

# ROSS PTO BYLAWS

The Ross PTO By-Laws are hereby amended and restated in their entirety as follows:

The Ross PTO is a non-profit organization of parents and teachers working together to enhance educational opportunities for children K-5th grade at the Donald E. Ross Elementary School (hereinafter referred to as "Ross School").

## ARTICLE I - NAME

The name of the organization shall be the Ross Parent-Teacher Organization, hereto referred to as the Ross PTO.

## ARTICLE II - PURPOSE

The Ross PTO is organized exclusively for educational purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code.

## ARTICLE III - GOALS

- A. To bring about a closer relationship between the home and the school; that the parents and teachers may cooperate intelligently in the education of students K - 5th grade.
- B. To facilitate communication between the schools and the home.
- C. To promote the school's educational programs and educational atmosphere by means of manpower and financial supplement.
- D. To provide an atmosphere for parental support, e.g., parents sharing ideas, experiences, problems, and solutions.
- E. To seek to communicate to the Superintendent and/or School Committee the needs of Ross School to aid them in the process of establishing school policy.

## ARTICLE IV - BASIC POLICIES

- A. This body of work shall constitute the regulating policies, organization, working bylaws, and rules of the Ross PTO. A copy of said bylaws shall be made available upon request.

B. The objectives of the Ross PTO shall be governed by each individual committee and shall be overseen by the Executive Committee.

C. The Ross PTO shall be non-commercial, non-sectarian, and non-partisan. This organization shall not endorse a commercial enterprise or candidate.

D. The Ross PTO shall work with the school to provide quality education for all children and youth.

E. Upon the dissolution of the Ross PTO, the organization shall, after paying or making provisions for the payment of all the liabilities of the organization, dispose of all the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization(s) set up and organized and operated exclusively for educational purposes as shall, at the time, qualify as an exempt organization(s) under section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for the purposes or to such organization(s), as said Courts shall determine, which are organized and operated exclusively for such purposes.

#### ARTICLE V - MEMBERSHIP

A. Any parent/guardian interested in the Ross PTO who is willing to uphold its guidelines and has one or more children presently attending Ross School may become an active, voting member.

B. Any teacher presently employed by the Braintree Public Schools working at Ross School who is willing to uphold the Ross School guidelines may become an active, voting member.

C. The Principal shall be asked to serve in an advisory capacity to the organization. These shall be non-voting positions. If a Principal has a child in Ross School, their status as a parent supersedes their status as a Principal.

#### ARTICLE VI - PTO COMMITTEES

A. Composition - The Ross PTO shall be comprised of any number of committees as needed. Currently, there are seven: Executive,

Holiday Fair, Cultural Arts, Hospitality, Grade 5 Activities, Box Tops and Fundraising.

B. Meetings - There will be two scheduled formal meetings per year of all Committee Chairpersons.

#### ARTICLE VII - EXECUTIVE COMMITTEE

A. The Executive Committee shall consist of Three (3) Co-Presidents, Two (2) Co-Secretaries, Two (2) Co-Treasurers, the Principal and Teacher Representative with the following terms of office:

1. Co-Presidents – Three (3) years, with the third year acting in an advisory capacity.
2. Co-Secretaries – Two (2) years.
3. Co-Treasurers – Two (2) years.

\* Each position can be shared by no more than two (2) people.

B. The Executive Committee shall facilitate communication between committees.

C. The Executive Committee shall keep accurate records of all PTO members on file.

D. The Executive Committee shall keep a copy of the Ross PTO Bylaws and provide it to any interested party upon request.

E. The Executive Committee shall be the liaison through which all committees get any approval for any fundraisers, etc., or any activity that would require such approval.

F. The Executive Committee shall produce a PTO informational sheet to be handed out at Open House every fall, or upon request.

G. The Executive Committee shall oversee all activities of the Ross PTO at all times.

H. A Secretary shall take the minutes of all formal meetings.

#### ARTICLE VIII – HOLIDAY FAIR COMMITTEE

A. The Holiday Fair Committee is formed for the purpose of coordinating and organizing a yearly Holiday Fair in December.

B. The Holiday Fair Committee shall turn over whatever proceeds they receive from this fundraiser to the Treasurer(s) who will deposit the money into a PTO account at the bank.

C. The Holiday Fair Committee shall communicate information of any activities to all other PTO committees.

D. Any formal meetings shall have a volunteer take minutes and those shall be kept on file. In lieu of a formal meeting, a report shall be presented at the next PTO meeting. A report of any activity shall be sent to all committees.

#### ARTICLE IX – CULTURAL ARTS COMMITTEE

A. The Cultural Arts Committee was formed for the purpose of providing additional cultural exposure to the children of the Ross School.

B. The Cultural Arts Chairperson will represent the Ross School at the town-wide Cultural Arts Committee.

C. The Cultural Arts Committee will be responsible for scheduling cultural arts programs for the school year.

D. The Cultural Arts Committee will submit recommendations of programs to the Executive Committee whereupon such recommendations shall be discussed with the Executive Committee for approval.

E. The Cultural Arts Committee shall communicate information of any activities to all other PTO committees.

F. Any formal meetings shall have a volunteer take minutes and those shall be kept on file. In lieu of a formal meeting, a report shall be presented at the next PTO meeting. A report of any activity shall be sent to all committees.

