

Guidelines for PTO Sponsored Events and PTO Bylaws Guidelines

The Morris School PTO suggests the following guidelines for all PTO-sponsored events and activities.

1. Adult supervision is required at all PTO-sponsored events and activities. There shall be a minimum of two (2) adult chaperones in attendance at any event/activity. Additional adult chaperones shall be added according to a ratio of one (1) adult for every ten (10) children participating in the event/activity.
2. All participants in a PTO-sponsored event/activity are expected to behave in a safe and reasonable manner that is considerate of others at the event/activity. Repeat offenders may be asked to leave an event by any adult chaperone.
3. Adult chaperones have the authority to correct inappropriate behavior by any of the participants at a PTO-sponsored event/activity.
4. PTO volunteers shall agree to abide by the state and local regulations prohibiting the possession or use of alcohol, tobacco, or illegal drugs on school premises. The Morris School PTO shall extend this prohibition to include all PTO-sponsored events/activities on or off school premises. Exceptions to this policy may be allowed, with permission from the Superintendent and subject to the state and local licensing regulations, for adult-only PTO-sponsored events/activities.
5. PTO volunteers shall not consume nor be under the influence of alcohol or illegal drugs when they have responsibility for students at a PTO-sponsored event/activity.
6. PTO volunteers are expected to maintain the confidentiality of all students with regard to student issues and private medical information.
7. A basic first aid kit shall be present at all PTO-sponsored events/activities. The event chairperson or other adult chaperone shall obtain the first aid kit from the PTO supply cabinet (located behind the Cafeteria stage at Morris School), prior to the start of the event/activity. If any items are used during an event/activity, the event chairperson shall notify the PTO Officers, who will be responsible for replenishing the supplies.

Drafted June 2003, Revised January 2015

BYLAWS OF THE

MORRIS SCHOOL PTO

2002/2003

ARTICLE I

Name

The name of this organization shall be the Morris School Parent-Teacher Organization (MS PTO).

ARTICLE II

Mission Statement

The object of this organization shall be to promote activities and programs that will enhance the educational and social atmosphere within the School community. This Organization shall encourage collaboration between teachers, staff, parents, guardians, and the general community in order to secure for every student enrolled in the School the highest advantages in education. This shall be achieved by active participation by all interested parents, guardians, and educators in the MS PTO membership meetings; MS PTO sponsored events, and school programs.

ARTICLE III

Membership

The Membership of this Organization shall be comprised of all parents and legal guardians of students currently enrolled at the School and all teachers and staff who are currently employed at the School. There shall be NO membership dues or fees collected. Any member is welcome to attend and provide input at the MS PTO membership meetings. Any member shall be entitled to make motions and serve on committees. All members of the MS PTO shall be eligible to vote during meetings of the membership. The Principal of the School shall be a non-voting member who shall be considered an advisor and/or consultant.

ARTICLE IV

Officers

The officers of this Organization shall be the following: president, president-elect, treasurer, recording secretary, and notices secretary. All officer positions are a one-year term, and shall be limited to four consecutive years in any one position, with the exception of the president-elect who shall automatically succeed to the office of president. Officers shall not receive any salary for their services.

Nominations and Elections

Nominations of MS PTO officers shall be made at the membership meeting in the month of April. Elections of MS PTO officers shall be made at the membership meeting in the month of May. Only members who have consented to serve shall be eligible to run in the election. An opportunity shall be given for nominations from the floor. Voting will be done by written ballot, unless only one slate of nominees is offered; then the recording secretary may cast a single vote, as long as no opposition to the slate is shown. MS PTO officers, exclusive of those running for office, will count ballots. If there shall be no MS PTO officers who are not running for office, the ballots shall be counted by two or more individuals designated by the members (excluding the officers) in attendance at the meeting. A simple majority of the votes shall be required for the election of all officers. All MS PTO officers shall assume their official duties on July 1st, unless the nomination and election of MS PTO officers is carried past July 1st. In that event, MS PTO officers shall assume their official duties immediately upon election. In the event that a vacancy shall occur in any office during the year, such vacancy may be filled by majority vote of the remaining officers.

