

Bylaws of the Thurston Middle School Parent Teacher Organization

Article 1 – Name

The name of the organizations shall be the Thurston Middle School Parent Teacher Organization, herein referred to as the Thurston PTO.

Article 2 – Purpose

The purposes of Thurston PTO are: 1. To promote communication and cooperation among parents, teachers, and administration for the benefit of the students of Thurston Middle School in Westwood, MA. 2. Through fundraising efforts consistent with these bylaws, to provide financial support for the activities or materials that will directly contribute to the quality of life and education at Thurston Middle School. 3. To coordinate volunteer efforts in support of the above-mentioned purposes. 4. To be not for profit, nonsectarian, and nonpartisan.

Article 3 – Membership and Dues

Membership in the Thurston PTO shall consist of all parents and guardians of students enrolled at Thurston Middle School. Dues will be set by the Executive Board (includes board members, principal and vice principal) and shall be solicited at the beginning of each school year. Each member who pays dues will receive access to the online directory of students. Fees can be waived for families with financial hardship.

Article 4 – Officers

The Executive Board shall request nominations for officers from the general membership in the Spring of each year. The Officers will be announced at the end of the school term. If there is more than one nomination for an office, the Executive Board will hold an election. Officers are elected for two-year terms.

1. The officers of this organization shall be Co-Presidents, Treasurer, and Secretary.
2. The Co-Presidents shall schedule and preside at all meetings of the Thurston PTO and Executive Board. The Co-Presidents shall sit on or designate a Volunteer Coordinator to sit on the Thurston Middle School Site Council and the Westwood School Presidents Council. After consultation with the Executive Board, the Co-Presidents may create committees and appoint committee coordinators to assist Thurston PTO in achieving its purposes.
3. The Treasurer shall receive all funds of the organization, keep an accurate account of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. The Treasurer will prepare an annual budget early in the school year, which must be approved by the PTO Board. The Treasurer will prepare a financial statement for and present at every Board Meeting as needed.
4. The Secretary will keep an accurate written record of all meetings of the Thurston PTO and the Executive Board and report minutes at each Board Meeting. The Secretary will handle and report on any correspondence required by the organization. The Secretary will keep copies of the minutes, bylaws, rules, membership list, and other necessary supplies.

Article 5 – Meetings

The Thurston Executive Board shall schedule at least one meeting per year for the general membership. The time, date, and agenda will be set and communicated with reasonable notice to the general membership by the Executive Board. Decisions at the general meeting shall be by majority vote.

Article 6 – Executive Board

The Executive Board shall consist of the Officers, Principal, and Vice Principal. All members of the Board are voting members. The Executive Board shall have general charge and supervision of the affairs, funds, and property of the Thurston PTO. Decisions of the Board shall be made by a vote of the majority of those present. The Executive Board shall meet monthly in a schedule set at the beginning of each school year. Any member of the Executive Board may resign at any time by submitting his/her resignation in writing to the Co-Presidents. If a Board Member resigns, the Executive Board shall appoint a new Board Member for the remainder of the term.

Article 7 – Committees

Any member of the PTO may work on a committee. The Thurston PTO will have the following standing committees: Directory and Hospitality. The Executive Board may appoint additional committees as needed.

Article 8 – Financial

1. The Annual Budget will be approved by the general membership at the first Fall meeting of the year.
2. The Treasurer will have the authority to sign all checks.
3. All funds shall be deposited in general or special bank accounts.
4. The fiscal year of the organization shall be July 1 – June 30, but may be changed by the Executive Board.
5. No Assets or earnings of the Thurston PTO shall benefit any member, officer, or private individual. No Board member shall be held personally liable for any undertaking of the Thurston PTO. Thurston PTO's liability shall be limited to its funds.

Article 9 – Amendment of Bylaws

These bylaws may be altered, amended, or repealed and additional bylaws adopted by the affirmative vote of a majority of the members present at any regular, special, or Executive Board Meeting. The Executive Board must give written notice of a proposed amendment to the membership at least 7 days prior to the meeting at which the proposed amendment is to be considered.

Adopted/amended on September 26, 2020