

Revised: 6/9/2014 and Adopted: 9/22/2014

Article I – Name

The name of the organization shall be the Lunenburg Parent Teachers Organization, Inc., herein after PTO.

Article II – Purpose and Mission Statement

Section 1. The PTO shall exist for educational and charitable purposes.

Section 2. The Mission of the PTO is to enhance and support the educational experience at Lunenburg Public Schools, to develop a closer connection between school and home by encouraging parent and teacher involvement, and to improve the environment at Lunenburg Public Schools through volunteer and financial support.

Article III – Basic Policies

Section 1. The PTO shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the PTO, and the name of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the PTO.

Section 2. The PTO shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 3. In order for the PTO to take a public stand on a political issue directly involving the schools, a two-thirds majority vote by the membership, present and voting, at a general meeting and/or board meeting is required. The general membership will be notified in the manner specified in Article X Section 3.

Section 4. The PTO shall neither seek to direct the administrative activities of the school nor to control its policies.

Section 5. The PTO may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided all representative(s) make no commitments that bind the group s/he represents without a two-thirds majority vote from the PTO Board.

Section 6. In the event of the dissolution of the PTO the PTO shall pay any outstanding bills, then assets remaining shall be donated to the Lunenburg Public Schools.

Article IV – Membership and Dues

Section 1. Any parent and/or guardian of a student currently enrolled in the Lunenburg Public Schools may be a member and shall have voting rights. The school administrators and any teachers currently employed in the Lunenburg Public Schools may be members and shall have voting rights.

Section 2. Dues shall be determined annually by a two-thirds vote of members, present and voting, at a general meeting or board meeting. Dues paid shall be good through the current fiscal year of the PTO as defined in Article XII Section 1.

Section 3. A member must have paid his/her dues at least 24-hours prior to a meeting in order to be considered a member in good standing with voting rights at that meeting.

Article V – Officers

Section 1. The officers shall consist of: President, Vice-President, Treasurer, and Secretary. With the exception of the office of President, each other office may be a shared position between two individuals, thus acting equally as co-officers. Each officer/co-officer shall have one vote.

Section 2. The officers shall:

- A. Transact necessary business in the intervals between PTO meetings and such other business as may be referred to it by the organization.
- B. Create special committees.
- C. Approve and coordinate the plans of work of the standing and special committees.

Section 3. All officers shall:

- A. Perform the duties outlined in their job descriptions and those assigned to them from time to time.
- B. Deliver to their successors all materials pertaining to their office.

Article VI – Executive Board

Section 1. The Executive Board shall consist of:

- A. The Officers as defined above in Article V.
- B. The chairpersons of each of the standing committees as set forth in Article VII: Forums, Fundraising, Membership, School and Community Liaison, Publicity, Health Awareness, and Cultural Enrichment. Each committee chairperson shall have one vote.
- C. School Building Representatives from each school within the district. Each representative shall have one vote.

Section 2. All Executive Board members shall:

- A. Perform the duties outlined in their job descriptions and those assigned to them from time to time.
- B. Deliver to their successors all materials pertaining to their job. .

Article VII – Standing Committees

The standing committees consist of Forums, Fundraising, Membership, School and Community Liaison, Publicity, Health Awareness, and Cultural Enrichment. These committees shall consist of volunteers and shall not be restricted by number.

Article VIII – Special Committees

Section 1. The Officers may create special committees as needed.

Section 2. The Scholarship Committee is a special committee. The committee coordinates with the guidance department at Lunenburg High School to select a recipient to receive the PTO scholarship.

- A. Members of the scholarship committee are appointed by the PTO President. No parent of a student being considered for the scholarship is permitted on the committee.
- B. In order to be eligible to receive the scholarship, the scholarship recipient's family must have paid their PTO Dues every year the student was enrolled at Lunenburg High School. The selection of the recipient is based on community service criteria.

Section 3. School Building Representatives: There shall be one school building representative appointed by the PTO and approved by the building principals for each school building. Their duties shall include:

- A. Representing and working with the principals.
- B. Assisting the school principals in holding school council elections and tabulating the votes (per M.G.L.A. Chapter 71 Section 59(C)).
- C. Represent the building principals at regularly scheduled PTO meetings.
- D. Acquire volunteers for school programs and projects when necessary.

Section 4. Website Administrator: There shall be one website administrator appointed by the PTO.

- A. The website administrator shall maintain the web domain registration and update, maintain and manage the PTO website as well as work with the Executive Board and Special Committees to post PTO news, events, meeting minutes and other communications to the school families using the PTO website.
- B. The PTO President shall approve any content before it is posted on the PTO Website.

