Tenney Grammar School

Parent Teacher Organization Bylaws

**Article I: Name**

The name of the organization shall be the Tenney Grammar School Parent Teacher Organization (hereinafter “PTO”).

**Article II: Purpose**

The mission of the PTO is to support academic, emotional, social, and physical development of its student and to enhance the teaching and learning environment by:

* Fostering open communication and effective collaboration between parents/guardians, teachers, administrators, and support staff,
* Recruiting, equipping, and supporting parents/guardians and community volunteers for school and PTO activities, and
* Raising funds and collecting donations of goods and services from the wider community to support this mission.

**Article III: Membership**

1. Eligibility

The membership of the PTO shall be open to all parents of students currently enrolled in the Tenney Grammar School. The term parent is defined as any person in a parental or custodial relationship to an enrolled student. This would include, but may not be limited to, biological parents, adoptive parents, foster parents, stepparents, and legally appointed guardians.

Membership shall be open to all Tenney Grammar School teachers and others employed by the City of Methuen having a regular place of employment at the Tenney Grammar School. This shall include, but shall not be limited to, teachers, paraprofessionals, school aids, school secretaries, food service workers, nurses, social workers, and administrative staff.

1. Types of Membership

The PTO shall be made up of two groups;

1. General Member

General Member shall be defined as any member fitting the definitions set in Article III A. These members shall attend General Assembly Meetings and have the voting privileges as described in Article VI C below.

1. Executive Board Member

Board Member shall be defined as a Member appointed to the Board pursuant to the Nomination & Election of Board Members detailed below in Article IV and shall have the duties and responsibilities detailed herein. This group of elected representatives shall be referred to as the “Board.”

**Article IV: Executive Board**

1. Structure of Board

The mandatory structure of the Board shall consist of at least the following three positions to be a functioning organization; President, Recording Secretary, and Treasurer. Additional positions on the Board may consist of, but may not be limited to, Event Coordinator, Volunteer Coordinator, Social Media Coordinator, and Teacher Liaison. These non mandatory roles may be co-op roles if voted by a majority of the Board.

1. Nomination & Election of Board Members

Nominations shall be accepted at the first meeting of the school year from any member in attendance. The first meeting shall be commenced by the previous year’s President. Any member shall nominate any parent to any position. There are no qualifications required to hold any position on the Board except for those set forth under the Massachusetts Conflict of Interest Law.

Nominations shall be either made in open meeting or submitted to the PTO in advance. All nominations submitted must be submitted with a member’s name to ensure a proper nomination.

For contested positions, each nominee shall make a statement in their support and the vote and the President will make a motion for a vote. The vote shall be taken at the following meeting. For undisputed nominations, the nominee shall be accepted upon successful motion.

1. Titles & Duties

1. **President**

The President’s duties shall include, but may not be limited to, the following;

1. Preside at all meetings of the PTO,
2. Primary point of contact for School officials,
3. Oversee any subcommittees created by motion,
4. Encourage meaningful participation in all parent and school activities,
5. Provide opportunities for member to develop into leadership roles,
6. Delegate responsibilities as needed,
7. Draft General Assembly Meetings and Board Meetings,
8. Is a signatory on the PTO bank account, and
9. Assist with the transfer of knowledge and records, including user IDs, passwords, and bank access, to the incoming Board members.

1. **Recording Secretary**

The Recording Secretary’s duties shall include, but may not be limited to, the following;

1. Record meeting minutes of all Board meetings,
2. Prepare notices, agendas, and sign in sheet, and other materials for meetings,
3. Distribute copies of minutes for review and approval by members,
4. Maintain custody of Board documents on School premise,
5. Ensure bylaws are up to date, signed, and followed, incorporating all amendments
6. Review correspondence and maintain record of what was released to the public,
7. Respond to any record requests,
8. Recording Secretary shall assume Treasurer responsibilities in the Treasurers absence, and
9. Assist in the transfer of knowledge and records, including user IDs, passwords, and bank access, to the incoming Board members.

