

AMVET PARENT TEACHER ORGANIZATION BYLAWS

ARTICLE I Name of Organization

The name of this organization shall be the Amvet Parent Teacher Organization, herein after known as Amvet PTO, or the organization.

ARTICLE II Purpose and Objectives of the Organization

The purpose of the Amvet PTO is to promote the education and welfare of Amvet's students in school and in the community through the joint efforts of parents, teachers and administration. Amvet PTO will work toward:

- A. Promoting close communication, understanding, and cooperation among parents, students and faculty.
- B. Invite and include parents, students, and faculty to become involved in the school community.
- C. Promote school spirit and pride at Amvet Boulevard Elementary School.
- D. Supplement curriculum through cultural enrichment programs.
- E. Aid and benefit the school in ways decided upon by the organization, to include, but not limited to, fundraising.

ARTICLE III Basic Policies

Section 1: This organization shall be non-commercial, nonsectarian, and nonpartisan. It shall not endorse a commercial candidate or enterprise, except in respect to ordinary fund raising activities as approved by the Executive Board.

Section 2: The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the organization.

Section 3: No candidate for public office shall be endorsed by the Amvet PTO.

Section 4: The organization shall work with the school to provide quality education for all children and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

Section 5: This organization shall seek neither to direct the administrative activities of the school, nor control its policies.

Section 6: No part of the funds raised by the organization shall benefit, or be distributed to, its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

Section 7: In the event that this organization disbands, the organization, after paying or making provisions for the payment of all its liabilities, shall dispose of all the assets of the organization to other organizations promoting charitable education and operating under Section 501 C3 of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine.

AMVET BOULEVARD TEACHER ORGANIZATION
AMVET BOULEVARD ELEMENTARY SCHOOL
70 Amvet Boulevard * North Attleboro, MA 02760
Phone: 508-643-2155 * Fax: 508-643-2184 * Absentee: 508-643-2184

ARTICLE IV General Membership

Section 1: Any parent or legal guardian of a student who currently attends Amvet Boulevard Elementary School and current faculty members of Amvet Boulevard Elementary School, who subscribe to the objectives and basic policies of the Amvet PTO, without regard to race, color, creed, sex, or national origin are eligible for active membership, under the rules and regulations provided by these bylaws.

Section 2: Amvet Boulevard teachers shall be represented by a Teacher Representative at each General Meeting.

Section 3: From the general membership, an Executive Board shall be formed as the governing body of the organization. The Executive Board is further described under ARTICLE VII of the bylaws.

Section 4: The Secretary shall record the minutes of general meetings and shall submit the minutes to the Executive Board for review and revisions. Once revisions are complete, the Secretary shall notify the President who will request a vote for approval by the Executive Board members prior to the next general meeting. Upon approval, the meeting minutes will be posted on the Amvet PTO site (www.amvetpto.org). At the next general meeting, the vote for approval of the meeting minutes will be shared with the PTO members.

ARTICLE V Officers and Elections

Section 1: The officers of this organization shall be President, Vice-President, Secretary, Treasurer, Fundraising Coordinator, and Enrichment Coordinator, allowing for co-office titles for Secretary, Treasurer, Fundraising, and Enrichment.

Section 2: Officers shall be elected by a majority vote of the general membership by ballot, during the general meeting in May of each year. However, if there is but one nominee for any office it shall be in order to move that the secretary cast the elective ballot of the organization nominee.

Section 3: Nominees for the offices of President and Vice-President are required to have previously held one other position for at least one year on the Executive Board, or have been an active member of the organization for at least two school years. This requirement may be waived if there are no other qualified nominees for these offices.

Section 4: Officers shall assume their official duties on July 1st of the year they are elected. Terms of office will be for one year from July 1st through June 30th. Officers shall be elected to no more than two consecutive years in the same office. This may be waived if there are no other nominees for that office.

