

# **WOODROW WILSON PTO BYLAWS**

## **ARTICLE ONE- NAME:**

The name of this organization shall be the Woodrow Wilson Parent Teacher Organization, hereinafter will be referred to as WWPTO.

## **ARTICLE TWO- OBJECTIVES:**

1. Enhance the quality of education by raising funds for school supplies or programs that fall outside the school budget.
2. Develop programs and projects that will support or enrich the curriculum.
3. Provide a forum for discussion of events and issues between parents and staff.

## **ARTICLE THREE- POLICIES:**

1. This organization shall be non-profit, non-sectarian, non partisan.
2. Neither the name of the WWPTO or the names of any members in their official capacities shall with any commercial concern or for any purpose not appropriately related t the promotion of the objectives of this WWPTO.
3. Any WWPTO event, function, fundraiser, and disbursements of funds must be presented and voted on at a general business meeting.
4. Upon dissolution of the WWPTO, after paying all debts and obligations, the remaining assets shall be distributed to Woodrow Wilson Elementary School. If the Woodrow Wilson Elementary School ceases to exist, the remaining WWPTO assets shall be distributed evenly to other Framingham elementary school PTOs or to a non-profit organization in the community.

## **ARTICLE FOUR-MEMBERSHIP AND DUES:**

1. All faculty and parents or guardians of currently enrolled Woodrow Wilson Elementary School students are eligible to be members at any time.
2. Members of the WWPTO shall be eligible to participate and vote in the general business meetings and to serve in any of its elected positions.
3. Annual dues for membership shall be determined at the annual general meeting of the organization.
4. The WWPTO waives payment of membership dues for all faculty members.
5. Membership duration shall be from the first day of school the end of the school year.

## **ARTICLE FIVE- MEETINGS:**

1. A general meeting of the organization will be in may to approve the budget, hold elections, reorganize for the coming year and approve By-law amendments, if requires.
2. Members present at a general meeting shall constitute a quorum.
3. Executive Board meetings will be held monthly and shall be set by the President or by the majority of the Executive Board.
4. General business meetings will be held monthly and shall be set at the annual general meeting of the organization.
5. Resolutions or recommendations of the Executive Board shall be approved by a majority vote of the members in attendance at any general business meeting.
6. Any proposed By-Law amendments shall be presented to the general membership in written form before the meeting in which it is to be considered.

#### **ARTICLE SIX- EXECUTIVE BOARD ELECTIONS AND TERMS:**

1. The Executive Board of officers of this organization shall be President, Vice President, Secretary and Treasurer. Offices my be co chaired except for Treasurer.
2. The School Principal shall be an ex-officio member of the board.
3. Officers shall assume their duties July 1<sup>st</sup> following their election and they shall serve two consecutive terms in the same office without approval of the Executive Board and the principal.
4. Vacancies on the Executive Board shall be filled by an open election for the unexpired term.
5. If a position remains unfilled after the election, it shall be considered vacant and may be filled at anytime.
6. All resignations must be made to the Executive Board.
7. The Executive Board and the principal shall have the authority to remove an officer for failure to perform their duties.
8. Interested candidates shall submit in writing, what position they are seeking and a statement explaining why they would like to fill that position. Forms for candidates will be provided by the April meeting and must be turned in a week prior to the election.
9. Elections will be held at the May general meeting of the organization.
10. Elections will be held by written secret ballot

#### **ARTICLE SEVEN- DUTIES OF EXECUTIVE OFFICERS:**

##### **Section 1 - The Executive Board will:**

1. Organize special events and activates for WWPTO.
2. Help recruit chairpersons and volunteers for all vacant committees, events, fundraisers, and functions.
3. Shall co chair event, fundraiser, or function.

**Section 2 - President and or co- Presidents will:**

1. Chair all general business meetings and Executive board meetings.
2. Prepare agendas for these meetings, in conjunction with the Board.
3. Oversee all WWPTO operations.
4. Represent the WWPTO at Town wide PTO Meetings, PTO Presidents meeting, as well as in the community.
5. Meet regularly with the principal to discuss school wide concerns and issues.
6. Shall have the authority to draft checks, as needed, in absence of the Treasurer.

**Section 3 - Vice President and/or co-Vice President will:**

1. Each Vice President will manage with the fundraising or events function.
2. Vice Presidential roles are coordination positions, responsible for ensuring that events or fundraisers are properly organized.
3. Research and suggest new events and activities.
4. Perform the duties of the President in his/her absence or inability to serve.

**Section 4- Secretary and/or co-Secretaries will:**

1. Record the minutes of all meetings
2. Read and have translated minutes of meetings upon request.
3. Keep record of the attendance for each meeting
4. Keep record of all written materials sent out or received by the WWPTO
5. Organize and maintain the files and sort WWPTO correspondence.
6. Keep the calendar of events for the WWPTO and distribute information as necessary.
7. Request permits for all events or functions based on the calendar.
8. Maintain and operate a volunteer network with the assistance of the Vice Presidents.

**Section 5 - Treasurer will:**

1. Be responsible for and have custody of all the funds of the organization.
2. Make disbursements as authorized by the President, Executive Board, or by the WWPTO in accordance with the budget adopted by the WWPTO.
3. Count money with another person present and make all deposits in a timely manner.
4. Collect and keep an accurate record of receipts and expenditures.
5. Have cash boxes ready the night before an event or function and store in the safe or a secure locked area.
6. Prepare and present a financial report at all monthly general business meetings.
7. Develop with the Executive Board an annual budget to be distributed to and approved by the membership.
8. Prepare all required Federal and State Filings.