

# **OPERATIONAL BYLAWS FOR Memorial Parent Teacher Organization**

## **ARTICLE**

### **I. Name**

- A. The name of this organization shall be the Memorial Parent Teacher Organization (MPTO).

### **II. Purpose & Roles**

- A. Purpose: To provide the Memorial Elementary School Community with leadership and financial support for:
1. Curriculum enhancing programs
  2. Classroom enrichment
  3. Social Activities
  4. School reward and benefit programs
  5. Field trip busing
  6. Families in need for academic and school related activities
- B. Roles of MPTO
1. Plan and implement cultural arts programs
  2. Organize volunteer programs
  3. Provide educational and enrichment materials and equipment
  4. Sponsor social activities

### **III. Financial Sources & Support**

- A. MPTO is responsible for raising the funds that support the purposes and roles of the organization.
- B. Financing and support for MPTO can come from any of the following:
1. Membership Fees (See Article IV.B)
  2. Corporate Reward Programs
  3. Fundraising Activities
  4. Gifts and Grants
- C. Private Donations

### **IV. Membership & Dues**

- A. Membership is open to any parent, legal guardian or school personnel in the Memorial Elementary School Community
- B. Dues: Dues are to be \$5.00, paid annually and due by September 30<sup>th</sup> .

### **V. Executive Board**

- A. The Executive Board is made up of all Officers. The Executive Board is responsible for managing the affairs, activities and operation of MPTO. They shall transact necessary business during the intervals between meetings of the membership and other such business as referred to in these bylaws
- B. No member shall be allowed to hold more than one Executive Board position, at one time except under extenuating circumstances approved by the existing Executive Board prior to elections.
- C. Regular meetings of the Executive Board shall be held during the year, the time to be established at the first Executive Board meeting in August. Special meetings may be called by the President or by a majority of the Executive Board.
- D. Quorum: A majority of the regular members of the Executive Board shall constitute the Quorum for any matters requiring a vote.
- E. Only the Executive Board will have access to the Gmail password due to the presence of Board

documents.

## VI. Officers & Roles

- A. The officers shall oversee all business of MPTO between its meetings, set the hour, day and place of all meetings, make recommendations to MPTO membership, update appropriate job descriptions (See Article VI.C.) and perform other duties outlined in these bylaws. The officers of MPTO shall include:
1. President
  2. Vice President
  3. Treasurer
  4. Recording Secretary
  5. Corresponding Secretary
  6. Volunteer Coordinator
  7. Fundraising Chair
  8. Cultural Arts Chair
- B. Co-Chair positions
1. In the event that an individual is unable or unwilling to serve in an officer position alone, co-chairs/co-officers are acceptable within all other guidelines outlined in these bylaws.
  2. The Treasurer is an exception to this co-officer opportunity, since it is critical to have one person responsible for the financial activities of the organization.
- C. Officer Roles
1. President
    - a. The President will preside at all organization and Executive Board meetings.
    - b. The President shall be a member of all committees.
    - c. The President shall have the power to appoint a chair or hold electioneer all chairpersons nominated from the floor.
    - d. The President shall provide a written/electronic summary of MPTO activities at the annual, year-end Executive Board and General Membership meetings.
    - e. The President shall have such authority as generally invested in the office, by correct parliamentary procedures.
    - f. The President-elect must have served as an active General Member for the school year prior. Remove this
  2. Vice President
    - a. The Vice President shall assist the President in all his/her duties and shall be the presiding officer in the absence of the Presidents at member and Executive Board meetings.
    - b. The Vice President shall be the Chairperson of the Nominating Committee and shall announce the results of the elections and introduce the newly elected officers at the June meeting.
    - c. The Vice President shall be the Chairperson of the Bylaw Committee and *reconcile bank statements four times per year.*
    - d. The Vice President will review the bylaws annually and will present conflicts to the Executive Board during the May Board Meeting to be voted on. Conflicts in the bylaws may be addressed and voted on outside of this timeline as they arise.
  3. Treasurer
    - a. The Treasurer will be responsible for maintaining and recording all organization and related funds, for distributing funds as authorized by the Executive Board, and for preparing and presenting a budget for the fiscal year.
    - b. The Treasurer will issue a finance report at the monthly member meetings. This report will include an actual balance detailing expenditures, deposits and commitments. Detailed records shall be kept and copies of necessary information

