

## **Williams School PTO By-Laws**

### **Article 1: Name, Location, Affiliation and Fiscal Year**

Section 1.1. The name of this organization, located in Newton, Massachusetts will be The Williams School Parent Teacher Organization, Inc.

Section 1.2. The fiscal year of the Organization will be July 1 to the following June 30.

### **Article 2: Purposes and Policies**

Section 2.1. The purposes of this Organization are 1) to foster communication, understanding, and cooperation among parents and teachers in order to benefit all children in the Williams School, 2) to provide support and services to the Williams School community, and 3) to promote and encourage the support of public school education in the City of Newton.

Section 2.2. The Organization will not engage in commercial or sectarian activities, nor will it be involved in any campaign for public office.

### **Article 3: Membership**

Section 3.1. All parents or guardians of children in the Williams School, the Williams School Principal, and the faculty members of the Williams School will automatically be members of the Organization. Voluntary dues will be solicited annually.

Section 3.2. The duties of the membership will be to support, sponsor, coordinate and implement activities to further the purposes of the Organization as stated in Article 2.

### **Article 4: Meetings of the Organization**

Section 4.1. There will be no fewer than two regular meetings of the Organization during the school year. Additional meetings may be called by the Executive Board or by the written request of ten members of the Organization. The purpose of such meetings will be clearly stated in the notice of such meetings. At least seven days notice of all meetings will be given to members. Eight members of the Organization will constitute a quorum.

Section 4.2. The Fall Meeting of the Organization will take place in September or October. At this meeting, the annual reports of the President and the Treasurer will be presented and the annual budget approved.

Section 4.2. The Spring Meeting of the Organization will take place on the last day of school. At this meeting, the report of the Nominating Committee will be presented and elections will take place.

### **Article 5: Officers and Their Duties**

Section 5.1. The President will preside at all meetings of the Organization and the Executive Board. The President will be a member ex-officio of all committees. The President may appoint ad hoc committees and liaison persons throughout the year when necessary and will perform all other duties pertaining to the office. The office of President will be shared by two or more individuals who will be referred to as Co-Presidents.

Section 5.2. A minimum of one Vice-President will act as assistant to the President. The Vice-President(s) will serve as committee chair(s) or as Organization liaison(s). The Executive Board may from time to time specify additional powers and duties of Vice-Presidents.

Section 5.3. The Treasurer will receive all monies of the Organization and will make authorized disbursements. The Treasurer will keep accurate accounts of the funds of the Organization and will present a statement of account upon request of the President or Executive Board. The accounts will be audited annually by an Audit Committee. Monthly Bank Account reconciliations will be reviewed by a member of the Executive Board.

Section 5.4. The Secretary will keep records of meetings of the Organization and the Executive Board. The Secretary will execute correspondence of the Organization as delegated by the President and the Executive Board and maintain appropriate records of such correspondence.

#### **Article 6: Executive Board**

Section 6.1. The Executive Board of the Organization will consist of officers of the Organization and past Presidents of the Organization, as long as they are members. Members of the Executive Board may hold only one officer position.

Section 6.2. The duties of the Executive Board will be to recommend annual goals and strategies to the Organization; to approve the general plans and programs of committees; to formulate, in cooperation with the Treasurer, an annual budget to be submitted to the Organization for approval; and to transact necessary business between meetings of the Organization. The Executive Board will establish each year for the following year such committees and liaison positions as the board deems necessary.

Section 6.3. The Executive Board will meet no fewer than two times each year. Additional meetings will be called at the request of the President or three members of the Executive Board. Five members of the Executive Board will constitute a quorum.

#### **Article 7: Nominations and Elections**

Section 7.1. Nominations will be made by the Nominating Committee which will consist of three members appointed by the Executive Board.

Section 7.2. The Nominating Committee will submit its report to the President prior to the Spring Meeting. This report will include a list of nominees for officers and other positions. The President will present the slate to the membership for a vote at the Spring Meeting.

Section 7.3. All nominees will be members of the Organization. Nominees are discouraged from chairing more than one committee and those who would like to chair more than two committees must be approved by the Executive Board. The Nominating Committee will fill vacancies if they occur during the year by recommending nominees to the Executive Board.

Section 7.4. Elections will be held at the Spring Meeting of the Organization. Additional nominations may be made from the floor at the Spring Meeting, if the candidate has consented to the nomination. Voting will be by written ballot when there is more than one nominee for an office or position.

#### **Article 8: Finances**

Section 8.1. A tentative budget will be drafted in the fall for each school year and approved by a majority vote of the members present at the Fall Meeting held in September or October.

Section 8.2. The Treasurer will keep accurate records of any disbursements, income, and bank account information.

Section 8.3. Two authorized signatures will be required on each check over the amount of \$1,000. Authorized signers will be officers of the Organization.

Section 8.3.1 If monies exist beyond \$15,000, the surplus shall be spent on school enrichment projects, which may include technology, sciences, and/or arts, as determined by a consensus between the PTO Executive Board and the school Principal.

Section 8.4. The Treasurer will prepare a financial statement at the end of the fiscal year to be reviewed by the Audit Committee prior to financial reporting at the Fall Meeting.

Section 8.5. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

**Article 9: Dissolution**

The organization may be dissolved with 14 calendar days previous notice and a two-thirds vote of those present at a meeting.

**Article 10: Amendments**

These bylaws may be amended at any meeting of the Organization by a two-thirds vote of the members present and voting.

**Article 11: Distribution**

A copy of these bylaws will be available on the Organization's website.

Revised October 2014

Revised June 2010

Revised November 2009

Revised May 2007

Revised October 1997

Revised October 1996

Revised June 1993

Revised April 1991