

Sullivan Middle School PTO

Bylaws

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Article I Name

The Name of this organization is the **Sullivan Middle School PTO (Sullivan PTO)**, 150 Draper St, Lowell MA, 01852.

Article II Articles of Organization

The Articles of organization of a constituent organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association)

Article III: Purpose

Section 1: The Objectives of the Sullivan PTO are:

- a. To promote the welfare of children through education in school, in the home, and in the community by providing opportunities to learn and develop as they grow;
- b. To bring parents and educators closer together so that they may cooperate intelligently in the education of children.
- c. To develop between educators and the general public such united efforts as will secure for all children the highest advantages in physical, mental, social, and spiritual education.

Section 2: It is the Purpose of the Sullivan PTO to work with the school and the educational system to help provide a quality education to all children. Members of the PTO seek to participate in the decision-making process for establishing school policy and educational goals. The PTO provides support for these objectives through volunteer work at the school, and through financial and material contributions provided through PTO fund-raising efforts.

Section 3: The organization is organized exclusively for the charitable, scientific, literary or educational purposes of the children and community of the James Sullivan School. The organization functions as a non-profit entity within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code.

Article IV: Basic Policies

- a. The organization shall be non-commercial, non-sectarian, and non-partisan.
- b. The name of the organization shall not be used to endorse or promote a commercial concern or in any connection with any partisan interest or for any purpose not appropriately related to promotion of the Objectives of the organization
- c. The organization shall not directly, or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of it's activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the school to provide quality education for all children and youth, 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 boards of education.
- e. The organization shall not enter into membership with other organizations. The PTO may cooperate with organizations and agencies concerned with child welfare, but PTO representatives shall make no commitments that bind the group he represents.
- f. No part of the net earnings of the organization shall injure to the benefit of, or be distributable to its members, directors, 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 in furtherance of the purposes set forth in Article III thereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code.
- h. Upon Dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Article V: Relationship with the National PTA and State PTA

The Sullivan PTO has no affiliation with the National or State PTA.

Article VI: Membership and Dues

- a. Membership of the Sullivan PTO shall be made available without regard to race, color, creed, or national origin, under such rules and regulations as may be prescribed in the bylaws of this organization, to any individual who subscribes to the Objects and Basic Policies of this organization.
- b. This Organization shall maintain a list of members and may admit persons to membership at any time.
- c. This organization does not require the payment of dues in any form.

Article VII: Officers and Their Election

Section 1: Eligibility, Posts, Elections, and Term

- a. Each Officer shall be a member of the Sullivan PTO
- b. The officers of this organization shall consist of a president, a vice president, a secretary, and a treasurer.
- c. Officers shall be elected by ballot in June. However, if there is but one nominee for any office, election for that office may be by voice vote.
- d. Officers shall assume their official duties following the close of the June meeting and shall serve for terms of one year, or until their successors are elected.

Section 3: Nominating Committee

- a. A nominating committee composed of (an uneven number, no less than three) members who may be elected, or appointed if no volunteers come forth, by the PTO at a regular meeting at least one month prior to the election of officers may be established as necessary. The committee may elect its own chair.
- b. The nominating committee shall seek nominations of an eligible person for each office to be filled and report its nominees at the regular meeting in May and/or June, at which time additional nominations may be made from the floor.
- c. Only persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 4: Vacancies

A vacancy occurring in any office may be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the vice president shall assume the office of president and all

duties of the president. The vacancy of vice president may then be filled as noted previously.

Article VIII: Duties of Officers

Section 1: The President shall:

- a. Preside at all meetings of the Organization;
- b. Perform such duties as may be prescribed in these bylaws or assigned by the organization;
- c. Be member ex-officio of all committees except the nominating committee;
- d. Coordinate the work of the officers and the committees of the organization in order that the objectives may be promoted;
- e. May form other committees necessary to direct the various activities of the organization and shall appoint committee chairpersons with the approval of the organization.