#### ARTICLE X – HOSPITALITY COMMITTEE

A. The Hospitality Committee was formed for the purpose of welcoming new families to the Ross School, coordinating bake sales and coordinating the Staff Appreciation Week in May.

B. The Hospitality Committee shall turn over whatever proceeds they receive from their fundraisers to the Treasurer(s) who will deposit the money into a PTO account at the bank.

C. The Hospitality Committee shall communicate information of any activities to all other PTO committees.

D. Any formal meetings shall have a volunteer take minutes and those shall be kept on file. In lieu of a formal meeting, a report shall be presented at the next PTO meeting. A report of any activity shall be sent to all committees.

#### ARTICLE XI – GRADE 5 ACTIVITIES COMMITTEE

A. The Grade 5 Activities Committee was formed for the purpose of raising funds for the Grade 5 End-of-Year Activities.

B. The Grade 5 Activities Committee shall turn over whatever proceeds they receive from their fundraising activities to the Treasurer(s) who will deposit the money into a PTO account at the bank. The Treasurer(s) will keep a separate accounting of these monies.

C. The Grade 5 Activities Committee shall communicate information of any activities to all other PTO committees.

D. Any formal meetings shall have a volunteer take minutes and those shall be kept on file. In lieu of a formal meeting, a report shall be presented at the next PTO meeting. A report of any activity shall be sent to all committees.

#### ARTICLE XII – BOX TOPS COMMITTEE

A. The Box Tops Committee was formed for the purpose of raising money for the Ross School via Box Tops for Education Program.

B. The Box Tops Committee shall turn over whatever proceeds they receive from this fundraiser to the Treasurer(s) who will deposit the money into a PTO account at the bank.

C. The Box Tops Committee shall communicate information of any activities to all other PTO committees.

D. Any formal meetings shall have a volunteer take minutes and those shall be kept on file. In lieu of a formal meeting, a report shall be presented at the next PTO meeting. A report of any activity shall be sent to all committees.

### ARTICLE XIII - FUNDRAISING COMMITTEE

A. The Fundraising Committee shall consider and recommend which fundraising opportunities they deem appropriate per year.

B. The Fundraising Committee will submit their recommendation to the Executive Committee whereupon such recommendation shall be discussed with the Executive Committee for approval.

C. The Fundraising Committee shall turn over whatever proceeds they receive from their fundraisers to the Treasurer(s) who will deposit the money into a PTO account at the bank.

D. The Fundraising Committee shall communicate information of any activities to all other PTO committees.

E. Any formal meetings shall have a volunteer take minutes and those shall be kept on file. In lieu of a formal meeting, a report shall be presented at the next PTO meeting. A report of any activity shall be sent to all committees.

### ARTICLE XIV- VOTING ELIGIBILITY

A. Only those parents/guardians who have a child presently attending the Ross School and are dues-paying members shall be eligible to vote.

B. Only those teachers presently employed by the Braintree Public Schools and working at the Ross shall be eligible to vote.

C. Voting shall be done in the individual committees on any activities proposed.

D. Bylaws and any issue an individual committee wants to have voted on by the entire Ross PTO membership, shall be voted on by every dues-paying member.

E. Notification of the intent to vote on an issue shall be announced prior to any meeting.

F. Any vote will pass in either a committee or the entire PTO with a majority vote of voting members present.

#### ARTICLE XV - MEETINGS

A. There shall be regularly scheduled meetings every year. The purpose of these is to maintain member contact, and determine initiatives from one school year to the next.

B. Any committee may request from the Executive Committee that a special PTO meeting be called. The Executive Committee will then announce the time and place of such meeting to the entire PTO membership.

#### ARTICLE XVI- FINANCE AND BUDGET

A. A tentative budget shall be drafted in the fall for each school year and approved by the PTO by a majority vote of dues-paying members present.

B. Items and services, where the value is under \$100, may be purchased by the Committees. A Reimbursement Form should be filled out and submitted to the Treasurer(s) for reimbursement.

C. Items, where the value exceeds \$100, may be purchased with the approval of the Executive Committee by filling out a Cash Requisition Form and having it signed by two (2) members of the Executive Committee

D. The Treasurer(s) will keep accurate records of any disbursements and bank account information.

E. A contingency reserve can be continually maintained in a savings or CD-type account. The purpose of these monies is to ensure the basic functions of the Ross PTO for one year.

#### ARTICLE XVII - AMENDMENTS

Section 1. - Bylaws - These Bylaws may be amended by any of the following methods:

A. At a general meeting by a two-thirds vote of the eligible voting members, provided the proposed amendments shall have been communicated to the members prior to the meeting date or have been read at a previous general meeting.

B. By unanimous vote of the eligible voting members, if not distributed previously as required in Paragraph A of this section.

Section 2. - Corrections - Automatic, grammatical, punctuation, and correlation corrections in these Bylaws, which in no way alter the intent of the respective Bylaws, shall be effected by the Executive Committee, subjective to approval by the entire PTO membership.

Section 3. - Enactment - These Bylaws and/or amendment thereto shall become effective upon adoption, unless otherwise specified.

#### ARTICLE XVIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this 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 the organization may adopt.