

South Grafton Parent Teacher Organization, Inc. By-Laws

Revised September 2019

Page 1

Article I: Name South Grafton PTO “SGPTO”

South Grafton Parent-Teacher Organization (SGPTO) supports the mission of South Grafton Elementary School and Millbury Street School by endeavoring to enhance the learning and enrichment of all students at South Grafton Elementary School and Millbury Street School through educational programs, opportunities and volunteer support dedicated to encouraging excellence in education for our children. SGPTO also supports the mission of South Grafton Elementary and Millbury Street School by promoting communication among parents, teachers, administrators and students.

This group shall be known as the South Grafton Elementary Parent Teacher Organization, Inc. Hereinafter referred to as the SGPTO. The group shall also recognize the acronyms SGPTO and PTO as abbreviations to the full name.

Article II: Objectives

1. To promote communication among parents, teachers, school administrators and students.
2. To raise funds and provide volunteer support for enrichment programs and other school related activities.
3. To enhance the school curriculum with educational and enrichment programs as advised by the principal.

Article III: Tenets

1. The PTO shall be noncommercial, nonsectarian, and non-partisan.
2. It shall not endorse commercial enterprises or candidates.
3. Any financial support and/or sponsorship given to other organizations must be approved by a majority vote of the membership present at a regularly scheduled meeting.
4. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to

organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article IV: Membership and Voting

1. The Principal and all members of the staff of South Grafton Elementary School and Millbury Street School are voting members of the PTO.
2. All parents and guardians of children enrolled at South Grafton Elementary School or Millbury Street School are voting members of the PTO.
3. Guests present at a PTO meeting who do not have children enrolled at the school are not eligible to vote.
4. Membership in the PTO will end under either of the following conditions:
 - a. A staff member of South Grafton Elementary School and/or Millbury Street School ceases working at the school.
 - b. A parent or guardian has no students enrolled at the school.
5. No membership dues shall be collected.

Article V: Meetings

1. A meeting schedule shall be set at the first full meeting of the PTO membership in September of each year.
2. The Secretary shall notify the full PTO membership at least five school days in advance of the scheduled meeting.
3. The school principal or his/her designee shall attend regularly scheduled monthly meetings.
4. Meetings shall be held at South Grafton Elementary School or Millbury Street School in a room so agreed upon by the principal and the Executive Board. The date of the next regularly scheduled meeting will be announced at the end of each meeting.
5. The principal will notify a chairperson if a meeting needs to be canceled due to unforeseen circumstances such as inclement weather or a scheduling conflict. The Secretary will notify the membership via written communication regarding the rescheduled date.
6. If at any time it becomes necessary to move a meeting to another location, the PTO Secretary will notify the full membership immediately of the change.
7. The Executive Board and/or the principal shall have the authority to call an Executive Board meeting when necessary to review the operations of the PTO.

ARTICLE VI: Executive Board and Elected Positions

1. The PTO Executive Board shall be responsible for upholding the provision of these by-laws, manage the business of the PTO membership as so directed at regularly scheduled meetings, establish and dissolve committees as necessary, and coordinate with the Principal regarding PTO related business.

The Executive Board shall consist of:

Co-Chairperson (2),
Co-Treasurer (2),
Co-Secretary (2)

2. Eligibility: All members eligible for election to the Executive Board must have at least one student enrolled at South Grafton Elementary School or Millbury Street School during the time of their term.
3. Term Limits: Members of the Executive Board shall serve a term of two consecutive years. The terms shall coincide with the South Grafton PTO Fiscal year which begins on August 1 and ends on July 31. Members of the Executive Board shall not serve consecutive terms in the same position.
4. Chairperson Rotation/ Assistant Treasurer/Assistant Secretary Rotation: It is the intention of the membership that the co-chairperson be “mentored” into the position of chairperson over the course of their term. Co-chairperson will automatically move into the presiding position the following year. The Assistant Treasurer and/or Assistant Secretary will rotate into the Treasurer’s and/or Secretary’s position respectively as they become vacant.
5. Nominations: The Executive Board will open the nomination period for the upcoming school year at the regularly scheduled April or May PTO meeting.
6. Elections: Executive Board elections shall be decided by a majority vote of the members present at the regularly scheduled May or June PTO meeting.

ARTICLE VII: Executive Board and Elected Positions (continued)

1. Ballot: In the event there is more than one candidate for any one position, a paper ballot will be distributed at the time of elections. The Chairperson will review the candidate list and offer candidates a brief opportunity to state their intent and/or qualifications. The Chairperson will announce that voting is to commence and that all valid votes must be marked on the ballots and passed to him/her. Once all the ballots

are received, the Chairperson will make a tally of the votes, record the winners, and will announce the winners before the end of the meeting. The requirement for paper ballot shall be waived in the event that there is only one candidate nominated per position.

