

# BYLAWS

## OF

### NORTH BEVERLY ELEMENTARY PARENT TEACHER ORGANIZATIO (PTO)

#### ARTICLE I – NAME

The name of this organization shall be North Beverly Elementary School PTO (hereinafter referred to as the “North Beverly PTO”).

#### ARTICLE II – PURPOSE AND PHILOSOPHY

Section 1: The North Beverly PTO is an organization dedicated to the enrichment of the North Beverly Elementary School (“North Beverly School”) for the benefit of all students. The organization is organized exclusively for charitable, educational and scientific purposes under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Section 2: No part of the net earnings or assets 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 these Bylaws and the Articles of Organization.

Section 3: No substantial part of the activities of the organization shall be the carrying o 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 or in opposition to any candidate for public office.

Section 4: Notwithstanding any other provision of these by-laws, the corporation shall not carry on any other activities not permitted to be carried on by a organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 5: Our philosophy is to include as many families as possible in the decision-making process and we encourage open discussion at all PTO meetings. The purpose is to enhance the educational and community experience at the North Beverly School by supplying volunteers where needed and help fund enrichment programs, supplemental equipment and supplies and other activities which will benefit the student body and are not normally provided by the school system.

Section 6: In administering its programs and activities, the corporation shall not discriminate on the basis of race, ethnicity, gender, religion or sexual orientation.

### **ARTICLE III - MEMBERSHIP AND DUES**

Section 1: Membership in the North Beverly PTO is open to any and every parent, guardian, teacher, school administrator or other adult interested in supporting the mission of the organization.

Section 2: There are no dues for membership.

Section 3: A copy of the North Beverly PTO Bylaws shall be posted in a conspicuous place, within the school, as a reference to the general membership. Members shall be presented a copy of the North Beverly PTO Bylaws upon request or when deemed necessary by the Officers.

## **ARTICLE IV – PTO FISCAL YEAR**

The North Beverly PTO year shall begin on July 1<sup>st</sup> and end of June 30<sup>th</sup> of each year.

## **ARTICLE V – POLICIES**

The North Beverly PTO shall seek neither to direct the administrative activities of the school nor to control its policies.

## **ARTICLE VI – OFFICERS**

Section 1: The officers of the PTO shall be President, Vice President, Secretary and Treasurer. There may be co-officers for each position, provided that the candidates run for election as a team. .

Section 2: The North Beverly PTO Officers, once elected, will serve as the Executive Board to the North Beverly School

Section 3: Any member who has a child, or has guardianship of a child, attending the North Beverly School is eligible to run for office.

## **ARTICLE VII – MEETINGS**

Section 1: PTO Meetings – A PTO meeting is one which is held on a regular basis during the school year and is open to all interested parties, by and for which normal business can be conducted. The PTO President shall establish PTO meeting times and dates annually. Days and times of meetings shall be posted in a conspicuous place in the school for all to see, and shall be announced in the school email system “PTO

Manager”.

Section 2: Voting Procedure on General Issues at PTO Meetings – Any vote taken at PTO Meetings shall be by way of a hand vote. Voting can only take place after open discussion regarding the issue up for vote. See Article VIII for Election Procedures.

Section 3: Officers Meetings – An Officers Meeting is one, which is open to all PTO Officers. When necessary, an Officers Meeting shall be held at least 15 minutes before the PTO Meetings each month during the school year. Additional Officers Meetings may be held at any time, as needed.

Section 4: Cancellation of meetings – Meeting cancellation will be automatic if school is closed. The Officers may cancel a meeting if deemed necessary, in which case a notice will be sent and will be posted on North Beverly website.

