

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 are no membership dues. Members have voting privileges, one vote per household.

Section 2: Any member present at a general meeting shall be entitled to vote: (1) on the approval of the minutes from the previous meeting and (2) on the business that the Executive Board has approved for a vote. 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 of the following officers: President, Vice President, Recording Secretary and Treasurer. Officer positions can be shared.

Section 2: TERM OF OFFICE – The term of officers is one year, beginning July 1 and ending June 30 of the following year.

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

Section 4: DUTIES

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$1000.

President: Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO. Coordinate the required filings both legal and financial to maintain 501c3 tax exempt status.

Vice President: Oversee the committee system of the PTO, manage volunteers, assist the President, and chair meetings in the absence of the President.

Recording Secretary: Record and distribute minutes of all Executive Board Meetings and all general PTO meetings, prepare agendas for general PTO meetings, and hold historical records for the PTO.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

Section 5: BOARD MEETINGS- The executive board shall meet 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 President shall appoint 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, one vote per household. 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.

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 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 \$1000 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 501(c)(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.

These bylaws were adopted on 8/4/11