Section 5: In the event a vacancy occurs in any office, such vacancy shall be filled by majority vote of the remaining members of the Executive Board. The person so appointed shall hold office until the next election. In case a vacancy occurs in the office of President, the remaining members of the Executive Board shall appoint the Vice-President to serve the remainder of the year. In the event the office of the President cannot be filled, the remaining Board members shall assume the duties of the President.

Section 6: Only members of the organization may vote in the annual election of Officers.

Section 7: If student enrollment at the beginning of the school year comprises of greater than or equal to 40% of new students to the Amvet Boulevard Elementary School in comparison to the prior school year, a fall election will be held to encourage active involvement by new Amvet PTO members. A nomination process for a fall election will commence immediately following the 1st PTO meeting held after the 1st day of school. The fall election will occur during the 2nd PTO meeting held after the 1st day of school. The officers previously elected at the spring election remain in office, but

AMVET BOULEVARD TEACHER ORGANIZATION
AMVET BOULEVARD ELEMENTARY SCHOOL
70 Amvet Boulevard * North Attleboro, MA 02760
Phone: 508-643-2155 * Fax: 508-643-2184 * Absentee: 508-643-2184

additional openings are available during this fall election allowing for co-office titles for President, Vice-President and tri-office titles for Secretary, Treasurer, Fundraising, and Enrichment. The fall election grants positions for a school year or until the election process concludes for the following school year.

ARTICLE VI Duties of Officers

Section 1: The President shall:

- A. Regularly attend all meetings of the organization and of the Executive Board.
- B. Prepare and review agenda items in advance of the meeting.
- C. Approve all committee proposals and oversee the work of the officers and committees in order that the purpose of the organization may be promoted.
- D. Be an ex-officio member of all committees.
- E. Have authority to make payments on behalf of the Amvet PTO and perform all other duties usually pertaining to the office, including being the facilitator of voting at all meetings.
- F. Keep the principal updated and informed of all the organization's business.
- G. Participate and help to answer questions in Kindergarten and New Student Orientations prior to the start of the school year.

Section 2: The Vice-President shall:

- A. Regularly attend general meetings of the organization and Executive Board.
- B. Assist the President in any and all duties pertaining to the Executive Board.
- C. Keep a current list of all Committees, Chairpersons, and Committee descriptions
- D. Coordinate and oversee the work of all committees in order that the purpose of the organization may be promoted.
- E. If the Chairperson of any standing committee vacates his/her position, or reappointment becomes necessary, the Vice-President shall appoint a new chairperson with the approval of the Executive Board.

Section 3: The Secretary shall:

- A. Regularly attend meetings of the organization and Executive Board.
- B. Take attendance and record minutes at each Executive Board and General meetings.
- C. Keep up-to-date copies of the bylaws of the organization.
- D. Keep a current list of the Executive Board.
- E. Keep original copies of all documents.
- F. Maintain a record book containing minutes of PTO meetings and archive meeting minutes in the Amvet PTO's Dropbox (www.dropbox.com).
- G. Prepare any documents for PTO or other such duties as requested by the President or Executive Board.
- H. Compile and send a weekly newsletter to the school's Administrative Assistant and Principal to be distributed to the membership.
- I. Coordinate communication via social media forums including correspondence via amvetpto@gmail.com.

Section 4: The Treasurer shall:

- A. Regularly attend general meetings of the organization and Executive Board.
- B. Receive all money of the organization.
- C. Keep an accurate record of the receipts and expenditures.
- D. Pay out funds only as authorized by the organization and Executive Board.

**AMVET BOULEVARD TEACHER ORGANIZATION
AMVET BOULEVARD ELEMENTARY SCHOOL**

70 Amvet Boulevard * North Attleboro, MA 02760

Phone: 508-643-2155 * Fax: 508-643-2184 * Absentee: 508-643-2184

- E. Present a financial statement at every meeting of the organization and other times when requested by the Executive Board, and shall make a full report at the annual meeting.
- F. Turn over a copy of the financial records and assist with tax preparations by a Tax Preparer, when appropriate, to be selected by the Executive Board.
- G. Oversee the filing of the tax return and other yearly forms. The fiscal year of the Amvet PTO begins on September 1st and ends on August 31st.
- H. Any payment/expenditure will require the approval of the Treasurer and at least one additional member of the Executive Board.