- shall be made available to the Cultural Arts Chairperson for cultural arts activities.
- c. The Treasurer is responsible for ensuring all financial information is made available to an accountant at the end of the school year and for ensuring the filing of all appropriate and required tax records in accordance with the current IRS Tax Laws.
4. Recording Secretary
    - a. The Recording Secretary shall be responsible for recording, reporting, and maintaining a record of the minutes of the Executive Board and monthly member meetings.
    - b. The Recording Secretary shall be responsible for handling all correspondence and maintaining copies of all written/electronic reports.
    - c. The Recording Secretary is also responsible for ensuring filing of all appropriate organization documents with the Secretary of State.
  5. Corresponding Secretary
    - a. The Corresponding Secretary shall be responsible for handling all communications and marketing via social media, letters, bulletin boards, display case, etc.
    - b. The Corresponding Secretary shall be responsible for updating the webmaster of needed changes.
    - c. The Corresponding Secretary shall be responsible for preparing notes of thanks, sympathy, etc., as needed on behalf of the PTO and with approval of the Executive Board.
  6. Volunteer Coordinator
    - a. The Volunteer Coordinator is responsible for all activities required to encourage the participation of volunteers, providing information to committees regarding volunteers who are interested, assisting in the follow up notification of volunteers, and any other related duties that encourage and coordinate participation in MPTO.
  7. Fundraising Chair
    - a. The Fundraising Chairperson shall oversee the fundraising committee and all fundraising activities. Specifics regarding their responsibility can be found under Article VIII.A.1.e.(1).
    - b. Via written/electronic request, the fundraising chair may opt out of board meeting attendance, and choose to keep the board apprised of happenings through email.
  8. Cultural Arts Chair
    - a. The Cultural Arts chair shall oversee the Cultural Arts Committee and all cultural arts activities. A priority of this position is to ensure committee members are trained and knowledgeable in performing the duties of Cultural Arts Chair. Additional specifics regarding their responsibility can be found under Article VIII.A.1.e.(3).
    - b. Via written/electronic request, the Cultural Arts chair may opt out of board meeting attendance, and choose to keep the board apprised of happenings through email.
    - c. If there is no Cultural Arts chairperson, the responsibilities of this role will fall to the Vice President
- D. Resignation, Removal and Vacant Positions:
1. Any officer or chairman may resign by submitting their resignation in writing at any meeting or via email.
  2. Any MPTO property must be returned to the Executive Board upon resignation.
  3. The Executive Board shall fill any vacancy in office because of death, resignation or inability to serve for the unexpired portion of the term.
  4. Should a vacancy occur in the office of the President, the Vice-President shall immediately assume the office.
  5. Should a vacancy occur in the office of the Vice-President for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established in these by-laws.

6. Any officer may be removed from office by the affirmative vote of two thirds of Executive Board at any regular or special meeting called for that purpose.
  7. Removal from office may occur because of conduct detrimental to the interests of MPTO, lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out its purposes.
  8. Any officer proposed to be removed shall be entitled to at least five days written/electronic notice of the meeting of the Executive Board at which such removal is to be voted upon, and shall be entitled to appear before and be heard by the Executive Board.
- E. Salary: No member, officer, or Executive Board member shall receive a salary as a result of their work for MPTO. However, Executive Board members may be reimbursed for out-of-pocket expenses made on behalf of MPTO and approved by the Executive Board according to expenditure guidelines in these bylaws.

