

## **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 and staff 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 office of President will be shared by two or more individuals who will be referred to as Co-Presidents. The President(s) will preside at all meetings of the Organization and the Executive Board. The President(s) will be a member ex-officio of all committees. The President(s) may appoint ad hoc committees and liaison persons throughout the year when necessary and will perform all other duties pertaining to the office. Each president will serve a tenure of two years, but their terms shall be staggered, so that one co-president will be in the second year of her/his term, while the other co-president is in the first year of her/his term.

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.

*The role of Vice-President is currently suspended, though may be reinstated if interest or need arises.*

Section 5.3. The Treasurer: (i) shall receive all monies of the Organization; (ii) shall keep an accurate record of receipts and expenditures; (iii) shall pay out funds in accordance with the approval of the Board; (iv) shall prepare monthly bank reconciliation and budget reports and year-end financial data for review by the President(s), except for the summer months when school is not in session, unless there is significant financial activity during those months; (v) shall be responsible for filing Form PC with the Division of Public Charities, Department of the Attorney General, by the deadline each year, and other analyses or reports that may be required or considered necessary; (vi) shall, if it is deemed necessary by the Board in any given year, be responsible for contracting with a certified public accountant, with final approval resting with the Board, to file federal and state tax returns for the fiscal year in which they served; (vii) shall periodically confirm the level of gross revenue that necessitates a Massachusetts not-for-profit to file an audited or reviewed financial statement and, if the Organization's gross revenue meets the target in a given year, to arrange for such a financial statement to be prepared; and (viii) shall be responsible for the maintenance of such books of account and records as conform to the requirements of these bylaws.

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. In the absence of a Secretary, the President will keep records of meetings.

#### **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 PTO 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.

*The Nominating Committee is currently suspended, though may be reinstated if interest or need arises.*

Section 7.2. If a Nominating Committee exists, 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 members of the PTO are welcome to nominate themselves or others to be officers of the Executive Board. All nominees must 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. A public vote for President(s) will be held at Arch Day (or other large year-end school community event). If there is more than one nominee for an office or position, voting will be by written (likely electronic) ballot.

### **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. One authorized signature will be required on PTO checks. Authorized signers will be the treasurer or, in the Treasurer's absence, a PTO President.

Section 8.4. The Treasurer will prepare a financial statement at the end of the fiscal year to be reviewed by the Presidents 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 July 2023

Revised October 2014

Revised June 2010

Revised November 2009

Revised May 2007

Revised October 1997

Revised October 1996

Revised June 1993

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