

# **MARLBOROUGH PARENT-TEACHER ORGANIZATION, INCORPORATED**

Revised By-laws for the 2013/2014 school year

## I. ARTICLE I: NAME & INCORPORATED

A. The name of the Organization is the Marlborough Parent-Teacher Organization, Inc., hereinafter referred to as PTO.

B. Incorporation:

1. Original by-laws submitted to the State of CT on 8-31-84.
2. State of CT officially received original by laws on 9-21-84.
3. Marlborough Parent-Teacher Organization officially incorporated by the State of CT on 10-31-84.

## II. ARTICLE II: OBJECTIVES

A. To aid and promote the welfare of children and youth in their home, school and community.

B. To bring closer together the home, school and community; that they may continue to cooperate in the training of our children.

C. To promote and secure, for every child, the highest advantage in physical, intellectual, cultural, academic and social education.

D. To support families by offering programs related to parenting and by helping to inform members of appropriate issues affecting the parent, the child and the family.

## III. ARTICLE III: BASIC POLICIES

A. The PTO shall be non-profit, non-sectarian and non-partisan.

B. The PTO shall endorse only those non-profit, non-partisan concerns which promote the objectives of the Organization.

C. The PTO shall neither directly nor indirectly participate in any candidate's campaign for public office.

D. The PTO shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration of the schools.

E. 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.

F. The PTO's name and/or titles may not be used by an individual in connection with the expression of personal views.

G. The PTO shall work within the guidelines of a budget as approved by the PTO at the June PTO meeting. In the event that a budget is not approved prior to July 1, the Executive Board will temporarily follow the previous year's budget figures until a new budget is approved.

H. The PTO shall work within the General Guidelines and Job Descriptions. Guidelines will be revised to reflect by-laws revisions.

I. The PTO shall not sponsor events at which placement awards are given.

#### IV. ARTICLE IV: MEMBERSHIP

A. Membership in this Organization is available to all parents/guardians and faculty of Elmer Thienes/Mary Hall Elementary School without regard to race, color, creed or national origin.

1. Each individual PTO member shall be entitled to one vote on all matters.

2. Only members (as defined above), and invited guests, may attend a PTO Meeting. Any non-member wishing to attend a PTO meeting shall contact a Board Member for approval to attend.

#### V. ARTICLE V: EXECUTIVE BOARD

A. Definitions: The Executive Board shall consist of the officers of this Organization: President(s), Vice President(s), Secretary(ies), Treasurer(s), teacher liaison(s), and the Principal of the school or his/her appointed representative.

1. Appointment to the Executive Board shall be limited to parents and/or legal guardians of enrolled students, as well as teachers/administrators of Elmer Thienes/Mary Hall Elementary School.

B. Duties:

1. Formulate and annually review PTO policies and by-laws.
2. Manage the property and business of the Organization.
3. Secure funds necessary to finance the operation of the Organization.
4. Annually review and propose the Organization's budget.
5. During the fiscal year, Treasurer(s) will arrange to have the Treasurer's books reviewed by a certified public accountant.
6. Create, eliminate, or combine such committees as it deems necessary.
7. The Executive Board members may approve emergency expenditures up to, but not exceeding \$500.00 between PTO meetings if there is unanimous approval by all the above mentioned members. Expenditures must be reported at the following PTO meeting.

C. Meetings:

1. Regular meetings of the PTO shall be held at least every two months during the school year; the time to be chosen by the Executive Board.
  - a) Ample notice shall be given to the general membership prior to all meetings.
2. Special meetings of the Executive Board may be called by the President or by a majority of the Board.
3. A simple majority of PTO members present (at least ten (10)), at either a regular meeting or a special meeting shall constitute a quorum.

D. Delegation:

1. The line of delegation shall be: President(s), Vice President(s) Secretary(ies) and Treasurer(s).

## VI. OFFICERS

A. The officers of this Organization shall be: Presidents(s), Vice President(s), Principal/Vice Principal(s), Secretary(ies) and Treasurer(s).

B. Term of Office:

1. Officers shall serve for a term of two years, assuming those duties at the close of the June meeting pending completion of any ongoing activities or commitments by outgoing officer.

2. Officers may serve no more than two consecutive terms in the same position.

C. Vacancies:

1. In the case of a vacancy in the office of President, the Vice President would assume the position of President for the remainder of the term.

2. In the event of a vacancy in any other office, a nominating committee shall convene to seek nominees to fill the unexpired term. A notice shall be sent home to all parents listing all nominees at least one week prior to the next general meeting, when the election will occur.

3. In the case of a vacancy of a co-officer, it would be up to the discretion of the remaining officer(s) to continue in that position alone or to request that the nominating committee convene to seek nominees to fill the unexpired term of that co-office.