1. **Treasurer**

The Treasurer’s duties shall include, but may not be limited to, the following;

1. Responsible for all financial affairs and funds of the Board,
2. Maintain and update record of all income and expenditures on School premises and online as agreed to by the Board,
3. Is a signatory on bank accounts,
4. Adhere to and implement sound financial procedure,
5. Prepare and present a ledger of expenses, including but not limited to, total cash on hand, income, and expenses since the last board meeting which shall be presented at each Board meeting,
6. Prepare an annual audit report,
7. Make all books and financial records available for viewing by members and upon request for audit,
8. Treasurer shall assume Secretary duties in Secretary’s absence.
9. Assist in the transfer of knowledge and records, including user IDs, passwords, and bank access, to the incoming Board members.

1. **Event Coordinator**

The Event Coordinator’s duties shall include, but may not be limited to, the following;

1. Act as oversight for any event planning subcommittees and report monthly to the Board and membership on status, barriers, and other necessary information.

        e.   **Fundraiser Coordinator**

The Fundraiser Coordinator’s duties shall include, but may not be limited to, the    following;

1. Research, identify, organize fundraising activities and events to be presented to the Board and School Administration, as necessary,

1. **Volunteer Coordinator**

The Volunteer Coordinator’s duties shall include, but may not be limited to, the following;

1. Responsible for identifying and organizing volunteers to support events

1. **Social Media Coordinator**

The Social Media Coordinator’s duties shall include, but may not be limited to, the following;

1. Work hand and hand with the Chairs to manage an active Social Media presence, including but not limited to posting and responding to social media inquiries and posting updates regularly.

1. **Teacher Liaison**

The Teacher Liaison’s duties shall include, but may not be limited to, the following;

1. Responsible for communicating PTO information at Staff Meeting and bringing back any concerns from administration

1. Term & Term Limits

Officers shall be nominated at the first meeting of the School Year and the positions shall be held until vacated or until the next election. There shall be a term limit of 4 consecutive school years. To be appointed beyond the limit, the nomination vote may consist of no less than 12 participants and a super majority must vote in the affirmative otherwise the vote fails. Members may be reappointed following a one year cooling off period.

1. Officer Vacancies

Nominations for open vacancies may be submitted at any time. These nominations require a simple majority. If a mandatory vacancy cannot be filled, a board member from a non-mandatory position must be elevated to fill the role.

1. Resignation

Any Board Member who desires to resign must submit their resignation in writing to the President.  Board members are encouraged to provide as much notice of resignation as possible. Board members are encouraged to announce their intent to not seek reelection in the next year.

1. Removal of Officers
	1. Grounds for Removal
		1. Any Officer who fails to fulfill the duties of the office as outlined above,
		2. Any Officer accrues 3 consecutive unexcused absences from meetings,
		3. Any Officer who poses a threat to the safety and well-being of of the PTO or larger school community,
		4. Any Officer who exercises behavior unbefitting the office as determined by the general membership by motion and vote
		5. Any Officer who commits a violation of the law may be removed from the office by the recommendation of the investigatory entity.

1. Officer Removal

Association Officers may be removed for unsatisfactory performance by recommendation of the board or by motion from a member and two thirds vote of no less than 12 people or, if in a Board meeting, by no less than two thirds of the Board.

1. The vote on a motion to remove an officer will takes place at the membership meeting after a motion to hear the vote and been passed (simple majority)
2. The meeting agenda must include notice of the vote for removal, and
3. The vote for removal must be included in the minutes that are publicly available.

1. Meetings

The Board shall meet monthly September through June on the 1st Wednesday of each month unless otherwise agreed to by the board with a simple majority vote.

1. Voting

Each member of the board shall be entitled to one vote. There shall be no proxy voting. All votes shall have the same weight.

1. Quorum

Three (3) members of the Executive Board shall constitute a quorum.