## **VII. Elections**

### **A. Eligibility**

1. Executive Board positions shall be open to any member who has paid dues and has attended at least 3 monthly meetings during the current school year.
2. However, a majority vote of the general membership will allow a paid member to be exempt from the 3 monthly meetings if that member is in good standing.
3. You are required to be a parent or guardian of a child registered at Memorial.

### **B. Process:**

1. Except as noted, all officers are nominated by the Nominating Committee or from the floor, at the April meeting of each year.
2. The election will be held every year at the May meeting.
3. Election to be decided by majority vote.
4. When an Executive board position is vacant at other times of the year, the general membership votes to fill the position. If this occurs during the summer months, a vote can occur via email.

### **C. Terms and Term Limits:**

1. New officers are required to attend the June Executive Board meeting, and shall take over their duties at the closing of that meeting.
2. No position is restricted by term limits with the exception of the Cultural Arts Chair (see Article VII.D.1.b.)

### **D. Special Circumstances:**

#### **1. Cultural Arts Chair**

- a. The Cultural Arts Chair and co-Chair (should one be required) are both elected positions. To be elected to the position of Cultural Arts Chair, one must meet the existing eligibility guidelines or bring prior experience in Cultural Arts is beneficial but not required. (Experience requirement may be waived, if approved by the executive board.)
- b. The Cultural Arts Chair will be available to the incoming Chairperson for the next school year to ensure a smooth transition and no interruption to programming for the school
- c. If the Cultural Arts Chairperson is not voted into office for the school year, the program committee will continue to function as a committee (and overseen by the Vice President), and is required to bring forth all program suggestions for approval by the general membership.

## **VIII. Committees**

### **A. Types: There are two types of committees for MPTO:**

1. Standing Committees

- a. Standing Committees are committees required to be formed each year.
- b. They are critical to the purposes and goals of the organization and are always chaired by a member of the Executive Board.
- c. The chairperson of each committee shall recruit the members for his or her committee with assistance from the Volunteer Chair.
- d. The chairperson is responsible for all functions of their committee and shall report the plans and activities of the committee to the Executive Board, which presents all plans and funding requests to membership for approval.
- e. The following Committees are the organization's current Standing Committees, however the Executive Board may establish other committees, as it deems necessary. Specific responsibilities and descriptions for these committees are included in the latter part of this item.

(1) Fundraising Committee

- (a) This is a 3 - 5 person committee.
- (b) The objective is to raise funds to maximize support for MPTO's previously stated purposes and roles.
- (c) Responsibilities of this committee include:
  - i. Investigating available fundraising programs to determine those which most closely match the financial goals and purposes of MPTO.
  - ii. Implementing all programs with the support of MPTO volunteers. Including, but not limited to: Sourcing all fundraising materials and pamphlets, distributing all materials to the school community, collecting all orders, managing all funds that come in as a result of the fundraising activity, reporting and delivering all funds to the treasurer, and, when necessary, distributing all orders from the fundraising program.

(1) Nominating Committee

- (a) A three-person committee chaired by the Vice-President.
- (b) The Vice-President will appoint the other two members of this committee in February.
- (c) Responsible for receiving all suggestions for persons to serve as officers.
- (d) The committee shall prepare a slate of officers to present for election by the membership.
- (e) The committee shall contact all persons who will be nominated to confirm their willingness to serve.

(2) Cultural Arts Committee

- (a) A 3 - 5 person committee.
- (b) Responsible for all enrichment programs.
- (c) The Cultural Arts committee has authority to contract programs on behalf of MPTO. This authority is within the following guidelines. This committee will:
  - i. Solicit Input: Solicit faculty input on programs that support and enhance the curriculum goals for the year. The programs should encompass a well-rounded representation of educational topics. These topics should be parallel with those being presented in the yearly curriculum. Any topics, which might be construed as controversial, will be presented to the general membership for discussion.
  - ii. Evaluate programs through personal visit or reference checking
  - iii. Contract within funding guidelines: Contract the program on