2. By-Laws: All members of the Executive Board shall receive a copy of these articles and be responsible for familiarizing themselves with the provisions herein.
3. Expenditures: The Executive Board, upon a majority vote where each member has one equal vote, will have the authority to approve expenditures required to conduct the ongoing business of the PTO between regularly scheduled meetings. Such expenditures are not to exceed \$500 in total unless said expenditures have been approved as part of the fiscal year budget.
4. Resignations: Any Executive Board member wishing to resign his/her position shall contact the other members of the Executive Board. Upon resignation the member must return any materials belonging to the PTO including records, supplies and a copy of any electronic files.
5. Vacancies: The remaining Executive Board members will be responsible for managing the duties of a departing member until the vacancy is filled. All PTO members will be notified that a vacancy exists, that nominations will be accepted to fill the vacancy, and an election will be held at the next PTO meeting.
6. Conduct: The Executive Board, upon a majority vote where each member has one equal vote, has the authority to remove an officer from his/her position due to mishandling of funds or inappropriate conduct. Upon removal the officer must return any materials belonging to the PTO including records, supplies, and a copy of any electronic files.

ARTICLE VIII: General Policies

1. All correspondence from PTO Committees or the Executive Board intended for school wide distribution must be reviewed and approved by the Principal or his/her designee prior to distribution. All correspondence is to be clearly marked "South Grafton PTO." A copy of all correspondence should be submitted to the PTO Secretary for the records of the Executive Board.
2. Any correspondence, which incorporates a tear off return form, must clearly state which PTO Committee the form should be returned to. This information must be on the tear off form as well so that the school secretary will know that it is PTO

business.

3. Any person wishing to formally address the PTO for any purpose must contact a PTO chairperson in advance. All requests will be evaluated based on Article III of the PTO bylaws and must be approved by the principal.
4. All requests for additional budgetary funding must be approved at a PTO meeting.
5. All committees established to conduct PTO business would work under the direction and at the discretion of the Executive Board.
6. PTO Committee members are responsible for familiarizing themselves with the provision of these articles. Committee members are responsible for upholding these by laws and any policies set forth by the Executive Board.
7. Only the Treasurer and/or Assistant Treasurer will have the authority to write checks and initiate transaction between accounts owned by SGPTO Inc. on behalf of SGPTO Inc. There will be two (2) signatories to all financial accounts held by the SGPTO Inc., including checking and savings accounts. The Treasurer and the PTO Chairperson will have authority to sign checks for amounts under \$2,500 or authorize transactions between accounts owned by SGPTO Inc. for amounts under \$2,500. Only the PTO chairperson is allowed to sign checks for amounts over \$2,500 or authorize transactions between accounts owned by SGPTO Inc. for amounts over \$2,500. The PTO Chairperson will review the checking account each month and sign a bank supplied printout showing copies of each check written during that month. The PTO Treasurer will retain that signed document. At the end of their respective terms, these signatories will complete the appropriate paperwork to remove themselves from the accounts.
8. Any documents created, produced, or distributed for PTO business are the property of the PTO and must remain a part of the organizations historical record. Such documents include but are not limited to: budgets, contact lists, financial records, agendas, minutes, invitations, agreements, sponsorship requests, receipts, purchase orders, flyers, invoices, etc.

ARTICLE IX: Amendments

1. These articles may be amended by a 2/3-majority vote of the members present.
2. These articles will be printed and available at the September PTO meeting or upon request from the Executive Board Secretary.

3. Any member can present an amendment to these articles. Anyone wishing to propose an amendment must appear at a PTO meeting in person and submit the proposed amendment in writing to the PTO Secretary. The amendment shall be announced at that meeting and shall be voted upon at the next regularly scheduled PTO meeting.
4. All amendments are to be fully noted in the Secretary's minutes and distributed to the full membership prior to the meeting in which the amendment will be discussed.
5. The Chairperson will be responsible for keeping one complete set of by-laws and amendments voted upon for the full year.
6. The Secretary will prepare a revised and dated set of any amended by-laws to the principal and Executive Board immediately following a regularly scheduled meeting where an amendment is passed. A full set of revised by-laws are to be printed and available to members at the next regularly scheduled meeting of the PTO.

ARTICLE X: Power

1. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE XI: Dissolution

1. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or 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

South Grafton Parent Teacher Organization, Inc.

By-Laws Revised September 2019

assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization of organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

These By-Laws were revised and amended at the September 2019 meeting of the South Grafton and Millbury Street School Parent Teacher Organization. They were voted upon and adopted as presented herein by the membership present at that meeting.

Respectfully submitted by the SGPTO:

Co-Chair: Robin Callahan, Co-Chair: Tisia Ciesluk

Co-Treasurer: Becky Miner, Co-Treasurer: Mary Lou Butler

Co-Secretary: Kristin Pliakas, Co-Secretary: Allison LeMay