## **ARTICLE VIII – ELECTION PROCEDURE AND TENURE OF OFFICE**

Section 1: Annual Election of Officers – A nomination form listing all offices is to be sent home each year during the month of April. Interested parents/guardians will be asked to submit their names, or the names of consenting others, and desired office in writing or verbally to a current PTO Officer. The deadline for submitting candidates is the day before the scheduled May PTO meeting. Only those who have consented to serve if elected shall be eligible for nomination. In the event that more than one person is nominated for the same position the interested parties are encouraged to write a summary as to why they should be elected for the office in question. This summary can be no longer than 150 words and shall be made available to the school population before the May PTO meeting. Ballot elections will take place at the May PTO meeting. Absentee ballots will be made available and communication as to how to obtain an absentee ballot will be described in the notification announcing who is running. Two

volunteers will be selected at the May PTO meeting to count the ballots. New Officers will be asked to attend the June PTO meeting, and shall work with the current officers as needed, officially taking office on July 1.

Section 2: Committee Chairperson(s) and Representatives – A list and brief description of each sub-committee shall be sent home with the Officer's Nomination Form during the month of April of each year. Parents will be given the opportunity to sign up for any PTC sub-committee they are interested in. Chairpersons for said sub-committees for the following year will be named at the May meeting. Incoming Chairpersons will work with the current Chairpersons as needed, assuming responsibilities on July 1.

Section 3: Term Limits – The term of an officer, committee chairperson or other elected position shall be two years. Each office may be held for one term (two years). Only in the event that a position cannot be filled with a new candidate, the former officer, committee chairperson or representative will be eligible for an additional term.

## **ARTICLE IX - DUTIES OF OFFICERS**

Section 1: The North Beverly PTO Officers shall consist of the President, Vice-President, Treasurer, and Secretary. All positions can operate with co-officers, provided that the co-officers are elected to office together.

Section 2: President – The President shall preside at all regular and Executive Board meetings of the North Beverly PTO. S/he shall be a member, ex-officio, of all committees. The President's duties include the following: setting the agenda for each meeting of the PTO and the Executive Board; in cooperation with the other Officers, developing goals, a projected budget and a plan of action for the following year; presenting to, and discussing with, the North Beverly PTO these goals and projected budget at the September meeting; facilitating a vote on the proposed goals and budget

at that meeting. The President is encouraged to attend, or delegating another Executive Board member to attend, the monthly School Committee meetings. The President has the authority to approve expenditures up to \$250 without a vote from at the PTO meeting. In addition, the President is responsible for providing to, and discussing with, each new PTO Board Officer a complete copy of the North Beverly PTO by-laws.

The President shall surrender all records relevant to North Beverly PTO business to the incoming President before July 1 of the year s/he steps down from Office.

Section 3: Vice President – The Vice President shall assist the President and shall perform the duties of the President, in her or his absence. In the event of co-vice presidents, the responsibilities shall be divided equally. The Vice President is responsible for coordinating fundraising events. The Vice President shall surrender all records relevant to North Beverly PTO business to the incoming Vice President before July 1 of the year s/he steps down from Office.

Section 4 – Treasurer – The Treasurer shall receive all monies of North Beverly PTO, shall keep an accurate record of receipts and expenditures and shall pay out funds as approved in the budget or as voted on at PTO Meetings. The Treasurer, or other designated Officer shall present a financial report at every meeting of the North Beverly PTO and of the Officers, and at any time requested by the President. The Treasurer's Report shall be reported with the minutes of all PTO meetings. The Treasurer shall provide copies of the reconciled monthly bank statements to the president on a monthly basis. The Treasurer shall prepare a full written report of the current school year and present it to all current and incoming Officers before July 1 of the year s/he steps down from Office. The Treasurer shall surrender all books, checks, receipts, and an information folder to the incoming Treasurer before the July 1 of the year s/he steps down from Office.

Section 5 – Secretary – The Secretary shall keep an accurate record of all meetings of the North Beverly PTO and of the meetings of the Executive Officers. The Secretary will make available these meeting minutes for the next PTO meeting and will maintain the school bulletin board on behalf of the PTO.

The Secretary shall surrender the minutes and all records relevant to North Beverly PTO business to the incoming Secretary before July 1 of the year s/he steps down from Office.