

BY-LAWS OF THE CHARLES E. BROWN MIDDLE SCHOOL PARENT TEACHER ORGANIZATION

ARTICLE I NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of this organization shall be the Charles E. Brown Middle School Parent Teacher Organization, hereafter referred to as the PTO. The PTO is located at Charles E. Brown Middle School, 125 Meadowbrook Road, Newton Centre, Massachusetts 02459.

Section 2: DESCRIPTION – The PTO is a non-profit organization organized solely for charitable and educational purposes pursuant to Massachusetts General Laws Chapter 180 and Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provisions of any future United States Internal Revenue Law.

Section 3: PURPOSE – The purpose of the PTO shall be to:

- Promote the educational, intellectual, social, emotional and physical growth of the Brown Middle School students and support the efforts of the staff in providing an optimal experience for students.
- Encourage cooperation, collaboration and communication between staff and parents and serve as a medium of contact between home and school
- Provide support and information to the parent community, i.e., keeping them informed about educational and social issues relevant to middle school-aged children.

The PTO encourages the participation of all Brown Middle School faculty, staff, parents, guardians and students in its activities.

ARTICLE II POLICIES

The PTO shall be non-commercial, non-sectarian and nonpartisan. No commercial enterprise and no political candidates shall be endorsed by it. Neither the name of the PTO nor the names of its officers in their official capacities shall be used in connection with any commercial concern or with any partisan interest, or for any purpose not appropriately related to promotion of goals and objectives of the PTO.

ARTICLE III MEMBERSHIP

Section 1: MEMBERS – All parents and guardians of children attending Charles. E. Brown Middle School and all members of the Charles E. Brown Middle School faculty and staff shall automatically be members of the PTO. Payment of dues, determined annually by the PTO, is voluntary.

Section 2: RESPONSIBILITIES of MEMBERS – The responsibilities of membership shall be to support, sponsor, coordinate and implement activities to further the purpose of the PTO as stated in Article I.

Section 3: DUES – Voluntary dues will be solicited annually, the amount determined by the Executive Committee.

Section 4: MEETINGS – The PTO shall meet as often as deemed necessary by the Executive Committee. Members of the PTO will be notified at least seven (7) days prior to the date fixed for such meeting. Special meetings of the PTO may be called at the discretion of the President or the Principal. Reasonable notice, under the circumstances, of such meeting shall be given to officers, committee members, and other PTO members

Section 5: QUORUM – At least two officers and three Board members who also may be committee members shall constitute a quorum at any meeting of the PTO. An affirmative vote of not less than a majority of all PTO members present at any meeting at which a quorum exists shall be necessary to pass any motion. A vote may be taken via email or using an online voting method, when appropriate.

Section 6: VACANCIES – A vacancy occurring in any office shall be filled by appointment by the PTO president(s) with approval from PTO Officers, for the unexpired term.

Section 7: VOTES – Every member of the PTO and every member of the Executive Committee and Board shall have one vote regardless of whether s/he is sharing a position with any other person and regardless of whether s/he is holding more than one position

ARTICLE IV OFFICERS

Section 1: EXECUTIVE COMMITTEE – The Executive Committee shall consist of the following officers: President, Secretary and Treasurer. Officer positions may be shared. The School Principal, or his/her designee, is a voting member of the Executive Committee.

Section 2: TERM OF OFFICE – The term of office for all officers is two years, beginning July 1 and ending June 30.

Section 3: RESPONSIBILITIES –

a. The **President** shall, when present, preside at all meetings of the PTO and the PTO's Executive Committee. S/He shall have general charge and supervision of the business of the Organization; shall attend to all correspondence of the PTO and shall perform all other duties usually pertaining to the office. S/He shall notify officers, committee members and members of the time and place for PTO meetings. S/he shall be a member ex-officio of all committees and shall perform all other duties usually pertaining to the office.

b. The **Secretary** shall keep the reports of all committees and their members. S/He shall keep full and accurate minutes of all meetings of the PTO, the Board and the

Executive Committee, and shall also perform other duties ordinarily incident to the office as delegated by the President.

c. The **Treasurer** shall receive all funds of the PTO and keep an accurate record of receipts and expenditures. S/He shall deposit all funds of the Association in such depositories as may be selected by the Executive Committee, and shall pay out funds only as authorized pursuant to these By-Laws. The Treasurer shall present a statement of account when requested by the Executive Committee, and shall make a full report at the Board meetings.

Section 4: MEETINGS – The Executive Committee shall meet monthly during the school year, or at the discretion of the President.

Section 5: 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 Committee

Section 6: VACANCY – If a vacancy occurs on the Executive Committee, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer's term.

ARTICLE V BOARD OF DIRECTORS

Section 1: BOARD – The officers of the PTO as listed in ARTICLE IV and the Principal of Charles E. Brown Middle School shall constitute the Board of Directors of the PTO as well as at least three at-large representatives of the Brown community.

Section 2: TERM OF OFFICE – The term of office for at-large Board members is up to one year, beginning on or after July 1 and ending June 30, and may be renewed.

Section 3: DUTIES – The duties of the Board shall be to transact necessary business of the PTO and such other business as may be referred to it by PTO members. The Board is responsible to approve the PTO budget each fiscal/school year.

Section 4: MEETINGS – A majority of the Board shall constitute a quorum at any meeting of the Board. An affirmative vote of not less than a majority of all members of the Board present at any meeting at which a quorum exists shall be necessary to pass any motion.

Section 5: NOMINATIONS – PTO Officers may solicit recommendations and volunteers for officers, board members and committee chairpersons via the Brown PTO newsletter or other method(s) customarily used for school communications. The Board will vote on the slate and budget at the end of the school year. The PTO Officers shall present the names of officers, board members and committee chairpersons at the Annual Back to School Night or other school community event in the Fall. All will be communicated to the membership via normal communication channels.

ARTICLE VI COMMITTEES

SECTION 1: COMMITTEES – Each year, the PTO shall establish for the following year such committees as it sees fit. Said committees shall have such duties and powers as may from time to time be vested in them by the PTO.

Each such chairperson may be shared by two or more individuals. Additional members of each committee shall be appointed by each chairperson as needed.

The chairperson of each committee may appoint any number of members of the PTO to assist him or her. Each committee chairperson shall submit proposed programs to the Executive Committee for approval prior to acting on them, and prepare a report of the activities of her/his committee, which shall be delivered to the next chairperson of such committee.

ARTICLE VII FINANCIAL POLICIES

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 Charles E. Brown Middle School PTO requiring two signatures of the Executive Committee and held at a local financial institution. All bank statements shall be reviewed by an Officer who is not an authorized signer on the bank account.

SECTION 3: REPORTING – All financial Activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.

SECTION 4: CONTRACTS – Contract signing authority is limited to the President or the President's designee.

SECTION 5: EXPENDITURES – Subject to the availability of funds, the officers of the PTO shall make expenditures in accordance with the budget. If available funds are less than the budgeted amount, the Executive Committee may reduce expenditures at their discretion. The Executive Committee may authorize any expenditure up to \$500 that is not contained in the budget. Any expenditure over \$500 not contained in the budget must be approved by the Board.

ARTICLE VIII BYLAW AMENDMENTS

These bylaws may be amended at any meeting of the PTO by a 2/3 vote of the members present and voting, provided notice of the proposed amendment(s) has been given to the membership at least seven (7) days prior to such meeting.

ARTICLE IX DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Charles E. Brown Middle School.

ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order – Revised shall govern this Association in all cases in which they are applicable.

Adopted February 8, 2000; Amended June 6, 2018