Officers' Duties

- **PRESIDENT:** The president shall chair all meetings of the officers and the membership and shall be responsible for monitoring the activities of the other officers and committees, ensuring that delegated assignments and/or responsibilities are being met. The president shall prepare the agenda for the monthly meetings, compile the Volunteer List and maintain the MS PTO activity and event folders. If a vacancy occurs in the office of the president, the president-elect shall assume the duties of the president. A new president-elect shall then be appointed with the approval of the other MS PTO officers.
- **PRESIDENT-ELECT:** The president-elect shall, in the absence of the president, chair the meetings of the officers and the membership. The president-elect will send monthly emails to MS families updating them on PTO activities, send out an MS PTO survey at the end of the school year to all parents (if deemed necessary by the officers), and chair the Audit Committee, as described in Article VIII.
- **TREASURER:** The Treasurer will be responsible for the accurate keeping of all financial records for this Organization. This shall include the preparation of a monthly treasurer's report, copies of which shall be available to MS PTO members, and the maintaining of a checking account in the name of the MS PTO for the prompt payment of MS PTO expenses. The Treasurer shall also be responsible for distribution of cash boxes and change for cash boxes at all MS PTO events that require a cash box and shall be responsible for depositing the money from these MS PTO events.
- **RECORDING SECRETARY:** The recording secretary shall be responsible for the accurate recording of all minutes of meetings of the officers and the membership and shall make the minutes available for distribution and review prior to the next scheduled meeting of the officers or the membership, as the case may be. If minutes are not distributed, they shall be read at the next meeting of the officers or the membership, as the case may be. The recording secretary will take care of all correspondence necessary for the conducting of business for the organization.

· NOTICES SECRETARY: The notices secretary shall be responsible for preparing and distributing the MS PTO meeting announcement with topics of discussion included. The notices secretary shall also be responsible for reproducing and distributing all MS PTO activity and event notices, and will ensure that the MS PTO bulletin board is kept up-to-date.

ARTICLE V

Meetings

MEMBERSHIP MEETINGS: Meetings of the membership shall be determined by the Board at the beginning of the school year and will typically be held on a Tuesday at 7:00 p.m. each month from September to June. Should a meeting date(s) occur when school is not in session or in the event of a school calendar conflict or religious holiday, the MS PTO officers will decide upon the alternate date(s). The MS PTO officers will determine the meeting schedule at the beginning of the school year with the approval of the Principal. July and August meetings will be conducted only if necessary. Meetings shall be held in the School Library unless otherwise notified. Eight members shall constitute a quorum for the transaction of business in any meeting of this Organization. All MS PTO members shall conduct themselves appropriately during all MS PTO meetings and events. New ideas and open discussion is encouraged. Respect and courtesy toward each other is expected. An agenda shall be available at every meeting. The president and president-elect shall be entitled to terminate any discussion at a membership meeting that shall not be pertinent to the agenda item being reviewed or discussed.

ANNUAL MEETING: The Annual MS PTO Meeting of the membership shall take place in the month of May. The following will occur: election of officers, end of year treasurer's report, and all other business as deemed necessary.

SPECIAL MEETING: In the event that a special meeting of the membership is required the membership will be notified in writing or by email with a minimum of twenty-four hours notice.

CHANGE OF A MEETING: In the event of a change of a meeting of the membership, all attempts will be made for the membership to be notified in writing with a minimum of twenty-four hours notice.

VOTING: Except as otherwise specified in these Bylaws, a simple majority vote of the MS PTO members present at any meeting shall be required for all action to be taken by this Organization. In order to approve an activity or appropriate funds outside the boundaries of the said object of the MS PTO a two-thirds majority vote will be required of the membership.

ARTICLE VI

Financial Protocols and Procedures

At the September meeting of the MS PTO, the Treasurer shall present to the membership a budget for the year, forecasting all revenue and expense line items. The membership will then vote to approve or amend said budget. If adjustments need to be made to the budget during the school year, all such changes shall require the approval of the majority of the membership present at a membership meeting.

A request for funds must be made in person at a meeting of the membership prior to the need for the funds to ensure that approval is obtained prior to spending the funds. At the end of each school year, a minimum of \$2,000.00 shall remain in the MS PTO account for fall start-up expenses. Following the annual election, the MS PTO President and Treasurer shall sign a new signature card for the MS PTO bank account.

