Tyngsborough
Parent-Teacher-Organization
By-Laws

Accepted:
January 10, 2003

Amended
October 17, 2003

By-Laws 2
Revised January 2003

ARTICLE I NAME

The name of this local organization shall be the Tyngsborough Parent-Teacher-Organization, hereafter referred to as the Tyngsborough P.T.O.

ARTICLE II OBJECTIVES

The Tyngsborough PTO is an organization made up of parents who wish to be involved in their children's' education, and in developing positive and open communication with teachers and school principals.

ARTICLE III POLICIES

Section 1. The programs of this organization shall be educational and social, developed through public meetings, committees, and programs.

Section 2. This organization shall be non-commercial, nonsectarian, and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. The name of the organization and the names of its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any purpose other than the regular work of the organization. This organization is bound by the rules and regulations stated by the Massachusetts Attorney General's office – Division of Public Charities.

Section 3. This organization shall not seek to direct the administrative activities of the school or to control its policies. It is advisory in nature and shall work with the school administration, staff, and parents to support quality education of all students.

Section 4. This organization may cooperate with other associations, organizations, and agencies active in child welfare, such as conference groups or coordination councils, provided they make no commitments that bind their member groups.

Section 5. In the event that the P.T.O. is dissolved, all assets shall be divided equally among the Tyngsborough Elementary School, Tyngsborough Early Childhood Center and Tyngsborough Middle School and used for school activities.

Section 6. These policies shall be interpreted according to the board members of the Tyngsborough P.T.O.

Section 7. A $100.00 donation will be made to the Tyngsborough Scholarship Trust in memory of any deceased member of the Tyngsborough Public Schools, this includes students, regular staff members, their spouses, and/or their children. Also, when a staff member retires, a $25.00 gift certificate to the Mall will be given to that employee.

ARTICLE IV MEMBERSHIP AND DUES

Section 1. Any parent or guardian of a Tyngsborough public school student or educator assigned to one of the Tyngsborough public schools shall be eligible for membership without discrimination in the Tyngsborough P.T.O. and entitled to all benefits of such membership.

Section 2. Any eligible person interested and willing to uphold the Tyngsborough P.T.O. policies and subscribe to its By-Laws may become a member upon payment of annual dues.

Section 3. Each individual or family shall pay all-inclusive annual dues, as determined by the board, for membership in the Tyngsborough P.T.O.

Section 4. Enrollment of members shall be conducted annually and additional members shall be accepted at any time.

Section 5. Enrollment under Article IV constitutes the elective party of the P.T.O.

ARTICLE V OFFICERS AND THEIR ELECTION

Section 1. Officers and their elections

a. The officers of this organization shall be President, School Representatives, Secretary, Treasurer, Membership Chairperson, and Arts and Enrichment Chairperson.

b. Board members shall be elected annually at the May meeting.

c. Board members shall assume their official duties on June 1st for the following school year.

d. One term is one year.

e. No person shall be eligible to serve more than four (4) consecutive terms in the same office

Section 2. Nominating Board Members

a. There shall be a Nominating committee consisting of two (2) board members. These members shall advertise available positions one month before the Nominating meeting which is held in March.

b. Each nominee shall provide a written paragraph stating why he/she wants to be a board member of the PTO. This statement will be included on the ballot.

c. Only those who have consented to serve if elected shall be eligible for nomination.

d. Elections will be held at the May meeting. This shall be advertised in the PTO and school newsletters. Election of those board members who are running unopposed will be by a show of hands. Election of all others will be by a paper ballot.

e. The President and Treasurer shall count the ballots and announce the election results at the election meeting.

Section 3. Vacancy in Office

A vacancy occurring in an office shall be filled by a majority vote of the remaining board members, due notice of such election having been given by the President. In case a vacancy occurs in the office of the President, another board member shall be elected to serve the remaining term.

ARTICLE VI DUTIES OF OFFICERS

Section 1. President

a. Prepare agendas and distribute these to board members five (5) business days before a meeting. Preside at all meetings of the organization.

b. Arrange for meeting space.

c. Arrange for speakers at meetings.

d. Assist as required at PTO sponsored events.

e. Coordinate budget preparation.

f. Distribute PTO scholarships at high school graduation.

g. Perform other duties as may be prescribed by these By-Laws or assigned by the P.T.O.

h. Count ballots at election meeting.

Section 2. School Representatives (Reps)

a. Shall elect one board member to perform the duties of the President in the absence of that officer.

b. Act as a liaison between the PTO and the administration at their respective school.

c. Coordinate fundraisers and other organization events at their school.

d. Recruit volunteers to help with school activities.

e. Perform other duties as may be prescribed by these By-laws or assigned by the P.T.O.

f. Teacher reps will be responsible for communication between staff and board members.