D. General Policies:

1. No compensation or payment shall be made to any officer or member of this Organization or substantial contributor thereto, except as reimbursement for actual expenditures or services made for this corporation. Neither the whole nor any part of the assets or net earnings current or accumulated, of this corporation shall ever be used for, accrued to, nor inured for the benefit of any member or private individual within the meaning of Section 501c3 of the Internal Revenue Code.

2. PTO funds cannot be used for the purchase of gifts to members.

3. Gifts to other individuals must be pre-approved by a 2/3 Executive Board vote.

E. Duties:

1. The President(s) shall:

- a) Be the presiding officer of the Executive Board and ex-officio member of all committees except the Nominating Committee.

- b) Preside over all meetings of the PTO.

- c) Set the agenda for each PTO meeting and post on the PTO website one week prior to the meeting.
- d) Be the official representative of the Executive Board.
- e) Be general overseer of the PTO and its activities.
- f) Coordinate the activities of all officers and committee chairpersons.
- g) Approve the plans of work of all committees.
- h) Confirm all chairpersons receive copies of the yearly budget and guidelines.
- i) The President may authorize individual emergency expenditures up to, but not exceeding \$200.00, between Executive Board meetings. Expenditures must be reported at the following Board meeting.
- j) Deliver to successor all official material at the June changeover PTO meeting.
- k) Be a liaison between the PTO and Elmer Thienes/Mary Hall Marlborough Elementary School and a direct contact with the Principal and Assistant Principal, as well as to the Marlborough Community.
- l) Write a “Welcome Back” letter for the PTO Handbook.
- m) Be a member of the Finance and Educational Enhancement Committee.
- n) Assist Vice President(s) in annual evaluation of Guidelines.
- o) The President or designated PTO member will participate in Board of Education meetings for the purposed of improved communication, coordination of PTO programs and cooperative planning.
- p) Maintain and update PTO news on the school website.

2. The Vice President(s) shall:

- a) Preside over any meetings that the President(s) is (are) unable to attend.
- b) Assist the President(s) in any way needed.
- c) Be a member of the Finance Committee.

- d) Be responsible for the PTO Blast and monthly calendar.
- e) Evaluate, update, and publish the PTO Informational Handbook yearly.
- f) The Handbook should contain the names of chairpersons, brief summaries of the PTO programs and activities, a “Helping Hands” request list of activities that need volunteers and any other pertinent information.
- g) Lists of volunteers should be formed from the above mentioned “Helping Hands” and VolunteerSpot, and given to the appropriate chairpersons.
- h) Set up a table at Kindergarten Orientation welcoming them and summarizing PTO activities.
- i) Evaluate with President(s), (update if necessary), and distribute copies of Guidelines annually.
- j) Assume the duties of the President(s) in his/her absence. Be encouraged to assume such responsibilities as shall enable him/her to become oriented to the responsibilities of the President
- k) Coordinate a Nominating Committee, to which the Officers cannot belong, no later than the March PTO meeting. Oversee the Nominating Committee to ensure that by-laws are being followed and deadlines are met.
- l) Solicit membership to nominating committee of at least three (3) PTO members.

**3. The Principal/Vice Principal shall:**

- a) Assist the Board in their activities and decisions.

**4. The Treasurer(s) shall:**

- a) After the elections (April/May), call a Finance Committee meeting to establish a proposed budget for the upcoming year. The proposed budget should be presented for PTO approval at the May/June meeting.
- b) Present approved annual budget to PTO members at the September meeting.

- c) Collect all funds and disburse such funds according to the budget adopted by the Board. All checks written from the PTO accounts over \$500 must have two signatures from authorized signers.
- d) Assist Committee Chairs with the financial aspects of their event, i.e. provide petty cash, cash boxes and make arrangements for the collection of money during/after the event.
- e) Administer the bookkeeping according to acceptable accounting practices and reconcile monthly bank statements.
- f) Prepare and present a Treasurer(s)' Report at each PTO meeting detailing the cash flows from each PTO bank account since the prior PTO meeting. Keep detailed financial records for each line item in the budget and make available at all PTO meetings. Present copies of the Treasurer(s)' Report to the Secretary, President(s) and members in attendance.
- g) Forward a copy of the Treasurer(s)' Report in .pdf form to the school official responsible for maintaining the School/PTO website.
- h) Serve as chair-person(s) of the Finance Committee.
- i) Take care of insurance bond/liability coverage and payments.
- j) Act as liaison with the Richmond Memorial Library staff to provide Museum/Zoo/Child Center Passes (May).
- k) Prepare and make available all reports requested by the current C.P.A. for review at the end of the fiscal year.
- l) Prepare or facilitate the preparation by the current CPA, of the annual form IRS 990 before the deadline, when applicable.
- m) Be responsible for annually obtaining completed Form W-9 from all individuals who paid \$600.00 or more for services provided in accordance with Internal Revenue Service Code.
- n) Be responsible for annually filing Form 1099-MISC. for all individuals paid \$600.00 or more for services provided in accordance with Internal Revenue Service Code.
- o) Release money from the General Fund and/or New Ventures/Goal Items Fund only after approved by a majority of the PTO.