Section 5: The Fundraising Coordinator shall:

- A. Regularly attend meetings of the organization and Executive Board.
- B. Research and propose fundraising options to the Executive Board and general membership.
- C. Oversee and coordinate fundraisers.
- D. Assist separate chairpersons with ongoing fundraisers.
- E. Enroll in or renew yearly reward programs, such as Box Tops, Stop and Shop, etc.

Section 6: The Enrichment Coordinator shall:

- A. Regularly attend meetings of the organization and Executive Board.
- B. Plan curriculum-based Enrichment Programs for each grade.
- C. Present Enrichment plan for Principal and teachers' approval.
- D. Schedule Enrichment programs and coordinate contracts and payment with providers.
- E. Meet providers during scheduled performances to provide necessary equipment/assistance for program.
- F. Report budget updates, needs and requirements and a comprehensive list of programs for the school year to Executive Board and general PTO members.
- G. Conduct a performance appraisal with teachers following each program.
- H. Create and conduct an annual survey per grade level for each teacher to rank all programs in relation to each other and provide feedback on completed programs and share ideas on additional programs. Compile survey results and post them in Amvet PTO's Dropbox (www.dropbox.com).
- I. Work alongside the PTO's Grant Writing Coordinator to seek grants, such as the Massachusetts Cultural Council Big Yellow School Bus, for additional enrichment funds/gifts.

Section 7: The Principal shall:

- A. Regularly attend meetings of the organization and Executive Board.
- B. Be an ex-officio member at Executive Board and General meetings.

Section 8: All Officers shall:

- C. Perform all duties as described above.
- D. Deliver to their successors, all official material prior to the end of the current school year.
- E. Any Officer intending to resign must submit a letter to the Executive Board as soon as possible, before the next scheduled meeting.

ARTICLE VII Executive Board

AMVET BOULEVARD TEACHER ORGANIZATION
AMVET BOULEVARD ELEMENTARY SCHOOL
70 Amvet Boulevard * North Attleboro, MA 02760
Phone: 508-643-2155 * Fax: 508-643-2184 * Absentee: 508-643-2184

Section 1: The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Fundraising Coordinator, and Enrichment Coordinator, allowing for co-office titles for Secretary, Treasurer, Fundraising and Enrichment. The Principal and/or his/her representative shall be an ex-officio member of the Executive Board.

Section 2: The duties of the Executive Board shall be to transact necessary business during intervals between organization meetings and such other business as may be referred to by the organization; create standing committees; approve plans of work of the standing committees; to present reports at the general meetings of the organization; to appoint other special committees; to prepare and submit to the organization for approval an annual budget; to approve routine bills within the limits of the budget.

Section 3: New officers shall be transitioned during the June Executive Board meeting. Each newly formed Executive Board member shall review the bylaws, which are accessible at www.amvetpto.org, no later than August to ensure conformance with the policies of the organization.

Section 4: The Executive Board shall retain the right to replace any Executive Board member in the event of excessive absenteeism, should such absence impede the operation of the organization.

ARTICLE VIII Meetings

Section 1: General Meetings shall be held monthly during the school year as determined by the Executive Board. These meetings are open to all Amvet PTO members and school staff. Seven calendar days notice shall be given in the event of a change of date. If school is cancelled on the day of the scheduled meeting, the meeting will also be cancelled.

Section 2: Special meetings of the organization may be called by the President, or a majority vote of the Executive Board.

Section 3: At each March meeting, one Executive Board officer per position will share the responsibilities of said position. The nomination process begins at the close of the March meeting. Nominations are sent to amvetpto@gmail.com. The secretary will seek confirmation of open nominations for consideration at the May meeting. Additional nominations may be made from the floor, provided that the consent of each nominee has been secured in writing. The Officers for the coming year shall be nominated, voted upon, and approved at the May meeting.