Section 3. Secretary

a. Take accurate minutes of each meeting, and type and distribute these to each board member within five business days of each meeting.

b. Make minutes available at open meetings. Minutes are approved at open meeting.

c. Be responsible for posting public notice of meeting where required.

d. Coordinate publicity for PTO sponsored events.

e. Take care of other required correspondence such as the PTO newsletter, solicitation letters, thank you notes, sympathy and get well cards.

Section 4. Membership chairperson

a. Prepare and distribute membership materials to all schools before the first day of school.

b. Collect membership dues and keep a list of parents who are eligible to vote.

c. Prepare and distribute to School Rep's the parent volunteer list.

d. Write standard thank you letter for donations over $25.00.

Section 5. Arts and Enrichment Chairperson

a. The Arts and Enrichment committee, working with the curriculum office, principals and teachers, brings in performers and programs into the schools which both enhance the curriculum and provide varied learning experiences for the students.

b. Administration
Members Tasks:
Preview programs at other WSCAC member schools to find new performers when needed.

Consult with curriculum office, principals and teachers as to subject matter and type of program to be scheduled.

Schedule performers for the schools, communicate with the teachers and principals as to suitable dates and times.

Publicize the programs in the school newsletters, websites, as well as the local newspapers when appropriate.

See that everything is in place before the performance such as appropriate performance space and equipment; come to the school to greet the performer.

Secure the payment check from PTO treasurer and get a signed receipt from performer.

After performance get evaluation of the program from teachers.

Attend committee meetings which are held two to three times a year.

c. One committee member will write and submit grant application to Mass Cultural Council.

d. Committee chairperson is responsible for keeping track of the budget and calendar, communicating with the PTO and holding meetings for the committee. Chairperson is responsible for submitting membership dues and annual reports to WSCAC, as well as duplicating their meeting minutes and calendar for A&E committee members.

e. WSCAC

Tyngsboro is a member of the West Suburban Creative Arts Council, an organization of area school representatives for the purpose of sharing information about performers and programs. At least one committee member will attend the bimonthly meetings, submit listings for the calendar, and submit resource cards for the files.

Section 5. Treasurer

a. Keep detailed financial records of all PTO activities using generally accepted accounting principles.

b. Write checks according to the budget and as voted upon by the PTO (ex: new grants, etc.) and paid within 5 business days of receipt of the bill.

c. Maintain proper documentation of all records such as original invoices, contracts, confirmations, etc.

d. Verify and deposit PTO funds in the bank on a timely basis.

e. Reconcile bank accounts monthly.

f. Prepare and present a treasurer's report at each meeting of the PTO or its board. Including balance of bank account(s), fund balances, and details of transactions made since the last report.

g. File annual tax returns on a timely basis.

h. Count ballots at election meeting.

Section 6. Checks or drafts for the payment of money shall be signed by the President or the Treasurer.

ARTICLE VII MEETINGS

Section 1.

a. Regular meetings of the P.T.O. shall be held each month during the school year starting in September unless otherwise provided by the P.T.O.

b. Special meetings may be called and a five (5) business day notice given to each member.

c. Five (5) or more members shall constitute a quorum for the transaction of business in any meeting of the P.T.O.

d. The privilege of holding office, introducing motions, debating, and voting, shall be limited to members whose current dues are paid.

ARTICLE VIII PTO BOARD

Section 1. The board shall consist of the President, Treasurer, Secretary, School Representatives, Arts and Enrichment Chairperson and Membership Chairperson.

Section 2. The duties of the board shall be:

a. To transact necessary business in the intervals between P.T.O. meetings and such other business as may be referred to it by the P.T.O.

b. To create committees

c. To approve the plans of work of the committees

d. To select an auditor to audit the Treasurer's accounts.

e. To prepare and submit to the P.T.O. for approval a budget for the fiscal year, and

f. To approve routine bills within the limits of the budget.

Section 3. Meetings of the PTO board shall be held periodically during the year. A majority shall constitute a quorum. Special meetings of the Board may be called by the President or by a majority of the members of the Board.

ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern the P.T.O. in all cases to which its regulations are applicable and in which they are not inconsistent with these By-Laws.

ARTICLE XI AMENDMENTS

Section 1.

a. These By-Laws may be amended at any regular meeting of the P.T.O. by a two-thirds (2/3) vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting and a quorum is present.

b. A committee may be appointed to submit a revised set of By-Laws which will become effective only by a majority vote at a regular meeting of the P.T.O. or by a two-thirds (2/3) vote of the Board.