

DIGHTON PTO

Dighton Elementary School (Grades K-4) & Dighton Middle School (Grades 5-8)

BYLAWS

ARTICLE I – NAME, DESCRIPTION & MISSION

Section 1: NAME – The name of the organization is the Dighton Parent Teacher Organization (“PTO”). It is a local PTO unit and an independent organization.

Section 2: DESCRIPTION – The PTO is a nonprofit, volunteer parent/teacher organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: MISSION – The mission of the PTO is to strengthen, enhance and encourage the educational and social environment of both Dighton Elementary School (Grades K-4) and Dighton Middle School (Grades 5-8). The goals of the PTO are to complement the school curriculum with additional opportunities for parents, guardians, teachers and students to learn, socialize, communicate and grow. The PTO provides financial assistance to teachers in their classroom settings, holds fundraisers for supplemental educational materials and experiences, and supports school and family social interaction.

ARTICLE II – MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of Dighton Elementary School (Grades K-4) or Dighton Middle School (Grades 5-8) students, plus all staff at Dighton Elementary School (Grades K-4) and Dighton Middle School (Grades 5-8). All members shall have voting rights. There are no membership dues.

ARTICLE III – OFFICERS AND ELECTIONS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Treasurer, Recording Secretary, and Communications Secretary.

Section 2: TERM OF OFFICE – The term of office for all officers is one (1) year, beginning immediately upon election, and ending upon officer election the following school year. Each elected officer may serve no more than three (3) consecutive terms on the Executive Board.

Section 3: ELIGIBILITY – Any PTO member in good standing may become an officer of the PTO. Members must be nominated by the April meeting to be eligible to run for office.

Section 4: DUTIES –

Executive Board – The duties of the Executive Board shall be to transact business between meetings in preparation for the general PTO meeting, create standing rules and policies, form committees, formulate and submit a budget to the membership, approve routine bills and prepare reports and recommendations to the membership.

President – The president shall preside over all Executive Board meetings and all general PTO meetings, serve as the primary contact for the principals and superintendent, represent the PTO at meetings outside the organization, serve as an ex officio member of all committees, and coordinate the work of all the officers and committees so that the mission of the PTO is served.

Vice President – The Vice President shall assist the President and carry out the President’s duties in his or her absence or inability to serve.

Treasurer – The Treasurer shall receive all funds of the PTO, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. He or she will present a financial statement at every meeting and at other times of the year upon request of the Executive Board, and make a full report at the end of the year.

Recording Secretary – The Recording Secretary shall record and distribute minutes of all General PTO meetings and hold historical records for the PTO.

Communications Secretary – The Communications Secretary shall manage communications and marketing for the PTO including, but not limited to PTO newsletters, website, social media, etc.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the Executive Board.

Section 6: NOMINATIONS AND ELECTIONS – Elections will be held at the May meeting. Nominations shall be presented at the April meeting. If a Nominating Committee has been formed, they shall elect a candidate for each office. If a Nominating Committee has not been formed, nominations shall be made from the floor. Voting shall be by voice vote if the member is running unopposed for an office. If more than one member is running for an office, a ballot vote shall be taken.

Section 7: 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 Board.

Section 8: VACANCY – If there is a vacancy in the office of President, the Vice President will become President. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next general PTO meeting.

ARTICLE IV – MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: SPECIAL MEETINGS – Special PTO meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the Executive Board. Notice of the special meeting shall be communicated to members at least 10 days prior to the meeting by email, website and/or social media.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Ten (10) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V – STANDING AND SPECIAL COMMITTEES

Section 1: STANDING COMMITTEES - The Executive Board may create such standing committees as it deems necessary to promote the objectives and carry on the work of the PTO. The term of each committee shall not exceed one year.

Section 2: SPECIAL COMMITTEES – The power to form special committees and appoint their members rests with PTO and the President with the approval of the Executive Board.

Section 3: DUTIES – The chairman/coordinator of each committee shall present a plan of work to the Executive Board for approval, shall keep the Executive Board informed of its progress, and will submit a final, written report at the conclusion of its activity for the year. No committee work shall be undertaken without the consent of the Executive Board.

Section 4: MEMBERSHIP – Committees may consist of PTO members and Executive Board members with the President acting as an ex officio member of all committees.

ARTICLE V – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO shall coordinate with the school year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of the Dighton PTO. Two authorized signatures shall be required on each check over the amount of \$200.00. Authorized signer of checks and charge/debit cards shall be the President and the Treasurer.

Section 3: APPROVAL – A tentative budget shall be drafted and presented at the first general PTO meeting of the school year for majority approval.

Section 4: 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. The PTO shall arrange an independent review of its financial records each year.

Section 5: LOANS – No loans shall be made by the PTO to its officers or its members.

Section 6: REIMBURSEMENTS – No reimbursements shall be made without valid receipts unless approved by the Executive Board.

Section 6: ENDING BALANCE - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 7: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

ARTICLE VI – BYLAW AMENDMENTS

These bylaws may be altered, amended, or repealed and new bylaws may be adopted by membership at any general PTO meeting or special PTO meeting. Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VII - DISSOLUTION

The organization may be dissolved with previous notice (at least 14 calendar days) to the subsequent meeting. 2/3 approval of all members present is required. In the event of such dissolution of the PTO, remaining funds should be used to pay any outstanding bills. Any funds leftover shall be donated to the Dighton Elementary (Grades K-4) and Dighton Middle (Grades 5-8) Schools.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order, Newly Revised” shall govern meetings when they are not in conflict with the PTO’s bylaws.

These bylaws are adopted September 11th, 2018.