Section 4: Any Amvet PTO member who would like to present an issue/proposal for the school or student body that shall incur costs over \$50.00 must complete and present a "Request for Funds" form that is accessible at www.amvetpto.org to the President and/or Vice President prior to the next scheduled monthly general meeting for review and so it can be added to the general meeting's agenda for discussion. This form does not need to be completed if the fund request falls within a committee's budget for the year and has the approval of the committee's chairperson(s).

ARTICLE IX Voting

Section 1: Quorum is defined as following in any general meeting of the Organization: Meetings must include a group consisting of four (4) Executive Board members which includes the President and/or Vice President and at least two other people, which may consist of any two (2) other individuals. A simple majority vote of the quorum present shall constitute a decision. Quorum is defined as follows in any Executive Board meeting of this Organization: Meetings must include more than half of the Executive Board members, which include the President and/or Vice President, holding office during that particular school year. A majority vote by the Executive Board at an Executive Meeting will constitute a decision.

Section 2: All actions taken at a regular or emergency meeting shall be by a majority vote for the active members present once quorum has been met, with the exception of the President. The President shall abstain from voting unless there is a

AMVET BOULEVARD TEACHER ORGANIZATION
AMVET BOULEVARD ELEMENTARY SCHOOL
70 Amvet Boulevard * North Attleboro, MA 02760
Phone: 508-643-2155 * Fax: 508-643-2184 * Absentee: 508-643-2184

tie. Any ties shall be decided by vote of the President. In the absence of the President, it would become the Vice-President's duty.

Section 3: In the event that an emergency meeting is needed and cannot be held, an emergency telephone or e-mail poll can be conducted. Action may be taken only if a majority of the Executive Board members vote in the affirmative. The members who voted in the poll shall present the vote in writing for the record at the next regular meeting.

ARTICLE X Finances & Expenditures

Section 1: The Treasurer shall present a proposed tentative budget no later than June's general meeting. This budget shall be presented at the first general meeting of the school year and approved by a majority vote of PTO members no later than October's general meeting for that fiscal year.

Section 2: If surplus funds are available after review of the budget by January's general meeting, at least 25% of the identified surplus shall be spent after a detailed plan is presented to the Executive Board, reviewed by the Principal and approved by a majority vote of PTO members no later than February's general meeting.

Section 3: If the organization is in debt and owes monies to other organizations/vendors, the Executive Board shall seek cost cutting measures and plan for emergency fundraiser(s).

Section 4: The President or Vice President will receive a sealed bank statement for the organization each month to open, review, sign, date and provide it to the Treasurer within a week of receiving the bank statement.

Section 5: A Sunshine Fund, to assist members in the Amvet community who are in need and/or have suffered a loss, shall be coordinated by the Executive Board once it receives a proposal or motion at an Executive Board and/or a general meeting. The need for these funds may be deemed an emergency situation and all votes will be recorded at the next general meeting. Each request for funds cannot exceed \$75.00 per situation. Other funds may be collected by private donations.

Section 6: To allow for ordinary operational expenses for the next fiscal year, a balance of no less than \$10,000.00 and no more than \$15,000.00 shall be left or carried over from the prior fiscal year.

ARTICLE XI Committees

Section 1: The President or Vice-President shall appoint Committee Chairpersons, and may solicit input from the Executive Board. Standing Committee sign-up sheets may be circulated at the May or June general meetings for the next school year.

Section 2: Chairs of all standing committees shall:

- A. Report to the Vice President.
- B. Encourage involvement by reaching out to PTO members who have signed up to be part of said committee per the Event/Committee Checklist from the annual PTO Welcome Packet.
- C. Communicate to PTO members via weekly PTO newsletters, approved flyers, the Amvet PTO site (www.amvetpto.org), social media and at general meetings,
- D. Record all expenditures and document them in the committee's binder.
- E. Submit reimbursement requests to the Treasurer and ensure committee members share their reimbursement requests with the chairperson to keep an active record of the committee's budget.

