

**ARTICLE I: NAME**

The name of this organization, which shall represent Naquag Elementary School, shall be Naquag PTO, Inc.

**ARTICLE II: FISCAL YEAR**

The Fiscal Year of the Naquag PTO is September 1<sup>st</sup> to August 31<sup>st</sup>.

**ARTICLE III: MISSION**

The mission of the Naquag PTO shall be to aid the students of Naquag Elementary School by providing support for their educational and recreational needs; to promote open communication between the administration, teachers and parents; and to provide personnel, support, services and funds necessary for accomplishing the above objective.

**ARTICLE IV: MEMBERSHIP**

All parents and guardians of students who currently attend Naquag Elementary School or are within one year of attendance, and with special review, other relatives or unrelated parties with a vested interest in a student's welfare and all current faculty and staff of Naquag Elementary School shall be eligible for membership in the organization. An annual contribution may be requested from the membership. No family shall be excluded because of inability to pay dues.

**ARTICLE V: BOARD OF DIRECTORS**

The Naquag PTO shall be presided over by a *Board of Directors*, which will consist of one *President*, one *Vice-President*, one *Treasurer*, one *Secretary*, and one or two *Volunteer Coordinators*.

**ARTICLE VI: ELECTIONS**

**Section I:**

Procedure: Election of officers and committee chairs shall take place during the May meeting each year. All members may participate in the vote. If the election is uncontested, it may be conducted by a voice vote. Contested elections shall be by written ballot. In the event that a committee chair position is still open after the May meeting – the *Board of Directors* can fill this position at any time by majority vote of the *Board*. It shall be the responsibility of the *Treasurer* to bring the Organizational Structure Form from Spencer Savings Bank (or whichever bank is being utilized by the Naquag PTO) to the May meeting to have signed and dated at said meeting. Newly elected officers shall take their active positions immediately following the last scheduled day of school or July 1<sup>st</sup>, whichever comes first.

**Section II:**

Terms of Office: The term of each office is ONE year with the option to be re-elected. The office of President will preferably be filled by a parent with at least one year of experience at Naquag.

**Section III:**

Removal from Office: Any officer may be removed from office for just cause by a vote of two-thirds of the members present at any meeting.

**Section IV:**

Resignation: Any officer may resign from office by providing a written resignation to the remaining members of the *Board of Directors*.

**Section V:**

Vacancies: Vacancies will be publicized through media venues, at open meetings and the Naquag PTO website. Any vacancies will be filled by majority vote at the next regularly scheduled Open Meeting.

**ARTICLE VII: DUTIES OF THE BOARD OF DIRECTORS**

**Section I:**

President: The *President* is responsible for scheduling meetings, creating an agenda for the meetings and presiding over all meetings. They shall act as a liaison with the school administration. They are also responsible for coordinating the work of the *Board of Directors* and monitoring the work of the committees in order to ensure that the mission of the organization is fulfilled. The *President* is eligible to sign all contracts entered into by the organization.

**Section II:**

Vice-President: The *Vice-President* shall perform the duties of the *President* during his/her absence or at his/her request. The *Vice-President* shall participate in all decisions concerning actions taken by offices of the organization. The *Vice-President* shall assume the office of the *President* if the *President* does not complete his/her term. The *Vice-President* will take minutes of the meetings if the *Secretary* is not able to attend.

**Section III:**

Treasurer: The *Treasurer* will maintain accurate records of receipts, expenditures, and deposits as voted by the membership. A report of funds will be presented at every Open Meeting of the school year. The *Treasurer* shall have these financial records available for inspection by members at reasonable times. The *Treasurer* shall have the responsibility of filing The Annual Report with the Commonwealth (Due Nov 1), Form PC with the Commonwealth (Due Jan 15<sup>th</sup>), and Form 990 EZ with the IRS (Due Jan 15<sup>th</sup>). The *Treasurer* shall also renew the Raffle License with the town annually and must file and remit to Mass State Lottery Commission within 10 days of raffle event. At the conclusion of the *Treasurer's* term, all records, bank books and

statements shall be provided to the organization for audit and the *Treasurer* will ensure that 7 years worth of records are properly organized and purge anything over 7 years old. In order to assist the next year's PTO with the starting costs associated with events and programs at the beginning of the fiscal year, the *Treasurer*, on behalf of the PTO, shall make every effort to ensure that a balance of \$1500 remain at the end of a given fiscal year. Should that amount be unavailable, an explanatory memorandum from the *Seated Board of Directors* shall be submitted to the newly elected *Board of Directors*.

#### **Section IV:**

Secretary: The *Secretary* will record minutes of both Open and Board Meetings. Minutes for all Open Meetings will be posted on the Naquag PTO website by the *Secretary*. The *Secretary* will report the minutes of the most recent Open Meeting and ask for the minutes to be accepted. The *Secretary* will take attendance by sign in sheet and maintain records of the same. The *Secretary* will also be responsible for publicly posting Open Meeting dates at least one week prior to the scheduled meeting. Secretary should also post Open meeting agenda 48 hrs before Open meeting.

