

**The Freetown Elementary School Parent Teacher Organization**  
**By-Laws**  
*Amended September 2023*

**Article I- Name**

The name of this organization shall be “The Freetown Elementary School Parent-Teacher Organization.” (P.T.O.)

**Article II- Objectives**

To develop between families, school staff and the community united efforts to provide experiences and programs that enhance or enrich the public education.

**Article III- The Officers**

Section 1. The Executive Board of the P.T.O. shall consist of the following officers: two Chairpersons, two Volunteer Coordinators, two Treasurers and two Secretaries.

Section 2. The Co-chairs may, with the approval of the majority of the board, establish ad hoc committees as they deem necessary.

Section 3. The Executive Board shall carry out the affairs (as determined by available Executive Officers) of the organization between meetings of the full body. The Immediate past Chairperson(s) may serve, ex-officio, on the Executive Board by invitation of the current Chairperson(s).

**Article IV- The Membership**

Section 1. Any family or staff member in the Freetown Elementary School that is interested in pursuing the objectives for which this organization has been established may become an active FES P.T.O. member. Any member that has abused or taken advantage of the P.T.O. organization in any way or who has failed to follow volunteer guidelines and/or regulations will not be permitted to participate or volunteer within the organization, thus no longer considered a member.

Section 2. No part of the P.T.O.’s net earnings shall benefit any individual members(s).

Section 3. An active member shall be defined as any parent or guardian of a child who attends Freetown Elementary School, and who has attended at least three previous meetings of the PTO during the past 12 months, or for families new to Freetown Elementary School who have requested voting status in writing to the Secretary at least one month prior to a vote.

## **Article V- Meetings**

- Section 1. Meetings of the full membership of the P.T.O. shall be held during at least eight months of the school year, unless there are unforeseen circumstances which make it necessary to postpone, or cancel said meeting. Prior to the end of any full membership meeting, the time, date and place of the following meeting will be established.
- Section 2. Committee meetings shall be called by the chairperson as necessary to fulfill committee functions.
- Section 3. Families and teachers shall be notified of regular P.T.O. meetings through notices sent home with Freetown students and via community sources.
- Section 4. Meetings of the full membership of the P.T.O. or its committees shall not require a quorum in order to conduct official business. Unless otherwise stated herein, a simple majority vote of those present at a meeting shall be sufficient to pass the issue under consideration.
- Section 5. Meetings will be held on the second Monday of the month. This can be changed, as necessary, by majority vote of the membership.
- Section 6. Meetings of the P.T.O. and its committees shall be conducted in accordance with Robert's Rules of Order, revised, except when these By-Laws change a rule.
- Section 7. The P.T.O. board shall review all formal letters received for requested funds prior to regular P.T.O meetings. Any parties requesting funds could be required to present their need for funds at the regular P.T.O meeting. Upon review, it will be at the discretion of the P.T.O members and its board to vote and allocate all requests.
- Section 8. Any Meetings of the full membership of the P.T.O. and/or of the Executive Board may be held electronically via remote communication at the discretion of the Board. Participation in a remote meeting shall constitute presence for all purposes, including voting. Any action that could be taken at an in-person meeting may also be taken at a remote meeting held pursuant to this provision. Meeting notice and video conference login details will be shared at least 24 hours prior to the meeting start time.
- Section 9. Official business, including voting, may be conducted via electronic means including email communication, among voting members, as long as unanimous written consent has been received by all Executive Board members. Written

consent will be recorded by the Secretary and filed with the P.T.O meeting records. All electronic votes will be ratified at the next in person meeting.

### **Article VI- Duties of Officers**

- Section 1. The Executive Committee shall coordinate and monitor P.T.O. activities.
- Section 2. The Co-Chairs are responsible for scheduling all meetings for the school year. One or both shall attend all P.T.O. meetings, create the agenda for the meeting, communicate it to the board members prior to each meeting and fully facilitate each meeting. They shall perform all other duties including but not limited to; assisting with recruiting board members, serving as communication liaison to the school staff and families of students in regards to all P.T.O. activity; overseeing all other committees to ensure things are running smoothly, delegating duties to members as needed and maintaining all associated programs.
- Section 3. The Volunteer Coordinator and Co-Chair shall coordinate all aspects of volunteering, including but not limited to maintaining an active list of parent volunteers and their contact information, sending out and maintaining “Signups” for all volunteer events and prior to an event having the list of volunteers approved by the front office.
- Section 4. The Secretary and Co-chairs shall record the minutes of all meetings and keep/distribute a general record of all P.T.O. meetings, manage website/social media pages including but not limited to posting updates and responding to questions.
- Section 5. The Treasurers and Co-Chairs shall serve as custodian of the PTO’s finances. This includes: receiving, holding and paying out all funds as directed by the vote of the P.T.O. above one hundred dollars; updating financial records; maintaining a full and accurate account of receipts and expenditures of the PTO; preparing monthly and year end reconciliations; and working with an outside accountant for tax filing. All disbursement shall be through an account requiring the signature of the Treasurer. Any purchases made via debit card do not require signature of treasurers.
- Section 6. The Book Fair Coordinators and Co-chairs schedules book fairs two to three times a year. The purpose of the book fair is to raise money for the following causes. The first cause is to donate funds to the school library and teachers classroom libraries. The second cause is to raise funds for the PTO account by taking the cash option instead of scholastic dollars. The third cause is to earn scholastic

