

The following are the MES PTO, Inc. Bylaws amended on April 28, 2016 by the Executive Board, with amendments added May 10, 2016. Additional revisions were adopted on June 8th, 2021 by those in attendance at a General MES PTO meeting.

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 family involvement, and to improve the environment at Mitchell Elementary School through volunteer and financial support.

The Mitchell Elementary School PTO is a volunteer nonprofit organization with a 501(c)3 status that endeavors to enrich each student's educational experience. We seek to develop a closer connection between school and home, which includes fostering relationships among parents, teachers and administrators. Educating children is a multifaceted responsibility; we can all shape their futures in positive ways, and working together allows us to achieve more for them.

The PTO operates solely on monies raised by members of the MES community - through fundraisers, no cost fundraisers and donations. That money goes toward providing assemblies, enrichment opportunities, community events as well as into the cost of operating a 501(c)3 PTO at MES.

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. Every member has a right to one vote on all issues; to 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 approval of the minutes from the previous meeting and (2) to 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. Positions can be shared. New positions can be created as 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 position for more than 2 years. If the Exec. Board position is unable to be filled, the current officer may continue as long as they are a qualified PTO member and pending annual Executive Board approval.

Section 3: QUALIFICATIONS - Officers of the PTO must be qualified to be a PTO member as defined above.

Section 4: DUTIES-Transition duties begin immediately after election in May and continue through the following August.

Official duties take effect July 1st through June 30th of the following year. Newly elected board members will work in conjunction with outgoing board through June 30th to ensure a smooth transition and outgoing board members will serve as advisors to new board members.

Executive Board:

- Develop the PTO's annual budget to present at the May General Meeting for approval at the June General meeting.
- Establish and oversee committees to conduct the work of the PTO.
- Establish fundraising programs.
- Approve by the majority vote of the Board any unbudgeted expenditures not to exceed \$2,500.
- Recruit and collaborate with volunteers to communicate and promote PTO activities to the public.

President:

- Preside at general PTO meetings and Executive Board meetings.
- Serve as the official representative of the PTO to both the school and the broader community.
- Have knowledge of 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 for

distribution.

- Oversee the execution of all Board activities, 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 duties of the president in his or her absence or in the event of his or her inability 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 prior to the next meeting
- Prepare agendas for general PTO meetings with direction from the President
- Hold institutional records for the PTO
- Attend and record all official meetings of the PTO
- Prepare and distribute notices of all meetings
- Keep record of all votes
- Perform other duties as determined by the Board

The outgoing Secretary shall deliver to the newly elected Secretary all the official records in his or her possession by June 30th.

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
- File all tax documents
- Maintain 501c3 records to ensure non-profit status
- Oversee necessary liability coverage
- 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 and secured passwords to said accounts in accordance with generally accepted business and accounting practices
- Have authority to execute, on behalf of the PTO, financial documents including

but not limited to checks, drafts, etc.

- Perform other duties as determined by the Board.

The outgoing Treasurer shall deliver all financial records of the PTO by July 1st to the newly elected Treasurer and assist in all banking reconciliations.

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 during the officer's term, 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-Five members of the PTO present 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 or committee member.

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 bank 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 an 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 every three years or when a new treasurer takes office.

Section 4: ENDING BALANCE-The organization shall leave a minimum of \$3,000 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.

Section 6: BUDGETS-The Executive Board shall develop a budget to be presented at the May General PTO meeting. The budget shall be voted on for approval at the June General PTO meeting.

Section 7: UNBUDGETED EXPENDITURES - Any unbudgeted expenditure that exceeds \$2,500 would need to be presented as an amended budget to be voted on at any general PTO meeting or a special PTO meeting could be called for that purpose.

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.