#### **Section V:**

Volunteer Coordinator(s): The *Volunteer Coordinator(s)* shall be responsible for the recruitment and placement of volunteers. The *Volunteer Coordinator(s)* shall maintain records of all volunteer committees and act as a liaison between the volunteers and the school. In addition, the *Volunteer Coordinator(s)* shall maintain records of membership.

### **ARTICLE VIII: MEETINGS**

#### **Section I:**

Open Meetings: Up to nine (9) Open Meetings shall be held each year. The agenda shall be published 48 hrs before each meeting and publicly advertised. The *President* will determine the day and location of these meetings. Joint meetings can occur between Naquag and Glenwood or Naquag and Central Tree Middle school only if voted on and approved by majority vote. Unless held jointly, meetings shall not be held at the same day/time as Central Tree Middle School or Glenwood Elementary School PTO Meetings. All expenditures of funds over \$200 must be voted on and approved by majority vote.

#### **Section II:**

Board Meetings: A monthly Board Meeting shall be held to review and edit the agenda for the upcoming meeting and to discuss the ongoing business of the organization. These meetings may be held in a private home. The minutes of these meetings shall be available upon request.

#### **Section III:**

Agenda Meetings: A monthly Agenda Meeting shall be held between the Principal and the *President* prior to an upcoming Open Meeting to review and edit the agenda of said meeting.

## **ARTICLE IX: VOTING AT OPEN MEETINGS**

### **Section I:**

Procedures: A majority vote of the attending membership shall decide any vote. Before a vote can occur, a motion must be made and seconded. All members at a meeting are eligible to make a motion and to vote, excluding the Principal and Assistant Principal of Naquag Elementary School.

### **Section II:**

Quorum: Those members present at a properly called meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

## **ARTICLE X: COMMITTEES**

### **Section I:**

Tech Committee: A committee of at least one (1) person shall be selected to maintain the Naquag PTO website, updating information in a timely manner.

### **Section II:**

Box Tops and Labels for Education Committee: A committee of at least one (1) person shall be selected to be the coordinator of the Box Tops and Labels for Education programs.

### **Section III:**

Scholarship Committee: This committee shall be formed to coordinate the granting of the Marsh-Harding Scholarship. The scholarship committee will consist of at least three people including the Chairperson and at least one representative from each contributing school. This committee shall be responsible for providing applications for this scholarship to the guidance office of all area schools, including but not limited to Wachusett Regional High School and Bath Path Vocational High School, and in all other appropriate mediums, at the appropriate time of year. The committee shall meet at least once to review the candidate/s and vote on a recipient. The scholarship shall be rewarded by the committee no later than June 30th of that school year.

### **Section IV:**

Other Committees: Other committees may be formed and dissolved as needed at the discretion of the *President* of the Naquag PTO.

## **ARTICLE XI: MARSH-HARDING SCHOLARSHIP**

Glenwood Elementary PTO and Naquag Elementary PTO shall grant one scholarship named Marsh-Harding Scholarship every school year. Each PTO's annual contribution shall be no less than \$250.00. Any additional amount should be agreed upon by both PTO boards and presented at an open meeting for approval. The recipient shall be one member of the high school graduating class who has been a resident of Rutland Massachusetts for at least four

years and who plans to further his/her education. The recipient will be determined by the scholarship committee as described by the PTO by-laws.

## **ARTICLE XII: SCHOOL IMPROVEMENT COUNCIL (SIMCO)**

As stated in the Massachusetts Educational Reform Act and in the Wachusett Regional School District School Committee policy P8211, the Naquag PTO shall be responsible for the election of at least four (4) parent representatives, who are not employed by the WRSD, to the Naquag Elementary School Improvement Council, which shall also be known as SIMCO. The number of parent volunteers shall be equal to the number of staff and administrative representatives on SIMCO. Half of the total number of parent representatives shall be elected on a yearly basis to a two-year term, therefore creating a staggered election cycle. The Naquag PTO shall be responsible for posting/announcing open positions to the public in all appropriate mediums. Interested parents shall submit a letter of interest to the *Board of Directors* for consideration. All letters must be presented to the attending membership at a Regular Meeting to be followed by a vote. Representatives are limited to serving two consecutive terms at the school.

## **ARTICLE XIII: AMENDMENTS**

Amendments to these By-Laws shall be submitted for discussion at an Open Meeting. The amendment must be read to the membership at an Open Meeting and accepted by a majority vote of the attending membership.

## **ARTICLE XIV: DISSOLUTION**

Should the Naquag PTO be dissolved for any reason, the following shall dictate how remaining assets shall be disbursed:

- The *Treasurer* shall be responsible for ensuring all outstanding debts are paid off and adequate time to clear has passed.
- The *Treasurer* shall present an inventory of all remaining assets to the *Board of Directors*.
- The *Board of Directors* shall determine how to distribute these assets 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, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of, shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Naquag PTO is then located, exclusively for such purposes or to such organization or organizations, as a court shall determine, which are organized and operated exclusively for such purposes.

*These Bylaws were voted on and accepted unanimously at the Open Meeting held on November 12, 2015 @ 6:30pm.*

*Previous records of bylaws are on record with secretary and available upon request.*