
- c. The term of the office shall be one year, commencing after the election in May. If vacancies occur during the term that result in the membership of the Steering Committee falling below the limit specified in Paragraph (a), the Steering Committee shall fill such vacancies by appointing members for the balance of the term.

- d. The new Steering Committee and officers shall work with the outgoing Steering Committee and officers to complete the calendar for the current school year and to plan activities for the coming school year.
- e. Steering Committee members are expected to attend all regular and special meetings of the PTO. If unable to attend a meeting, it is the responsibility of the Steering Committee member to contact the Secretary or the Executive Board at least 24 hours prior to the meeting.
- f. Additional members of the Steering Committee, in excess of the minimum number specified in Paragraph (a), may be appointed at any time during the term for the balance of the term. The names of such additional members will be posted in the minutes of the PTO one month before the effective date of their appointment.

Section 2. Officers.

The Steering Committee shall, within two weeks of its election, elect from its membership officers with the following duties:

- a. The Executive Board consisting of three members shall oversee PTO activities, chair regular and special meetings, act as a liaison to the administration, clear all notices distributed in the name of the PTO, and call special meetings when necessary. Each Executive Board member will serve a term of two years. One member will be elected in alternate years.
- b. The Recording Secretary shall record minutes of the meeting and maintain an updated list of Steering Committee members, Officers, Event Chairmen and By-Law changes on a yearly basis.
- c. The Corresponding Secretary will work as liaison with the PTO, teachers and parents to ensure adequate communications among these groups and the local media. This Secretary will also be responsible for any correspondence needed by the PTO.
- d. The Accounts Receivable Treasurer shall have custody of all the PTO funds, which shall be deposited in the name of the PTO in such depositories as are designated by the Steering Committee. This Treasurer will be responsible for keeping a full and accurate account of receipts and deposits and present a financial statement at every regular meeting and at other times as requested by the Steering Committee.
- e. The Accounts Payable Treasurer shall be responsible for disbursing funds for the PTO as appropriated by the Steering Committee and initiated by a Check Request authorized by the Chairman of the activity/event. This treasurer will keep a full and accurate account of all disbursements. The Accounts Payable

Treasurer shall have sole authorization to disburse funds for the PTO, in the event of the Treasurers absence the Executive Board shall have authorization to disburse those funds.

- f. Other officers may be appointed as deemed necessary by the Steering Committee.

Section 3. Subcommittees.

The Steering Committee may establish such subcommittees as it deems necessary to carry out the objectives of the PTO.

- a. Each subcommittee must include at least one member of the Steering Committee.
- b. Each subcommittee must make regular reports on its activities to the Steering Committee, at general meetings.
- c. All subcommittees must submit an overall budget for its activity. Approval of such a budget by a majority of the PTO members present and voting at any regular or special meeting shall constitute approval of expenditure of the full budget amount, as required in Article III, Section 5.
- d. Each subcommittee is responsible for creating and distributing all school and public notices for their activities, subject to approval of such notices by the Executive Board as specified by Section II, paragraph (a).
- e. The following subcommittees have been created:

Voted 5/11/89

The Cultural Arts Committee is a permanent subcommittee of the West Newbury PTO Steering Committee which will plan and organize events for students at the Page School. This Committee will be established yearly on the same time frame as the Steering Committee and be made up of at least five parents and two teachers from the Page School. Funding for this Committee will be provided by the West Newbury PTO.

Voted 5/24/90:

- 1. The Committee on Volunteerism is a permanent subcommittee of the West Newbury PTO Steering Committee. Funding for this committee will be provided for by the West Newbury PTO.
- 2. The Fundraising Committee is a permanent subcommittee of the West Newbury PTO Steering Committee.

3. The Adult Education Committee is a permanent subcommittee of the PTO. Its goal is to provide programs of interest to, and for the edification of, the adults in the Page School Community.

Voted 6/90

1. The Computer Committee is a permanent subcommittee of the PTO.
2. The position of School Committee Liaison is created.

Article VI Elections.

Section 1. Nomination Committee.

- a. At the March meeting, the Steering Committee shall appoint three or more members of the PTO to serve as a nominating committee who will present a slate of candidates at the April meeting.
- b. The Nominating Committee shall nominate at least 15 eligible people to serve on the Steering Committee for the following year. The opening of the nominations shall be announced in a flyer to be distributed through the school to all parents. The flyer shall invite parents to volunteer to be nominated. Further nominations may be obtained by personal contact.
- c. Prior to the first meeting in May, the Nominating Committee shall contact all those to be nominated, to verify their consent to serve if elected.

Section 2.

- a. Elections shall be held at the first regular meeting of the PTO in May.
- b. The slate prepared by the Nominating Committee shall be presented. Further information shall be received from the floor. Only those persons who have signified their consent to serve if elected, either by communication to the Nomination Committee or by so stating at the meeting, shall be nominated.
- c. The entire slate shall be elected on a single ballot, signified by a majority of the members present and voting by voice or by show of hands.
- d. If there is more than one candidate for an office, the election will be by paper ballot.

Article VII

Section 1.

Regular public meetings of the PTO shall be held at least once a month during the school year. Meeting dates shall be determined by the Executive Board and announced at the first regular meeting of the year. Seven days notice will be given of a change of date, when possible except under unforeseen circumstances. Meetings shall be held in a public place and be announced both through the school and in the newspaper.

Section 2.

Special meetings of the Organization may be called by a majority of Board, seven days notice having been given in all cases other than emergencies.

Section 3.

For business to be transacted at any regular or special meeting, a quorum of 12 of the members of the Steering Committee must be present.

Section 4.

All meetings shall be conducted according to Robert's Rules of Order.

Section 5.

The Steering Committee may meet informally as it deems necessary to exchange information. No official business shall be transacted at such meetings.

Article VIII Amendments.

Section 1.

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 that notice of the proposed amendment shall have been given at least ten days prior to the meeting at which the amendment is offered and voted upon.

Section 2.

These By-Laws shall be reviewed annually and amended or adopted.