- behalf of MPTO within the financial guidelines set forth.
- (d) Budget for this committee has a cap of \$12,000.00. Other funds may be added to this committee's budget if they are available and based upon a vote by the general membership.
  - (e) The “per program” expenditure is left to the discretion of the chairperson and the executive board, as long as sufficient funds are available.
  - (f) Expenditures must cover all grades equally and the budget must be available for programs for the eight school months of the following calendar year.
  - (g) Apply for Grants: Apply for all appropriate grants and supplemental funding to assist in supporting the monetary needs of the committee's programs.
  - (h) The Cultural Arts Committee will apply to the appropriate cultural councils, and all other relevant organizations, for grant money on all applicable programs.
  - (i) Any funds received from these grant requests/applications shall be added back into the cultural arts fund.

2. Special Committees:

- a. Special Committees may be created by the President, Executive Board and/or recommendations from the general membership.
- b. Special Committees exist to support the purpose of the organization, and only if the volunteer participation is at the appropriate level to support the needs of the committee as deemed by the Committee Chairperson.
- c. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task is completed.
- d. Chair's and membership of Special Committees are on a volunteer basis.
- e. Sign-up typically occurs at the beginning of the school year, but members may volunteer at any time.
- f. The chairperson is responsible for all functions of their committee and shall report the plans and activities of the committee to the Executive Board, which presents all plans, funding requests, and community contributions and relations to membership for approval.
- g. Chairpersons for special committees are responsible for all funds involved in the activity; funds will be collected from and delivered to the Treasurer.

**IX. Meetings**

- A. General Membership meetings shall be held on a regularly scheduled, monthly basis to be set forth at the first general member meeting of the year.
  - 1. The first meeting of the year will be in September, the date of which will be set by the Executive Board.
  - 2. Members are notified of meetings through a wide range of available resources. Currently these include: written/electronic notice at first meeting of the year, the MPTO Newsletter (if available), on the school bulletin board, Facebook and on the MPTO web site. The means used to communicate the meeting schedule may change based on resources available, however all appropriate effort will be taken to ensure the general membership is aware of the meetings.
  - 3. The agenda for the monthly meeting is posted on the website and on Facebook three days prior to the scheduled meeting. This agenda is subject to change through the time of the meeting.
    - a. Any member may have items placed on the agenda provided they are submitted to the

President or Recording Secretary prior to the scheduled meeting.

- B. Executive Board meetings will be held prior to the monthly membership meetings.
  - a. Meeting minutes from the Executive Board meetings will be available for review prior to the General meetings. A  $\frac{2}{3}$  majority of all members must approve the minutes.
- C. Committee meetings will be held any time deemed necessary by the committee chairpersons.
- D. Specific Meeting Requirements
  - 1. Start of Year Business: At a minimum the following two items will be covered as part of start of year business:
    - a. Determine the standing committees and chairpersons for each.
    - b. Review the estimated budget for the coming year.
  - 2. The October meeting will include verification of filing of all appropriate tax documents as required by the IRS and the Commonwealth of Massachusetts.
  - 3. In May, MPTO will hold a meeting to conduct elections of officers for the coming year and to conduct a review of the bylaws.
    - a. In June, at the end of the operating year, the Executive Board will hold an annual meeting for the purpose of reviewing the annual report of MPTO and other end of year business. This meeting shall include, at a minimum, the following topics:
      - (1) End of year business
      - (2) Report from chairs and officers of the year's activities
      - (3) Financial Report of the organization, including
        - (a) The assets and liabilities, including the donated funds of MPTO at the end of the fiscal year
        - (b) The principal changes in assets and liabilities, including donated funds, during the year
        - (c) The expenses and disbursements of MPTO for the previous year
        - (d) Filing status of required items (taxes, annual report, etc.)

