

MARTHA JONES SCHOOL

Parent Teacher Organization Bylaws

I. NAME and LOCATION

The name of and location of this organization shall be the Martha Jones School Parent Teacher Organization (PTO), Inc. Martha Jones School, Martha Jones Road, Westwood, MA 02090.

II. This organization is unincorporated and governed by the Bylaws. This organization is not affiliated with any other organization.

III. PURPOSE

The purpose of the organization shall be to aid the students of Martha Jones School by providing support for their educational, developmental, and recreational needs and to promote open communications among parents/guardians, administration, and teachers. The PTO will act as an aid in handling the needs of the school and children as they arise. Further, the PTO will provide a means for parent/guardians, administration and teachers to communicate regarding matters pertinent to the improvement of the health, education and welfare of the children.

IV. MEMBERSHIP

All parents and/or legal guardians of students who currently attend the Martha Jones School and all current faculty and staff of the Martha Jones School shall be considered members in the organization. These members have the right to attend and participate in all meetings and activities of the organization, but shall not have the right to vote or hold office.

A. Voting Membership. All aforementioned members who are current in the payment of annual dues, as established pursuant to Section IX herein, shall be designated as Voting Members. Voting Members shall have the right to vote on all issues before the membership, to elect officers, and to hold office.

V. MEETINGS

A. Regular Meetings. At least five (5) General Membership Meetings of the organization shall be held during each school year (e.g. September, November, January, March, May). The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.

B. Special Meetings. Additional meetings of the organization may be called, either by vote of the Officers or by petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.

C. Quorum. Those persons present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

D. Voting. A simple majority of the Voting Members present at any meeting shall be required for all action to be taken by the organization. The officers shall serve more than two consecutive terms in the same office, unless there are no other interested individuals.

VI. OFFICERS

A. Positions. The officers of the organization shall consist of at least a President, Vice President (or two Co-Presidents), Secretary, and Treasurer. Two persons may be nominated and elected to fill the positions of Treasurer and Secretary. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein. The officers of the PTO will constitute the Executive Committee.

B. President. The President, after having served as Vice President, shall be the principal executive officer of the organization subject to the direction of the membership. The President shall, in general, supervise and control all of the activities of the organization. In the event that no person served the prior year as Vice President, or the Vice President chooses not to serve as President, the Voting Membership shall elect a President to serve for one year. The President shall solicit volunteers and receive recommendations for chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the Organization.

C. Vice President. The Vice President shall, in the absence of the President, perform the duties of the President. The Vice President shall perform such duties as are assigned by the President. The Vice President, after having served for one year, shall automatically become the President of the organization. To be eligible to be nominated and serve as Vice President, a person must be a Voting Member of the organization.

D. Secretary. The Secretary shall keep the minutes of the proceedings of the membership meetings. The Secretary shall receive the list of Regular Members from the Treasurer who have paid dues and prepare the official list of Voting Members (Section IV.A.). The Secretary shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President. The Secretary shall also present minutes of previous meetings to the Voting Members at General Membership meetings for approval.

E. Treasurer. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the officers of the organization. The Treasurer shall make disbursements as authorized by the President or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all membership dues as are established by the organization and shall certify to the Secretary an accurate list of the Voting Members of the organization. The Treasurer shall present the proposed annual budget at the first General Membership meeting of the year. The Treasurer will present a written financial report at each General Membership Meeting of the membership and at other times as requested by the President.

VII. ELECTIONS

A. **Procedure.** The election of officers shall take place during the May General Membership Meeting each year (or as close to May as a General Membership meeting is held). All Voting Members of the organization present at the meeting may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

B. **Term of Office.** The term of each officer shall be one year, beginning after the official end of a school year and ending on the last official day of school. With the exception of the offices of President and Vice President, a person may be elected to the same or other office for a two-year term. There shall be no election for the office of President, as the Vice President shall automatically assume the position of President at the completion of his or her term. Should the officers consist of two Co-Presidents as noted in Section V.A., the person serving in year one of a term shall remain Co-President in Year 2, assuming the roles described herein for President. No officer shall serve more than two consecutive terms in the same office unless there are no other interested individuals

C. **Nominating Committee.** The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are Voting Members and otherwise eligible to serve in the office.

D. **Selection.** A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

E. **Vacancies.** The Officers for the remaining portion of the term shall fill any vacancy in office because of death, resignation or inability to serve. However, should a vacancy occur in the office of the President, the Vice President shall immediately assume the office. Should a vacancy occur in the office of Vice President for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein.

VIII. STANDING AND SPECIAL COMMITTEES

A. **Nominating Committee.** The Nominating Committee shall be composed of three (3) persons who shall be selected by the Officers in advance of the official election and in order to provide sufficient time to fulfill their responsibilities. In addition, the President shall be an ex-officio member of the committee. The committee shall carry out its responsibilities, as specified in Section V.

B. **Other Standing Committees.** The President may establish such other Standing Committees as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees. Only Voting Members may serve as chairpersons. Any Regular Member may

serve as a committee member. The Chairperson shall report the plans and activities of the committee at General Membership Meetings. The President, by virtue of the office, is an ex-officio member of all committees.

C. Special Committees. The President may create Special Committees. Special Committees 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 end of each year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. Only Voting Members may serve as chairpersons. Any Regular Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee at General Membership meetings.

IX. FINANCES

A. Budget. The President and Treasurer shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. Voting Members will vote the budget at the first General Membership meeting of the school year, unless the General Membership votes to approve the budget at another time. This budget shall be used to guide the activities of the officers during the year. Any substantial deviation from the budget must be approved in advance by the membership.

B. Obligations. The President may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of the Martha Jones School, nor should they hold themselves out as having such authority.

C. Loans. No loans shall be made by the organization to its officers or members.

D. Check Writing Authority. The Treasurer or President or any other person as authorized in writing by the officers shall sign all checks, drafts, or other orders for the payment of money on behalf of the organization.

E. Deposits. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the officers may select and shall make such disbursements as authorized by the officers in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of fourteen (14) business days from the receipt of the funds and/or orders of payment.

F. Financial Report. The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the year. It will be the responsibility of the President and Vice President (or Co-Presidents) to review the cash accounts and to compare the accounts to the financial report presented at the General Membership Meeting and to sign a statement that the account(s) and report are correct.

X. MEMBERSHIP DUES

A. **Amount.** The organization shall authorize and collect membership dues to be used for the operation of the organization. Any change in the amount of the dues shall be approved by a vote of the Voting Members acting in the manner prescribed in Section IV.

B. **Financial Hardship.** No Member shall be denied the right to participate in the activities of the organization or to become a Voting Member due to financial hardship. The Executive Committee shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

XI. PARLIAMENTARY AUTHORITY. Unless otherwise stated in the Bylaws, Roberts Rules of Order revised shall be the prevailing source of parliamentary procedures. The Vice-President shall be considered the Parliamentarian.

XII. AMENDMENTS.

These Bylaws may be altered, amended or repealed and new Bylaws adopted by the Voting Members at any Regular or Special Meeting.

XIII. AUTHORITY.

If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the School Committee for the Westwood Public Schools, they shall be deemed null and void and the decision of the School Committee for the Westwood Public Schools shall, in all cases, control.

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These Bylaws were adopted by the membership by a majority vote during a meeting properly called on November 5, 2001 and shall take effect immediately.