Article IX – Elections

Section 1. Officers and standing committee chairpersons shall be elected by a majority vote at the annual election meeting. In the event that no candidate receives a majority of the votes, a run-off election between the candidates with the two highest vote count will be held.

Section 2. The term of office for these positions shall be one year, July 1 to June 30.

Section 3. There shall be no restriction on the ability of any officer or committee chairperson to seek re-election.

Section 4. The officers and standing committee chairpersons will be voted on in the following order: President, Vice-President, Secretary, Treasurer, Forums, Fundraising, Membership, School and Community Liaison, Publicity, Health Awareness, and Cultural Enrichment.

Section 5. Candidates for all elected positions will be nominated from the floor at the annual election meeting. Absentee candidates may be nominated.

- A. Criteria for Presidential nomination:
 - i. The candidate must be a parent or guardian of a student enrolled in the Lunenburg Public Schools during the term they would be in office.
 - ii. The candidate must have attended at least 80% of the PTO General Meetings for the year prior to them taking office.
 - iii. The candidate must have held the position of an officer, or have been an executive board member, and/or a member of any standing committee for the year prior to them taking office.

Section 6. Unfilled positions

- A. Unfilled positions are any and all positions that remain unfilled after the annual election meeting.
- B. Notice of any unfilled position must be made to the membership prior to a vote to fill said vacancy. The membership will be notified in the manner specified in Article X Section 3.
- C. Any unfilled positions will be filled by a candidate elected by a majority vote of the Officers and Executive Board at any meeting held during the PTO year.

Section 7. Vacancy:

- A. Notice of any vacancy must be made to the membership prior to a vote to fill said vacancy. The membership will be notified in the manner specified in Article X Section 3.
- B. Any vacancy will be filled by a candidate elected by a majority vote of the Officers and Executive Board at any meeting held during the PTO year.

Section 8. No proxy voting shall be allowed.

Article X – Meetings

Section 1. The time and dates of the general meetings shall be determined by the President and Superintendent of the Lunenburg Public Schools prior to the start of the school year.

Section 2. At least six meetings will be held during the school year.

Section 3. The time, place, and agenda for each general meeting shall be announced and publicized prior to the general meeting date. This will be done by informing the general PTO membership using current means of communication.

Section 4. Under unusual circumstances the Officers may call special meetings to vote when decisions need to be made before the next general meeting. Agenda items may only be voted on at these special meetings. Notice of this special meeting will be given in the manner specified in Section 3 of this Article. Officers will act in the best interest of the organization, to the best of their ability and in good faith. The recording secretary for any special meeting will take the minutes, which will be attached to and included in the agenda for the next PTO general meeting.

Section 5. PTO General Meetings shall be open to any interested parties as nonvoting participants. PTO General Meetings shall be open to the membership as voting participants.

Section 6. An annual election meeting shall be held at the last scheduled PTO general meeting of the school year.

Article XI – Parliamentary Authority

Section 1. The BY-LAWS shall govern this organization.

Section 2. A vote shall be taken after a motion has been made, seconded, and discussed. A motion is passed when it receives the majority of the voting participants, or when required by a two-thirds vote. A hand count by the secretary will be taken and recorded in the minutes for any non-unanimous vote.

Article XII – Financial Policies

Section 1. FISCAL YEAR —The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2. BUDGET – An operating Budget shall be presented in May and approved by a majority vote of the members present. A gift Budget shall be presented in October and approved by a majority vote of the members present.

Section 3. BANKING —All funds shall be kept in a checking account in the name of Lunenburg PTO and held at a local financial institution. Signers on the account are to be the President and the Treasurer(s).

Section 4. FINANCIAL TRANSACTIONS - All funds collected and deposited on the behalf of the PTO must be transacted by a PTO Member. All transactions shall be communicated to the Treasurer in a timely manner with the appropriate details.

- A. Money raised by this organization shall be spent as specified in the approved budget. Any additional expenditure must be approved by a majority vote of the Officers.
- B. This PTO shall not be liable for any non-budgeted monetary expenditure without submission of such expenditures to the Officers for approval.
- C. PTO Board Members have the obligation to be conservative in the use of PTO funds and report at monthly meetings the intended use of any budgeted funds.
- D. In order for PTO funds to be disbursed (for a reimbursement or to initiate a payment to an external company) a Funds Authorization request form must be completed. All funds Authorization forms must be signed by at least two (2) Officers and submitted with receipts or appropriate order paperwork.
- E. All reimbursed requests must be submitted within 60 days of the expense.
- F. Any commitment of funds that does not follow these policies is the personal responsibility of the initiator.