1. Transfer of Records

The PTO must maintain the following records for a minimum of six (6) years; bylaws and related amendments, meeting notices, agendas and minutes, records of officer elections and other ballots, and financial reports. Outgoing executive boards members must ensure that records, including User ids, passwords, and all parents' contact information are transferred to the newly elected Board members. Transfer must occur on school grounds, in the presence of the principal the next practical day following the election.

**Article V: General Membership Meetings**

1. General Membership Meetings

General membership meetings of the Association shall be held monthly September through June on the 3rd Wednesday of each month, unless modified by a simple majority vote.

1. The location of the monthly membership meeting will be clearly identified on the released agenda with the restriction of private homes,
2. The meeting agenda shall be released no less than 4 school days priors to the meeting and posted for the public to view,
3. All Members may attend, participate, and vote in the meeting, and
4. Non-members may only speak or participate if acknowledged by the President.

1. Order of Business
2. Call to Order
3. Approval of Meeting Minutes
4. Member Participation
5. President’s Report
6. Treasurer’s Report
7. School Administration Report
8. Old Business
9. New Business
10. Adjournment

1. Voting Requirements & Privileges

All votes to encumber or disburse funds shall be motioned voted on during a General meeting.

Every General Member shall be entitled to a single vote during any General Assembly Meeting. All votes shall be given the same weight. However, this right is limited by the Conflict of Interest restrictions as outlined by the Commonwealth of Massachusetts.

1. Quorum

A quorum of at least 8 members, including at least 2 Board members, shall be required in order to conduct official business.

1. Minutes

Minutes of General Membership Meetings shall be kept and made available in written form and approved at every general membership meeting.

1. Parliamentary Authority

Meeting rules of order should be adopted for use as a guide and included in these bylaws. Where no meeting rules of order are adopted, Robert’s Rules of Order – Newly Revised will be deemed to apply.

**Article VI: Financial Affairs**

1. Fiscal Year

The Fiscal Year shall run from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Signatories

The President and Treasurer shall be authorized to sign checks on behave of the PTA. Any active bank account shall require at least these two signatories. These two signatories may not be related by blood or marriage or members of the same household. A Board member may not sign a check if he/she has a direct or indirect interest in the expenditure.

1. Budget
	1. Budget Process

The executive board shall be responsible for the development and/or review of an annual operating budget which shall;

1. Contain all foreseeable, annual, expenses for the School year,
2. Be available for public viewing, and
3. Be voted on as soon no later than the second meeting after a Board is elected.

1. Budget Amendment

Budget Amendments may only be voted on during General Membership Meetings and require a simple majority.

1. Expenditures

Any expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.

1. Emergency Expenditures

The Board is authorized to make emergency expenditures not to exceed $100.00 with a two-thirds approval of the Board. Emergency shall be defined as any event that would irreparable general harm if not expended immediately. These expenditures shall be reported to the membership at the next meeting by the treasurer and a record of the vote must be maintained.

**Article VII: Restricted Activities**

The PTO shall

* Not engage in any activity counter to the Tenney Grammar School or Methuen School District policies or procedures,
* Be a non-commercial, non-secular, and nonpartisan, and
* Not seek to direct the administrative activities of the school or to control its policies

**Article VIII: Amendments and Regular Review of Bylaws**

1. Upon election, Board Members are required to attest to reading and understanding these Bylaws and the requirements set forth herein. This attestation shall be kept in for 6 years post the tenure of the elected member.

1. These Bylaws shall be reviewed by the Board no less than every 4 years. Any changes to these bylaws shall require a two-thirds vote of the membership during a General Membership Meeting consisting of no fewer than 12 members.

These bylaws, as set forth above, have been voted on and approved by the Membership. The most recent amendment was approved in accordance with the provision above at the General Membership Meeting held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed by:         Date Printed Name:

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President President

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Recording Secretary Recording Secretary

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Treasurer Treasurer