**Bylaws of the Burgess Elementary School Parent Teacher Organization (PTO) Updated**

**2020-2021 School Year**

**Article I – Name**

The name of this organization, located in Sturbridge, MA, shall be the Burgess Elementary School PTO (Burgess PTO or PTO).

**Article II – Purpose**

The group is organized for the purpose of:

a. supporting the education of children at Burgess by fostering relationships among the school parents and teachers; and

b. engaging in fundraising activity for the benefit of Burgess students by providing support for their educational, safety and recreational needs.

**Article III – Members**

**Section 1.** Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any staff employed at the school may be a member and have voting rights.

**Section 2.** There are no membership dues.

**Section 3**. It is the responsibility of all Officers, Chairpersons and the general Burgess PTO membership to act in the best interest of the Burgess Elementary School and its students at all times.

**Article IV – Officers and Elections**

**Section 1. Officers.**

The officers shall be a president, vice president, secretary, and treasurer. The officers collectively are also called the Executive Board.

a. President. The President shall:

• preside over meetings of the organization and Executive Board;

• serve as the primary contact for the principal;

• prepare monthly meeting agenda;

• send notices of monthly meetings to membership;

• represent the organization at meetings outside the organization;

• maintain a current email list of members who choose to be on such list;

• sign/endorse all checks issued by the organization (according to Article Vll, Section 7);

• oversee website and technology informational pages (pto website / facebook group and such)

• appoint all standing Committee Chairpersons;

• serve as an ex officio member of all committees; and

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• coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Vice President. The Vice President shall:

• assist the President and carry out the President’s duties in his or her absence or inability to serve any function or as needed through out term acting as the Vice President;

• attend and participate in the meetings of the organization and Executive Board;

• represent the organization at meetings as needed outside the organization;

• help oversee website and technology informational pages (pto website / facebook group and such)

• act as *6th grade environmental trip liaison* as needed;

• help the President appoint all standing committee Chairpersons;

• serve as an ex officio member of all committees as needed; and

• help the President coordinate the work of all the officers and committees so that the purpose of the organization is served.

• review the bylaws with officers every two years and amend as needed according to Article XI. c. Treasurer. The Treasurer shall:

• maintain all financial records;

• attend and participate in the meetings of the organization and Executive Board;

• receive all funds of the organization;

• keep an accurate record of receipts and expenditures;

• make deposits;

• pay out funds in accordance with the approval of the Executive Board;

• sign/endorse all checks issued by the organization (according to Article Vll, Section 7);

• serve as the liaison between the PTO and the CPA and provide all required documentation;

• present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year; and

• turn over all financial records at the end of the term.

d. Secretary. The Secretary shall:

• keep all non-financial records of the organization;

• attend and participate in the meetings of the organization and Executive Board;

• take and record minutes;

• keep a copy of the minutes book, bylaws, and procedures; and

• turn over all non-financial records at the end of the term.

**Section 2. Nominations and Elections.** Elections will be held at the May meeting. Nominations should be brought forth at the April meeting. Nominations may also be made from the floor at the April meeting. A ballot vote shall be taken for all elections.

**Section 3. Eligibility.** Members are eligible for office if they are members in good standing at the time of nomination. Nominees shall be parents or guardians of children attending Burgess Elementary School.

**Section 4. Terms of Office.** Officers are elected for two years and may serve no more than two consecutive terms in the same office. Terms may be altered to avoid four new Officers in any

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given year only if approved by the active members. Officers may be nominated for additional terms beyond the two-term limit only if nominations cannot be secured for a specific position. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 6. Removal From Office.** Officers can be removed from office with cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting.

**Article V – Meetings**

**Section 1. Regular Meetings.** The regular meeting of the organization shall be on the second Tuesday of each month during the school year at 7 p.m., or at a time and place determined by the Executive Board. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. Members will be notified of the meeting in the monthly newsletter, *The Connection*, and via email or flyer.

**Section 2. Special Meetings**. Special meetings may be called by the president or any two members of the Executive Board. Previous notice of the special meeting shall be sent to the members through *The Connection*, via email and/or flyer.

**Section 3. Quorum**. A quorum is not required as long as all the officers are present.

**Article VI – Committees**

**Section 1. Membership.** Committees may consist of members and Executive Board members, with the president acting as an ex officio member of all committees.

**Section 2. Standing Committees.** The following committees or designated roles may be held by the organization: Fall Fundraiser, Family Fun Night, The Directory, Jog-A-Thon, Burgess Wear, Harvest Festival liaison, Reading Across America assistance, Teacher and Staff Luncheons (Fall & Spring), Scholastic Bookfair (Fall & Spring), Cultural Arts, Kindergarten Orientation assistance, Step-Up Day assistance, PTO Website, Math & Science Nights, Liaison to the 6th Grade Environmental Trip, Field Day assistance, Liaison to the 5th Grade Fundraising committee for the 6th Grade Environmental Trip, and the Connection Newsletter Editor.

**Section 3. Additional Committees.** The Executive Board may appoint additional committees as needed.

**Article VII – Finances**

**Section 1.** The next budget shall be drafted in the spring for each upcoming school year and approved by a majority vote of the members present.

**Section 2.** Any member of the Executive Board has the authority to encumber funds, with the approval of the elected officers, for items costing less than $200 when there is not a scheduled

meeting before the money is needed. All other requests shall be held and voted on at the next regularly scheduled meeting.

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**Section 3.** The Burgess PTO must receive a written request and/or presentation before any disbursement can be approved.

**Section 4.** All disbursements must be discussed and approved by the Burgess PTO membership in attendance by a majority vote.

**Section 5.** The Treasurer will provide a reimbursement check only after receiving an itemized receipt for an approved expenditure.

**Section 6.** The Treasurer will hold the checkbook.

**Section 7.** Two signatures are required on every check issued by the PTO. The President, Treasurer and School Principal are authorized to sign checks.

**Section 8.** The Treasurer will not issue blank checks.

**Section 9.** The Treasurer must reconcile the checkbook to the Bank Statement each month to be reviewed and signed by the President.

**Section 10.** The PTO shall engage a certified public accountant (CPA) to file all required tax returns due at the end of each fiscal year.

**Section 11.** The fiscal year shall coordinate with the school year.

**Section 12.** If the Burgess PTO should dissolve for any reason, any remaining monies shall be turned over to the Burgess Elementary School.

**Article Vlll – Insurance**

**Section 1.** The PTO shall carry insurance to protect the organization, its officers and members.

**Section 2.** The insurance policy/policies should include:

• General Liability

• Directors’ & Officers’ Liability (D&O)

• Property Insurance

• Crime Insurance (Bonding Plus)

• Accident Medical Insurance

**Section 3.** The insurance must be purchased from any authorized insurance agent approved by the Executive Board.

**Section 4.** An approved dollar amount must be included on the annual budget to cover the insurance expense.

**Article IX – Procedures**

Procedures must be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.

**Article X – Dissolution**

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

**Article XI – Amendments**

These bylaws may be amended at any regular or special meeting, providing a copy is available at the meeting. Amendments will be approved by a two-thirds vote of those present.

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