

Mitchell Elementary School Parent Teacher Organization

MES PTO Inc. By-Laws

ARTICLE I: Name, Description & Purpose

Section 1: NAME -The name of the organization shall be the MES PTO Inc. The PTO is located at 14 School Street, Woodbury, CT 06798.

Section 2: DESCRIPTION -The PTO is organized exclusively for charitable, educational purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at Mitchell Elementary School, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Mitchell Elementary School through volunteer and financial support.

ARTICLE II: MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and legal guardians of enrolled Mitchell Elementary School students, plus all teachers at Mitchell Elementary School. There will be one teacher representative. There are no membership dues. Every member has a right to one vote on all issues, chair committees, and to hold office on the PTO Board.

Section 2: Any member present at a general meeting shall be entitled to: (1) vote on the minutes from the previous meeting and (2) vote on any new business that the Executive Board has approved for a vote and 3) review and ask questions on a Treasurer's Report. The PTO Board Members present shall have the authority to act on routine business.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist at minimum of the following officers: President, Vice President, Recording Secretary and Treasurer and one MES Teacher Representative. New positions and/or co-positions can be created if deemed necessary.

Section 2: TERM OF OFFICE – The term of officers is one year beginning July 1 and ending June 30 of the following year. No Executive Board member may hold the same positions for more than 2 years.

Section 3: QUALIFICATIONS-Any PTO member in good standing may become an officer of the PTO.

Section 4: DUTIES

Duties begin immediately after election in May and continue through the following August with those final four months as adviser to new officers.

Executive Board: Develop the PTO's annual budget by the April Board meeting to be approved by the May General PTO meeting; establish and oversee committees to conduct the work of the PTO; establish fundraising programs; and approve by majority vote of any unbudgeted expenditures of no more than \$1,000.

President: Preside at general PTO meetings and Executive Board meetings; serve as the official representative of the PTO; retain all official records of the PTO; coordinate the required filings both legal and financial to maintain 501 (c) 3 tax exempt status; provide an agenda prior to each monthly PTO meeting to the Secretary; oversee the execution of all board directives, resolutions and policies; have authority to execute documents and enter into contractual relationships on behalf of the PTO; perform other duties as determined by the Board.

Vice President: Oversee the committee system of the PTO; manage volunteers; assist the President; assume the duties of the president in his/her absence or in the event of his or her ability or refusal to act; perform other duties as determined by the Board.

Recording Secretary: Record and distribute minutes of all Executive Board Meetings and all general PTO meetings; prepare agendas for general PTO meetings with direction from the President; hold historical records for the PTO; attend and record all official meetings of the PTO; prepare and distribute notices of all meetings; perform other duties as determined by the Board.

The outgoing secretary shall, within one (1) month after the annual elections, deliver to the newly elected secretary all the official records in his/her possession.

Treasurer: Serve as custodian of the PTO's finances; collect revenue; pay authorized expenses; follow all financial policies of the PTO; hold all financial records; keep all financial accounts and present a statement of all accounts at all PTO meetings; compile a year-end financial statement detailing all the

financial activities of the PTO; maintain the checking account and all other financial accounts of the PTO; have authority to execute, on behalf of the PTO, financial documents including but not limited to checks, drafts, etc.

The treasurer and any signers shall be bonded with the costs of said bonding to be borne by the PTO. A second signature, by the President, will be included on all checks at minimum pursuant to the bonding company's requirements. Ensure that accurate records and receipts are maintained in accordance with generally accepted business and accounting practices. Perform other duties as determined by the Board.

The outgoing treasurer shall, within one (1) month after the annual elections, deliver to the newly elected treasurer all financial records of the PTO in his/her possession.

Section 5: BOARD MEETINGS-The Executive Board shall meet at minimum monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL-An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY-If a vacancy occurs on the Executive Board, the Executive Board shall appoint, within a reasonable time frame, a PTO member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV: MEETINGS

Section 1: GENERAL PTO MEETINGS-General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING-Each member in attendance at a PTO meeting is eligible to vote. Absentee and proxy votes are not allowed.

Section 3: QUORUM-Three members of the PTO present and voting constitute quorum for the purpose of voting.

Section 4: COMMITTEES – Current chairs of the various PTO Committees are requested to give periodic updates on activities to present to the General Meeting either in person or via a document to be read by a member of the Executive Board.

ARTICLE V: FINANCIAL POLICIES

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, any of its members, trustees, officers or other private persons, except that the corporation shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes.

Section 1: FISCAL YEAR-The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BANKING-All funds shall be kept in a checking account in the name of MES PTO Inc., requiring two signatures of the Executive Board – the Treasurer and the President -- and held at a local financial institution.

Section 3: REPORTING-All financial activity shall be recorded in a computer-based or manual accounting system. The treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange for an independent review of its financial records each year.

Section 4: ENDING BALANCE-The organization shall leave a minimum of \$3000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS-Authority to sign contracts is limited to the President or the President's designee.

ARTICLE VI: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO Meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VII: DISSOLUTION

In the event of dissolution of the corporation, after paying or adequately providing for the debts and obligations of the corporation, any funds remaining shall be distributed for one or more exempt purposes within the meaning of section 501c(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the

corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Adopted by the MES PTO, Inc. February 25, 2015