Note: Financial records will be audited if the Treasurer(s) resigns before the new officer assumes his/her duties and at any other time deemed necessary.

5. The Secretary(ies) shall:
  - a) Keep correct and accurate records of all meetings.
  - b) Be responsible for typing and filing of said minutes.
  - c) Minutes will be approved by the President(s) and/or Vice-President(s) within 2 weeks of the meeting. Minutes will be posted on the school website and accessible through the school's website.
  - d) Be responsible for distribution of and respond to all PTO correspondence.
  - e) Be a member of the By-Law Committee and have copies of proposed changes available at a PTO meeting. Once changes are approved, distribute to the Executive Board and have copies available at every PTO Meetings.
  - f) Send thank you notes and sympathy cards, as requested.
  - g) Submit the year's minutes to the incoming President(s) after the June meeting.

## VII. COMMITTEES

### A. Committee Chair-persons:

1. Chair-persons are strongly encouraged to seek a co-chairperson.
2. Prior to distribution, all materials must be approved by a President and a school administrator.
3. All committee chair-persons shall be responsible for tallying funds in the following manner:
  - a) Responsible for keeping detailed financial records of their fundraiser. When possible, record the name and address associated with each donation/purchase, and check number.
  - b) Deliver all funds and records directly to the Treasurer within 2 weeks of the event or registration date.



c) Complete a detail revenue and expense statement for your event and provide a copy to the treasurer(s) within 2 weeks of the event.

B. Executive Board members may chair/co-chair no more than 2 (two) committees. (Finance and By-Laws Committees exempt).

1. All committee chair-persons are encouraged to attend a minimum of three (3) PTO meetings.

2. All committee chair-persons are required to report on their event at the next meeting after their event takes place. This can be done either verbally or in writing.

3. Any expenditure that exceeds \$1000.00 shall be approved by the President(s) and Treasurer(s).

C. Finance Committee:

1. The Finance Committee shall consist of the Executive Board members, incoming President, Vice-president, Principal/Vice Principal, Treasurer, Secretary and two Board Members, as well as the outgoing President and Treasurer. The Treasurer(s) will chair this committee.

Submit budget recommendations to the PTO at the June meeting.

D. Nominating Committee:

1. One member will serve as chairperson with each member having one vote.

2. The Nominating Committee shall seek nominees willing to serve as officers by doing the following:

3. In April, send out "PTO email Blast", post to the school website and "PTO Facebook page" a notice to parents requesting nominations for PTO Board positions.

4. Present all nominees at or before the May meeting and accept nominations from the floor.

5. Post on the "PTO website", "PTO Facebook page", and send a "PTO email Blast" with a final notice to parents listing all nominees and the offices they seek, prior to May meeting.

6. In May, voting by ballot will take place at the PTO meeting, if necessary. Only parents/guardians and faculty of Elmer T. Thienes/Mary Hall Elementary School present at the meeting may vote. Two (2) members of the Nominating Committee will be chosen by lottery to count ballots.

7. Members of the Nominating Committee shall not serve more than one (1) term in this position.

E. By-Laws Committee:

1. The By-Laws Committee shall consist of five (5) members and two (2) alternates of which four (4) of the five (5) members must be Executive Board Members.

2. The Committee shall meet to review the By-Laws and consider amendments/revisions.

3. The proposed amendments/revisions shall be voted on at the PTO meeting.

## VIII. MISCELLANEOUS

A. Fiscal Year: Shall be July 1<sup>st</sup> to June 30<sup>th</sup>

B. Donations: Requests to the PTO for donations will be handled using the following criteria:

1. Donations will be handled on an individual basis primarily directed to students at Elmer T. Thienes/Mary Hall. Exceptions can be made by a 2/3 majority vote of the Board members.

C. Parliamentary Authority: The Organization shall use Roberts Rules of Order. If any discrepancy occurs between the by-laws and Roberts Rules of Order, by-laws shall prevail. If the by-laws do not address an issue, Roberts Rules of Order shall be followed.

## IX. AMENDMENTS AND REVISIONS

A. These by-laws may be amended or revised at any meeting of the PTO by a 2/3 vote of the members present and voting provided that notice of the proposed amendment(s) has been posted at least 14 days preceding the meeting at which they are to be voted upon.

## X. DISSOLUTION

A. Upon a majority vote of the Executive Board to dissolve the Organization:

1. All assets of the Organization shall be distributed for one or more of the exempt purposes specified in Section 501c(3) revised March, 1986, of the Internal Revenue Codes of 1954 as from time to time amended.

2. Upon dissolution of the Organization, distribution of the assets shall be determined by a  $2/3$  vote of the Executive Board.