

BY-LAWS OF THE FRAMINGHAM TOWNWIDE PARENT TEACHER ORGANIZATION (TWPTO)

ARTICLE I – NAME

The name of the organization shall be the Framingham Townwide Parent Teacher Organization (TWPTO).

ARTICLE II – PURPOSE AND POLICY

Section I: The purpose of this Organization shall be:

- A. To act as an advocate for children and public education.
- B. To work for the common goals which benefit the Framingham Public schools and children.
- C. To foster communication and coordination among parent/teacher organizations (PTOs) and the school administration.
- D. To promote and assist the Framingham (PTOs).
- E. To exchange ideas and act as a resource group.

Section 2: This organization shall be non-commercial, non-sectarian, and non-partisan; and neither its name nor the name of its officers used in conjunction with their Townwide PTO titles, shall be used in connection with any commercial enterprise, or to endorse, support, and/or comment on any official candidate for public office.

ARTICLE III – MEMBERSHIP /DUES

Section 1: Membership shall be open to faculty and staff of the Framingham public schools (under the jurisdiction of the Framingham school committee) and adult Framingham residents who are parents and/or guardians of at least one child enrolled in the Framingham public schools, as follows: Up to three representatives from each public pre-school and elementary school and four representatives from each secondary school shall be elected or appointed.

Section 2: Each school organization having representatives on the TWPTO shall be assessed and invoiced for annual dues in September of each year. The amount of the annual dues will be determined by a vote of the organization at the final meeting of each school year for the following school year. Exemptions will be made on an individual basis by a majority vote of the PTO officers.

Section 3: By a two-thirds vote of the entire organizational membership, members may be requested to take a leave of absence or resign due to actions or situations which may be deemed detrimental to the Council.

Section 4. School Committee members, members of the Board of Selectmen, the Town Manager and Assistant Town Manager and members of the Framingham finance committee shall be excluded from serving on the TWPTO board.

ARTICLE IV – OFFICERS AND THEIR ELECTION

Section 1: The officers of this organization shall consist of a President, Vice-President, Recording Secretary, and Treasurer. These officers shall be elected annually at the May meeting. They shall assume their duties at the close of the school year in which they are elected. Any officer position may be job shared by two elected people.

Section 2: No officer who has served a full term may succeed himself/herself more than one time consecutively, unless voted by two-thirds vote of the board.

Section 3: Ad hoc committees shall be established as appropriate by a majority vote of the organization. Members of such committees shall be appointed by the President.

Section 4: If any office becomes vacant, an election shall be held to fill that office for the remainder of the term. The President shall appoint a temporary replacement until an election can be held.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1: President. Presents and disseminates votes and decisions to the public. Calls emergency meetings. Appoints members to ad hoc committees. Plans and conducts the meetings in an orderly, organized manner. Serves as press liaison for the organization. Serves a one-year term, maximum of two consecutive terms.

Section 2: Vice-President. Arranges for and publicizes programs and speakers. Replaces the President in the event of an absence. Ensures that all data on the organization's website is up-to-date and accurate. Serves a one-year term, maximum of two consecutive terms.

Section 3: Secretary. Records the minutes of the meetings. Records attendance at all PTO and Executive Board meetings, which is to be included in all meeting minutes. Distributes the minutes via U.S. postal service mail, or email no more than 10 business days after the meeting. Maintains a complete file of all meeting minutes. Serves a one-year term, maximum of two consecutive terms.

Section 4: Treasurer. Dispenses appropriated funds, keeps financial records, and prepares and files financial statements as necessary, working within all state and federal laws and in conjunction with the counsel and/or accountant voted, and approved by the organization. Serves a one-year term, maximum of two consecutive terms.

Section 5: Immediate Past-President. Acts in an advisory capacity, and is not necessarily a representative of a member organization, and if, as such, has no vote. Serves and has a vote on the nominating committee.

ARTICLE VI – THE NOMINATING COMMITTEE

Section 1: This committee shall introduce nominations for the annual election of officers and for elections resulting from vacancies as they occur. The committee shall be formed no later than January 31st of each year.

Section 2: The Nominating Committee shall consist of a Chairperson and not more than four other members appointed by the Nominating Committee Chairperson.

Section 3: The Nominating Committee Chairperson shall be (in order of precedence) the current TWPTO President, if not eligible for re-election; the immediate Past President; any other member as voted by the voting members.

ARTICLE VII – THE BY-LAW COMMITTEE

Section 1: This Committee shall consider all suggested amendments either generated by the committee or referred to it by the President at any regular or special meeting of the organization. The Committee shall prepare a written version of the proposed amendments to be presented to all organization representatives and recommend to the organization whether to accept, defer, or reject the proposed amendments.

Section 2: The By-laws Committee shall be responsible for reviewing the by-laws annually and for ensuring that an updated version is available to all members.

Section 3: The By-laws Committee shall consist of a Chairperson and not fewer than three other members appointed by the President.

ARTICLE IX – MEETINGS

Section 1: Regular TWPTO meetings shall be held at least five times a year during the months of September, November, January, March and May. Meetings shall be open to the public, but the privilege of making motions and voting shall be limited to duly recognized members.

Section 2: Additional and Special meetings can be called by the President.

Section 3: The first meeting in September shall be called for, but not limited to, the purpose of getting acquainted and establishing yearly goals.

ARTICLE X – FUNDS

Section 1: All appropriations over \$40 must be approved by a majority vote of the organization. If additional expenditures must be made between meetings of the full Council, the Executive Committee shall meet, and by a majority vote of the entire Executive Committee, is authorized to approve such expenditures.

Section 2: Up to \$40.00 can be spent at the discretion of the President.

ARTICLE XI – VOTING

For each member organization, there shall be one vote. A quorum, consisting of a majority (50%) plus one) of the member organizations, must be present for a formal vote to be taken. A motion shall pass on a majority vote of those in attendance unless otherwise specified in these by-laws.

ARTICLE XII – AMENDMENTS

The by-laws of the Council may be amended by a majority vote of the entire organization membership at any regular or special meeting of the organization, provided that the proposed amendment has been considered by the By-laws Committee and presented in writing to the membership at least ten days prior to the meeting at which the vote is to be taken.

ARTICLE XIII – PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall be the parliamentary authority on all matters not covered by the By-laws of the Council.

These By-laws are as amended may 19, 1980; November 15, 1982; January 23, 1984; June 11, 1984; November 21, 1984; May 20, 1985; September 24, 1999; and February 27, 2001, October 22, 2007, **April 15, 2008.**