

Wampatuck Parent Teacher Organization, Inc.  
266 Tilden Road  
Scituate, MA 02066  
EIN 20-1869446

Attachment B (Part II Line 5)

**Bylaws** *Of the*  
Wampatuck Elementary School Parent Teacher Organization, Inc.  
As adopted June 16, 2011

**Article I. Name.** The name of the organization shall be the Wampatuck Parent Teacher Organization, Inc.

**Article II. Purpose.** The corporation is organized for the purpose of supporting the education and well being of the children at the Wampatuck Elementary School by fostering relationships among the school, parents, and teachers.

**Article III. Members.** Any parents, guardian, or other adult standing *in loco parentis* for a student at the school may be a member and shall have voting rights. The principal, school administrators, any teacher employed at the school and school support staff may be a member and have voting rights.

**Article IV. Officers and Elections.**

*Section 1.* Officers. The officers shall be a president, vice president, treasurer, secretary and Visibility Campaign Coordinator. Two persons may be nominated and elected to fill any single position. In this instance, both persons shall be given all the rights and responsibilities of the office as enumerated herein.

a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at the meetings outside the organization, serve as ex-officio member of all committees, and coordinate the work of all the officers and committees in order that the purpose of the organization be served.

b. 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.

c. Treasurer. The treasurer shall all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board and make a full report at the end of the year.

d. Secretary. The secretary shall keep all the records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of the meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, and any other supplies and brings them to the meetings.

e. Visibility Campaign Coordinator. The Visibility Campaign Coordinator shall be responsible for the collection and preservation of visibility-related records and photographs of the PTO and of various school events throughout the year. He or she

shall work with local media and school communications to publicize and promote Wampatuck Elementary and the Wampatuck Elementary PTO sponsored events through

press releases and photographs.

*Section 2. Nominations and Elections.* Elections shall be held at the second to last meeting of the school year or other date as determined by the executive board. Nominations may be accepted by the floor. Voting shall be by voice vote unless there is more person running then the vote shall be by ballot.

*Section 3. Eligibility.* Any member member of the PTO shall be eligible.

*Section 4. Terms. of Office.* Officers are elected for a one year term beginning June 15 and ending June 14 the following year. Each person elected shall hold one office at a time.

*Section 5. Vacancies.* If there is a vacancy in the office of the president, the vice president shall become president. At the next regularly scheduled meeting or a date as soon as possible, an election for the vice president shall take place. If there is a vacancy in any other position member will the vacancy through an election at the next meeting or as soon as possible. The vacant positions may also be filled by the executive board for the unexpired portion of the term.

*Section 6. Removal from Office.* Officers may be removed from office with or without cause by a 2/3 vote of those present (assuming a quorum) at a regular meeting where previous notice has been given..

#### **Article V – Meetings.**

*Section 1. Regular Meetings.* There will be minimum of 4 regular meetings of the organization a year at times and dates to be established by the executive board with input from the membership. Members shall be notified of the meetings by flyer and/or e-mail at least one week prior to the meeting.

*Section 2. Special Meetings.* Special meetings may be called by the president, any two members of the executive board, or 5 members submitting a written request to the secretary. Previous notice of the special meeting shall be sent at least 10 days prior to the meeting, by flyer and/or e-mail.

*Section 3. Quorum.* The quorum shall be 10 members of the organization.

#### **Article VI. Executive Board.**

*Section 1. Membership.* The executive board shall consist of the officers and the principal or other faculty member designated by the principal and approved by the executive board.

*Section 2. Duties.* The duties of the executive board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, creating standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership. The executive board shall have the authority to approve expenditures within the budget limits up to \$500.00 or other such amount as approved by the membership at the first meeting of the school year.

*Section 3. Meetings.* Meetings shall be at such time as may be called by the president and any other times as may be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

*Section 4. Quorum.* Half the number of board members plus one constitutes a quorum.

*Section 5. Voting.* All votes must be made in person at a meeting held for such vote. Officers may not vote by proxy, mail, or e-mail unless the vote is unanimous.

#### **Article VII. Committees.**

*Section 1. Membership.* Committees may consist of members and board members with the president acting as ex-officio member of all committees. All committees report directly to the president and executive board and shall perform such duties as delegated and approved by the board.

*Section 2. Standing Committees.* The following committees shall be held by the organization: Hospitality, Cultural Enrichment, Fundraising, and Helping Hands.

*Section 3.* The Board may appoint other committees as needed.

#### **Article VIII. Finances.**

*Section 1.* A tentative budget shall be drafted in the fall and approved by the majority of members at a meeting called for such vote. Any substantial deviation from the budget must be approved by majority vote.

*Section 2.* The treasurer shall keep accurate records of any disbursements, income and bank account information.

*Section 3.* The Board shall approve all expenses of the organization.

*Section 4.* Two authorized signatures shall be required on all checks in excess of \$750.00.

*Section 5.* The treasurer shall prepare a year-end financial statement for review.

*Section 6.* Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills, debts, and obligations of this PTO and distributed for the benefit of the school. If the school ceases to exist, remaining PTO assets shall be distributed for one or more exempt purposes within the meaning of the section 501 (c) (3) of the Internal Revenue Code.

*Section 7.* The fiscal year shall be July 1 to June 30.

#### **Article IX. Standing Rules.**

Standing Rules may be approved by the executive board, and the secretary shall keep a record of the standing rules for future reference.

#### **Article X. Dissolution.**

The organization may be dissolved with previous notice (14 calendar days) and a 2/3 vote of those present at a meeting.

**Article XI. Amendments.**

These bylaws may be amended at any meeting or special meeting providing that previous notice was given at the prior meeting in writing and then sent to all members of the organization. Notice may be given by postal mail, e-mail or flyer. Amendments may be approved by 2/3 vote of those present, assuming a quorum. Approved amendments are be enacted immediately upon approval.