

# **William F. Stanley Elementary School**

## **BY-Laws**

**Updated – May 10, 2006**

### **Article I**

#### **Name**

The name of this organization shall be William F. Stanley Elementary School Parent Teacher Organization (Stanley School PTO) Waltham, MA. Which consists of grades Pre-K to 5.

### **Article II**

#### **Purpose**

The purpose of the William F. Stanley Elementary School PTO is to be a service organization to past, present and future students of the above named school and to provide a means of on going communications between parents, faculty and students to promote the general welfare of all concerned. Our purpose is to support high quality education and enhance education and school programs for our children

### **Article III**

#### **Authority**

- Section 1. Our authority to exist is derived as a result of the willingness of the parents and faculty of the William F. Stanley Elementary School to organize in order to improve the school community.
- Section 2. The Principal and Assistant Principal of the William F. Stanley Elementary School will be members of the Executive Board and shall be informed of all activities of this organization.
- Section 3. The William F. Stanley Elementary School Faculty may have two members as faculty representatives.

### **Article IV**

#### **Membership and Dues**

- Section 1. The annual dues shall be \$10.00 for a family membership in the William F. Stanley Elementary PTO.

### **Article V**

#### **Officers and Duties**

- Section 1. The elective officers of the William F. Stanley Elementary School PTO shall be President (CO), Vice President (CO), Recording Secretary (CO), Corresponding Secretary (CO), and Treasurer (CO).

- A. The President shall preside at all meetings of the PTO and Executive Board meetings and shall be an ex-officio member of all committees except the nominating committee. The President shall appoint all special committees and assign their duties and shall approve all material distributed in the name of the William F. Stanley Elementary School PTO. All ex-Presidents of the PTO including Presidents of the Nathaniel P. Banks, Ezra C. Fitch and William F. Stanley Elementary School will automatically be members of the Executive Board if they so desire.
- B. The Vice President shall perform all duties of the President in the Presidents absence. He/She shall also discharge all other duties assigned him/her by the President.
- C. The Recording Secretary shall attend and keep a correct record of all meetings of the William F. Stanley Elementary School PTO including Executive Board meetings and report all minutes of the previous meetings to the full membership in general meetings.
- D. The Corresponding Secretary shall be responsible for all correspondence and will work in conjunction with the Executive Board.
- E. The Treasurer shall receive and deposit all monies and keep an accurate account thereof, shall pay all bills approved by the Executive Board and Executive Officers. The Treasurer is also responsible for obtaining three signatures on the current bank account at all times. Which would include the President, Vice President and Treasurer. The Treasurer shall make a financial report at all Executive Board and General Meetings. A verbal or written approval by the President must be given to the Treasurer before any funds can be released. In addition it will be the responsibility of the Treasurer to prepare and or coordinate the preparation of the year-end Non-Profit Tax filings with the Internal Revenue Service and the State of Massachusetts as required by law.

Section 2. Nomination of Officers

The President shall appoint a nomination committee of at least three members in good standing. They shall present a slate of nominees at a meeting mentioned in Article VI. At this meeting additional nominations will be accepted from the floor. Only members in good standing will be considered for nomination to office.

Section 3. Election of Officers

A majority vote shall rule and these members must be members in good standing.

- A. To be elected to office the person must have a plurality of votes cast or a majority approval of the PTO members.
- B. All voting for officers shall be by written ballot whenever there is a contest.

Section 4. Term of Office

- A. Officers-elect shall assume their official duty at the close of the regular meeting in May and shall serve a term of two years and/or until their successors are elected.
- B. A person shall not be eligible to serve more than two consecutive terms in the same office.

## **Article VI** **Meetings**

- Section 1. A PTO meeting of this organization shall be held at least three times a school year including a PTO planning meeting in June. The election of officers for the coming school year will take place at a PTO meeting to be held no later than the month of May.
- Section 2. A written agenda for all PTO meetings will be distributed at least one week in advance of all meetings.
- Section 3. Any member in good standing may in writing submit to the PTO President an item to be placed on the agenda for the next meeting. This request must be submitted to the President prior to the publishing of the meeting's agenda.
- Section 4. PTO meetings are open to all members of the William F. Stanley Elementary School. However, only member whose dues have been paid and are in good standing are eligible to vote on PTO Matters. Each family membership carries a limit of two votes per family. However, voting rights are limited to parents, step-parents and/or legal guardians.
- Section 5. The PTO President has the right to table all items until the next meeting.

## **Article VII** **Executive Board**

- Section 1. The Executive Board shall consist of the officers of the PTO, Principal and Assistant Principal and two teacher representatives.
- Section 2. The duties of the Executive Board shall be:
- A. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization. Up to a maximum of \$250.00.
  - B. To approve the work plans of the standing committees.
  - C. To approve routine bills within the limits of the budget
- Section 3. The Executive Board meetings may be open to the general membership upon the request of the President. Only Executive Board Members will be allowed to make a motion or vote on such a motion at Executive Board meetings
- Section 4. Decisions made by the Executive Board will require a majority vote of said members

## **Article VIII** **Committees**

- Section 1. Standing Committees of the William F. Stanley Elementary School PTO shall be:
- A. Visiting Artists
  - B. Fund Raising
  - C. Membership
  - D. Hospitality
  - E. Monthly Calendars
  - F. Bulletin Board
  - G. Social Events
  - H. Teacher Appreciation
  - I. Scholarship Committee
  - J. Diversity Committee
- Section 2. Special Committees may be appointed as necessary
- Section 3. Prior to the last open meeting an audit will be done by a committee of two members appointed by the Executive Board. The two members cannot be sitting PTO Officers.
- Section 4. There shall be a balance left in the treasury of at least \$3,000.00 in June of each year in order to provide an operation budget for the incoming September Executive Board.
- Section 5. A detailed report shall be submitted to the President by each committee chairperson within 20 days after the conclusion of an event.
- Section 6. Any Fundraising Event requiring start-up financing of \$500 or more shall be required to get approval by a majority vote of the PTO Membership.

## **Article IX** **Rules of Order**

The rules contained in Robert's Rules of Order shall govern this organization in all cases, which they are applicable.

## **Article X** **Adoption and Amendment**

- Section 1. These bylaws shall be ratified by a 2/3-majority vote of the Members in attendance.
- Section 2. Any member of the PTO may propose amendments of these bylaws.
- Section 3. Proposed amendments must be submitted in writing to PTO membership. Proposed Amendments will be voted on at the next meeting. A 2/3 majority is necessary for an amendment to be adopted.