The signatures of both the MS PTO President and Treasurer shall be required on each check drawn on the account that shall be for more than \$1,000.00. All MS PTO expenses shall be paid or reimbursed by MS PTO bank account checks only. All MS PTO fund raising monies shall be counted by at least two volunteers, one of whom does not have access to MS PTO bank accounts, and all funds shall be deposited in the MS PTO bank account the same day (using the night deposit if necessary). The two volunteers will fill out a money reconciliation form detailing the amount of money to be deposited. The treasurer will keep that form as a part of the financial records. Only MS PTO funds shall be deposited in the MS PTO bank account. There shall be no co-mingling of School funds in the MS PTO bank account.

The fiscal year of the MS PTO shall begin July 1 and end June 30. Each month, 15 minutes adjacent to the scheduled MS PTO membership meeting, the Audit Committee shall meet and review account transactions for the prior month as compared to the MS PTO bank statement from Berkshire Bank. Any discrepancies between the MS PTO ledger and bank records will be reviewed and corrected prior to the chair of the Audit Committee signing off on the accuracy of the records. The chair of the Audit committee shall then sign and date the bank statement, indicating the review has been completed and that all records are accurate. The MS PTO bank accounts and financial records shall be audited by all of the officers by not later than July 1 each year so that the fiscal year audit shall be completed prior to the assumption by the new officers of their official duties. The outgoing officers shall, on or before July 1, provide the new officers with an accounting of all MS PTO accounts.

ARTICLE VII

The Executive Board

BOARD COMPOSITION: The Board of this Organization shall be comprised of the following: president, president-elect, treasurer, recording secretary, and notices secretary.

BOARD DUTIES & POWERS: The Board of this Organization shall meet at such times as they shall deem necessary. At such meetings, no formal action may be taken on any issues needing ratification by the majority of the membership, including, but not restricted to, appropriation and/or disbursement of funds greater than \$50.00. A majority of the officers must agree to the appropriation and/or disbursement of any funds of \$50.00 or less.

ARTICLE VIII

Committees

AUDIT COMMITTEE: The Audit Committee will be comprised of the MS PTO President-elect and two MS PTO members. The MS PTO Treasurer shall also sit on the Audit Committee as ex-officio but shall not

have voting rights. The two MS PTO members conducting the monthly Audit with the President-elect may be members of the PTO Board (but may not be signatories on the MS PTO bank account) and may rotate at each meeting. The Audit Committee will meet monthly adjacent to each MS PTO meeting. If the Audit Committee is unable to meet at that time, they will meet within 5 days of the PTO meeting to conduct the audit. Each monthly audit should compare bank statements to checks written and deposits made listed in the Treasurer's ledger. Bank statements should then be signed by the President-elect and the Treasurer. Annually, MS PTO bank accounts and financial records shall be audited by the MS PTO Board by no later than August 1 each year so that the audit shall be completed prior to the assumption by the new officers of their official duties.

OTHER COMMITTEES: Other Committees shall be formed as necessary, their membership comprised on an as needed basis.

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that may be adopted.

ARTICLE X

Amendment of Bylaws

Copies of these Bylaws shall be available to members at all meetings of the membership. Each officer shall keep a copy of these Bylaws and the recording secretary shall maintain the original.

At least once each year, these Bylaws shall be reviewed and amended as necessary. Any amendment to the By-laws may be made by any member of the MS PTO prior to March 1 of any calendar year. Bylaws and proposed amendments shall be reviewed and amended prior to the April membership meeting. Proposed amendments shall be presented to the membership at the April membership meeting for review and comment. These Bylaws may be amended at any meeting of the membership by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment(s) shall have been given at the prior month's membership meeting immediately preceding the membership meeting at which the vote shall be taken.

ARTICLE XI

Fundraising

All fundraisers must be pre-approved by the MS PTO membership. All funds raised will go toward furthering the PTO's mission of providing activities and programs that will enhance the educational and social atmosphere of the MS community.

ARTICLE XII

Dissolution and Distribution of Assets

Upon the dissolution of the MS PTO, the executive committee shall, after paying or making provision of the payment of all of the liabilities of the MS PTO, dispose of all of the assets of the MS PTO by distributing such assets to an organization organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law). Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction who shall distribute such assets to an organization or organizations that is exempt from federal income taxation under section 501 (c) (3).

ARTICLE XIII

Discipline of Members and Officers

The Executive Board and the Principal at the Executive Board meeting will decide any act requiring disciplinary action. A written letter signed by the Principal and the MS PTO president and president-elect will be sent by certified mail to the disciplined party.