Section 2: The Vice President Shall:

- a. Act to assist the president;
- b. Assume and perform the duties of the president in the absence or inability of that officer to serve.

Section 3: The Secretary Shall:

- a. Record the minutes of all meetings of the organization;
- b. Have a current copy of the bylaws;
- c. Maintain a membership list with names and addresses of all members;
- d. Perform other delegated duties as assigned;
- e. Present the minutes to the membership at regular meetings.

Section 4: The Treasurer Shall:

- a. Have custody of all the funds of the organization;
- b. Keep full and accurate account of receipts and expenditures;
- c. Make disbursements as authorized by the president, executive board, finance committee, or organization in accordance with the projected budget adopted by the finance committee;

- d. Present a financial statement at every meeting of the organization and at other times when requested by the executive board;
- e. Make a full report at the meeting at which new officers officially assume their duties (usually the Annual Meeting in June);
- f. Ensure the organization is in compliance with Section 501(c)(3) of the Internal Revenue Code including arranging for the preparing and filing Federal Tax Returns and periodic audits of the organizations accounts by a third party approved by the organization;
- g. Sign all checks and obtain a second signature from a member of the executive board. In cases where reimbursements are to be made to the treasurer, two other officers must sign checks.

Section 5: All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

Article IX: Executive Board

Section 1: Members of the Executive Board

The Executive Board shall consist of the officers of the organization

Section 2: The duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- b. To create standing and special committees;
- c. To coordinate the plans and work of the standing and / or special committees.

Section 4: Meetings of the Executive Board

Meetings of the Executive Board may be held during the school year. A Majority of the Executive Board members 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, with proper notice being given.

Article X: Meetings

- a. Regular meetings of the organization shall be held on the second Wednesday of each month during the school year, unless otherwise noted

by the organization or by the executive board. If the designated regular meeting should fall on a school holiday or snow day, the meeting will be held the same day and time the following week.

- b. Special meetings of the organization may be called by the president or by a majority of the executive board, with proper notice being given.
- c. The Annual Meeting shall be held in June.
- d. Ten members shall constitute a quorum for the transaction of business in any regular or special meeting of the organization
- e. The Executive Board shall be responsible for establishing an agenda of business for each monthly meeting.
- f. Robert's Rules of Order shall govern all meetings.

Article XI: Committees

- a. Only members of the organization shall be eligible to serve in any elective or appointed positions.
- b. The executive board may create such standing committees, as it may deem necessary to promote the Objects and carry on the work of the organization. The term of each committee chair shall be one year or until the selection of a successor.
- c. The Chair of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.
- d. The power to form special committees and appoint or elect their members rests with the organization.
- e. The president shall be a member ex-officio of all committees except the nominating committee.

Article XII Fiscal Year

The Fiscal year of the organization shall begin on September 1, and end on the following August 31.

Article XIII Amendments to the Bylaws

- a. These bylaws may be amended at any regular meeting of the association by two-thirds vote of the members present and voting, provided that the notice of the amendment has been given at the previous regular meeting.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the

organization, or by a two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Article XIV Finance Committee

- a. The members of the Finance Committee shall be, at a minimum, the President, the Treasurer, and the Principal.
- b. Funding requests shall be filled out and submitted to the Finance committee for approval. Funding Request forms can be obtained through the officers or at the school office. Funding Requests can also be sent via email to the Finance committee as long as they contain the same relevant information.
- c. The Finance committee shall make a brief report at each monthly PTO meeting with summaries of requests and their status.
- d. The Finance Committee shall have authority to approve funding requests with a majority vote of the committee for amounts up to, but not exceeding \$500 for any one request submitted.
- e. Requests exceeding \$500 may be approved by the finance committee but will require FINAL approval by majority vote at a PTO meeting.
- f. The finance committee shall meet at least once every other month during the school year.

Amended 10/11/06