Section 5. ENDING BALANCE —The organization shall leave a minimum of \$5,000 in the treasury at the end of each fiscal year and needs to be an amount that covers next years Operating Budget.

Article XIII – Amendments

Section 1. Any provisions of these by-laws may be amended provided such provision has been in effect for one year.

Section 2. An amendment(s) presented at any PTO General Meeting of the organization must be passed by a two-thirds majority of the members present and voting. Notice of the proposed amendment(s) shall have been provided at the previous meeting or shall have been adequately

publicized. The general membership shall be notified in the same manner as specified in Article X, Section 3.

Section 3. A by-law review committee may be established at any time by a majority vote of the Officers provided the by-laws have been in effect for one year. Said committee shall provide its recommendations to the Executive Board prior to reporting to the general membership for action on its recommendations. The requirements for adoption of a revised set of by-laws shall be the same as for an amendment.

Section 4. By-laws are held by the Secretary and made available at all meetings and posted using current means of communication

Job Descriptions of Officers

A. PRESIDENT

The PRESIDENT shall preside at general PTO Meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Coordinate the work of all the officers and committees so that the purpose of the PTO is served; shall be an ex-officio member of all committees; and have signatory authority on any PTO checks. The President, or the President's designee, may enter into contracts on behalf of the PTO.

B. VICE-PRESIDENT (CO-VICE-PRESIDENT)

The VICE-PRESIDENT shall act as an aide to the PRESIDENT; shall perform the duties of the PRESIDENT in the absence or inability of that officer to serve; and shall be responsible for organizing a staff/teacher appreciation function.

C. SECRETARY (CO-SECRETARY)

The SECRETARY shall record minutes of all PTO meetings, general meetings called by the officers; shall perform such other duties as may be delegated to s/he; shall maintain a permanent file of the PTO's Bylaws and the minutes of the general and Executive Board meetings; and collect and distribute all PTO related correspondence.

D. TREASURER (CO-TREASURER)

The TREASURER shall receive all moneys of the PTO; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the PTO ; shall reconcile all PTO bank accounts monthly; shall present a financial statement at every meeting of the PTO and at other times when requested by the Executive Board; shall make a full report at the end of the year; shall coordinate with each School Principal, or their designee, to receive an accounting of receipts and expenditures of individual PTO sponsored fundraisers for their respective schools; receive an accounting of receipts and expenditures the PTO has made on behalf of the individual schools; shall prepare the tax returns in compliance with the appropriate statutes; and have signatory authority on any PTO checks.

JOB DESCRIPTION OF STANDING COMMITTEES

From time to time duties and responsibilities of STANDING COMMITTEES may change and these changes can be added in a timely manner to the Job Description as it becomes necessary to the business of the PTO.

A. FORUMS

The FORUMS COMMITTEE shall provide programs on school and parent related subjects during the school year. Such programs need not be a part of a general meeting.

B. FUNDRAISING

The FUNRAISING COMMITTEE shall coordinate social and fundraising activities undertaken by the PTO .

C. MEMBERSHIP

The MEMBERSHIP COMMITTEE shall coordinate all membership drives, pre K-12; shall keep an updated listing of members; and shall encourage active participation by the membership.

D. SCHOOL AND COMMUNITY LIASION(S)

The SCHOOL AND COMMUNITY LIASION shall attend or receive minutes and/or reports from the School Committee, the School Councils, the Lunenburg School Linked Services and other such committees whose primary concerns are educational issues; the purpose being to centralize information and improve the communication among and between said committees and the school community they represent and serve. The SCHOOL AND COMMUNITY LIAISON shall also advise the Executive Board and membership of any pending legislative action that will impact public schools and coordinate efforts in the event that the membership of the PTO chooses to take a stand on a public issue.

E. PUBLICITY

The PUBLICITY COMMITTEE shall work with all officers, committee chairpersons and coordinators to publicize the programs, activities and goals of the PTO using current means of communication.

F. HEALTH AND AWARENESS

The HEALTH AND AWARENESS COMMITTEE shall attend the Health Education Advisory Board Meetings and relay information back to the PTO and coordinate mutual interest between the two committees in the form of forums, etc.

G. CULTURAL ENRICHMENT

The CULTURAL ENRICHMENT COMMITTEE shall work with the School Administration to provide cultural programs to all grade levels; and shall do the planning, selecting, scheduling and coordinating of activities necessary as well as utilizing all available means at hand to defray costs (i.e. write grants, seek alternative funding, etc.).