AMVET BOULEVARD TEACHER ORGANIZATION
AMVET BOULEVARD ELEMENTARY SCHOOL
70 Amvet Boulevard * North Attleboro, MA 02760
Phone: 508-643-2155 * Fax: 508-643-2184 * Absentee: 508-643-2184

F. Complete a "Request for Funds" document to submit to the President prior to an Executive Board and/or General meeting if a request for additional funds is needed.

Section 3: The current chairs may continue in that position for no more than 2 years. This may be waived if there is no other person interested in filling the position.

Section 4: Standing committee chairpersons shall regularly attend general meetings and present status reports when deemed necessary by the organization. Their appointments shall be for that current school year or until the Executive Board dissolves the committee.

Section 5: The President or Vice-President of the Executive Board may appoint special committees and shall appoint each chairperson of said committees. These committees may be dissolved by the Executive Board at any time.

Section 6: Any proposed new committee (an additional committee separate from the current standing committees) will present a plan of action to the Executive Board prior to a general meeting for discussion. The committee shall not commence work or submit for monies until a vote for any funds for said committee is approved by a vote of the majority of PTO members at a general meeting.

ARTICLE XII Parliamentary Authority

Section 1: The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases in which they are applicable and which they are not in conflict with these bylaws.

ARTICLE XIII Amendments

Section 1: These bylaws may be amended at the general meeting of the organization by two-thirds vote of the members present and voting, provided written notice of the proposed amendment shall be given to members prior to the meeting.

Section 2: A committee may be appointed to submit a revised set of articles as a substitute for these articles by a two-thirds vote of the organization.

DOCUMENT MODIFICATION HISTORY

2012 – First Draft by Jennifer McMorran, President and approved at a general meeting.

2015 – Amended by Stacey Nassaney, President, by adding Section 7 under Article V to allow for fall elections if school enrollment comprises of greater than or equal to 40% of new students to the Amvet Boulevard Elementary School in comparison to the prior school year. General meeting approved 10/14/2015.

2017 – Amended by Stacey Nassaney, President, by expanding upon Section 4 under Article IV, adding G under Section 1 of Article VI, adding I and adding a Dropbox reference to F under Section 3 in Article VI, adding G to Section 4 of Article VI, adding E to Section 5 of Article VI, adding G, H and I under Section 6 of Article VI, adding Section 7 to Article VI, expanding Section 3 and adding Section 4 to Article VIII, rephrasing the quorum definition of Section 1 of Article IX, creating Sections 1 through 6 to a renamed Article X for Finances & Expenditures, adding A through F under Section 2 and adding Section 6 to Article XI for Committees, Article XI became Article XII for Parliamentary Authority, Article XII became Article XIII for Amendments, and other minor revisions. General meeting approved 5/10/2017.

**AMVET BOULEVARD TEACHER ORGANIZATION
AMVET BOULEVARD ELEMENTARY SCHOOL**
70 Amvet Boulevard * North Attleboro, MA 02760
Phone: 508-643-2155 * Fax: 508-643-2184 * Absentee: 508-643-2184

OFFICER SIGNATURE PAGE

| | |
|--|-------------------------|
| _____ Stacey Nassaney / May 2017 | PRESIDENT |
| _____ Betsy Barrett / May 2017 | VICE-PRESIDENT |
| _____ Kelly Whitney / May 2017 | TREASURER |
| _____ Joy Tetreault / May 2017 | TREASURER |
| _____ Katie Bloom / May 2017 | SECRETARY |
| _____ Ursula Gaynor / May 2017 | SECRETARY |
| _____ Kristy Bonneau / May 2017 | FUNDRAISING COORDINATOR |
| _____ Pam Robichaud / May 2017 | FUNDRAISING COORDINATOR |
| _____ Michelle Levin / May 2017 | ENRICHMENT COORDINATOR |
| _____ Josephine Voisinet / May 2017 | ENRICHMENT COORDINATOR |
| _____ Amy Ronci / May 2017 | ENRICHMENT COORDINATOR |