## **X. Voting**

- A. Quorum: Those persons present at a properly called General Membership or special meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.
- B. In order to vote a member must have paid their dues and must have attended at least one previous meeting.
- C. A new member may not join, pay dues and vote at their first meeting. In the case of special circumstances, the president will ask if there is any opposition to all attending to vote, regardless of the number of meetings attended.
- D. Electoral Voting: In order to be eligible to vote at the May elections, the member must have paid their dues, and have either attended at least 2 monthly meetings prior to the May election, or have served on at least two committees confirmed by the Volunteer Chair.
- E. Phone/Email Votes: Any issue that may arise and require action between meetings may be voted on by the general members via email at the discretion of the Executive board. The president is then responsible for sending out the emails via the PTO Manager database and tallying the votes.
- F. Emails must only be sent to members who are eligible to vote. (see Article X.B.)
- G. All officers shall have the right to vote on any motion presented.

## **XI. Bylaw Amendments**

- A. These bylaws may be amended by submitting in writing the proposed addition or amendment to the Executive Board for presentation to the membership.
- B. The proposed amendment/change shall be voted on at the following meeting. A  $\frac{2}{3}$  vote of the membership present is necessary for an amendment to be adopted.
- C. The Executive Board will conduct a bylaw review every May at the Annual Meeting and ensure

that any changes needed are made and approved prior to the start of the following school year.

## **XII. Expenditures & Finances**

- A. Budget: At the first meeting of the year, the Executive Board shall present to the membership, for their approval, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Board during the year. The members must approve any substantial deviation from the budget, in advance.
- B. Expenditures: Only motions carried by majority vote may be funded with MPTO funds. Funds will be expended for school-related activities and/or interests that the organization deems necessary, with the exception of death, illness or to honor exceptional service.
  - 1. Requests: Classroom funding requests may be submitted at any time. Requests may be voted on in person during meetings or electronically.
  - 2. When necessary, the Executive Board will verify with the Principal if a proposed expenditure falls under school budget jurisdiction, and whether the funds for such are available, before that expenditure is discussed at the MPTO meeting.
  - 3. Any organization-related expenditures up to \$250 that may arise and require action between meetings, may be spent at the discretion of the Executive Board. A full accounting of any such expense will be made at the following monthly meeting.
  - 4. A majority vote of the attending membership is required to approve any expenditure.
  - 5. Items may be voted contingent upon funds being available. No contract may be entered into until funds are in account.
  - 6. Special Funding
    - a. Funds will be available any time to assist any student who is unable to finance any curriculum based activity.
    - b. Approval of such funds requires notification of the President.
    - c. The request for these funds shall come from the teacher, the administration, or the activity coordinator.
    - d. Confidentiality is to be maintained in all matters, and names of the recipient are not to be released at any time.
- C. Books and Records
  - 1. MPTO shall keep true, exact and complete books of account in which each and every transaction of MPTO is entered fully and accurately.
  - 2. The Treasurer shall keep all books and records and all Executive Board members shall have the right to inspect and review such books.
- D. The fiscal year of MPTO is August 1 to July 31. With all tax filings due by November 15.
- E. Financial Reports
  - 1. An accounting shall be made at the end of the operating year, with estimates for income and expenses projected but not yet received, and presented at the May meeting.
  - 2. A final accounting shall be made at the end of each fiscal year and a copy of the accounting report shall be made available to each member as well as appropriately filed with the IRS in accordance with 501C3 tax laws of the United States and the Commonwealth of Massachusetts.
- F. Bank Accounts
  - 1. All funds of MPTO shall be deposited in such bank account(s) as designated by the Executive Board.
  - 2. Withdrawals from any such bank account(s) shall be made upon such signature or signatures as the Executive Board may designate, and shall be made only for the purposes of MPTO as outlined in these bylaws.
- G. Signing Authority: The President, Vice-President and Treasurer retain all signing authority for the organization.



### **XIII. Dissolution of MPTO**

- A. Should the organization disband, all MPTO property will be donated to the Memorial Elementary School. Any funds will go to the Principal's fund.
- B. In the event that MPTO is split into multiple PTO's then all property and funds will be divided proportionally between the newly formed organizations based on student population.

(Last updated September 2021)