dollars. The scholastic dollars can be used for events, donating books to the school, library and teacher's classroom libraries. Scholastic dollars may be used for any student hardships that arise during the course of a Book Fair event at the Board's discretion. The Coordinator will need to coordinate the entire event with Scholastics. The Book Fair Coordinator coordinates the filling of teacher time slots for each book fair. They will work with the Volunteer Coordinator in recruiting volunteers to work the book fair. The Book Fair Coordinator is responsible for coordinating the setting up and taking down of the book fair. All money and receipts would be counted for by the Book Fair Coordinator and then given to the Treasurer for deposit and payment to Scholastic. Reports of sales and earnings are presented to the P.T.O. board for decision planning on how to utilize the funds.

Section 7. Fox Festival Coordinator and Co-chairs shall meet with the student council to discuss children's requests for festival, plan a date in June for the festival prior to the end of the school year, order medals and schedule vendors, make up a schedule for each classroom, put together games and share with the Physical Education teacher to practice in PE. On the day of the festival duties are as follows; set-up, organize volunteers, keep the day flowing according to schedule and clean-up.

Section 8. No member shall hold more than one elective office at a time.

### **Article VII- Committees**

Section 1. Membership on all committees will be solicited by the Co-chairs from the full membership.

Section 2. The members on all committees shall elect coordinators who shall serve until fulfillment of the committee's responsibilities or the end of the current school year.

### **Article VIII- Election of Officers**

Section 1. Election of officers will take place during the June P.T.O. meeting in the school year. Those elected shall serve a term of two years for the following school year. In the event that there are no recipients for the upcoming open positions a one-year extension may be granted to each officer for each position with the stipulation that your child will be enrolled in the upcoming school year.

Section 2. Prior to any election the Co-chairs shall present a slate of candidates (one for each office) to the full membership for consideration. Members will be notified of upcoming elections.

- Section 3. Officer election shall be conducted individually with additional nominations accepted from the floor.
- Section 4. Preference for each candidate shall be indicated by secret ballot. A simple majority of members present shall be sufficient to elect officers.
- Section 5. Where there is but one nominee for an office, it shall be in order to move that the Recording Secretary cast the elective ballot of the P.T.O. for the nominee.
- Section 6. Between formal elections, vacated offices shall be filled through nominations from the floor provided notice of this intent is made to the full membership prior to the meeting at which the vacancy will be filled. The person elected to fill the office will do so for only the remainder of the current term.

#### **Article IX- Amendments**

These by-laws may be amended at a regular meeting by a two-thirds vote of the members present provided the intent to do so was made known at the prior meeting and the text of the proposed amendment (s) is given to members in the notice for the meeting at which it is to be acted upon.

#### **Article X- Dissolution**

Upon dissolution of the P.T.O., all funds remaining after the payment of all liabilities will be distributed among qualified, non-profit organizations as per vote of the membership.

These by-laws were adopted and amended on June 13, 2003.

#### **ARTICLE XI- FINANCIAL POLICIES**

- Section 1.** The fiscal year of the PTO begins July 1st and ends June 30th of the following year.
- Section 2.** All funds shall be kept in a checking account in the name of the PTO.
- Section 3.** All financial activity shall be recorded in a manual or computer-based accounting system by the Treasurer and Co-Treasurer. The Treasurer and Co-Treasurer shall reconcile the account and report all financial activity on a monthly basis.
- Section 4.** The Co-Chairs and Treasurers are the authorized signatories for all expenditures.
- Section 5.** The PTO shall leave a minimum of \$15,000 in the checking account at the end of each fiscal year.

***Policy on Organization Donations***

As an organization, the P.T.O. will not make charitable donations to specific individuals, organizations or causes. The P.T.O. may, as it deems appropriate, help facilitate donations for such causes by publicizing such causes and related fundraising efforts.

***Policy on Fundraising and Solicitations***

As an organization, the FES P.T.O. will not solicit or raise funds in which a specific P.T.O. member, or special interest group will benefit or profit from.

***Policy on Political and Social Issues***

The FES P.T.O. will not promote or endorse political candidates/committees or political causes.