



PTO BY-LAWS

Freetown-Lakeville Middle School

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Article I.	NAME The organization shall be named Freetown-Lakeville Middle School Parent Teacher Organization; herein referred to as the FLMS PTO
Article II.	MISSION STATEMENT The FLMS PTO is organized for the purpose of supporting and enhancing the educational experiences of the School's students by: Providing an organization through which the parents, school, and teachers can work cooperatively; and providing financial support for programs funded outside of the annual school budget.
Article III.	POLICIES
Section 3.01	Operation The FLMS PTO shall operate for charitable, educational, non-partisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.
Section 3.02	Tax Status The policies of the FLMS PTO are established to maintain a tax-exempt status as defined by section 501(c)3 of the Internal Revenue Code.
Section 3.03	Names The name of the FLMS PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the FLMS PTO.
Section 3.04	Cooperation The FLMS PTO may cooperate with other PTO's within the same school district that have similar goals and interests, however they shall not interfere with the administration of these schools or seek to control its policies. The PTO may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, and may enter into cooperative arrangements subject to review and approval by the Board.
Section 3.05	Volunteers Any person volunteering at a FLMS PTO event or serving in an official FLMS PTO position must have an approved CORI on file with the school district to volunteer, in addition to fingerprinting when deemed necessary by the school administration.
Article IV.	MEMBERSHIP
Section 4.01	Membership Any parent or guardian of a student at the School, the Principal, or any teacher currently employed at the School may be a FLMS PTO Member.

Section 4.02**Vote**

Each board member shall have one vote. Voting may take place by voice or, upon request, by written ballot, or electronically as needed. All outcomes from electronic votes shall be noted in the next meeting minutes. A vote may be offered to the general membership per the discretion of the Board.

Article V.**OFFICERS****Section 5.01****Officers**

The Officers shall consist of elected President, Co-President, Treasurer, Co-Treasurer, Recording Secretary, Corresponding Secretary, and Volunteer Coordinator. The positions of President and Co-President are a shared position between two individuals, thus acting equally. In addition to the positions of Treasurer and Co-Treasurer are a shared position between two individuals, thus acting equally. All President and Treasurer positions must be filled in order to have an active board. In the event that not all President and Treasurer positions are filled one other board members (Recording Secretary, Corresponding Secretary, and Volunteer Coordinator) must be considered backup President or Treasurer. This should be announced at an open meeting.

Section 5.02**Officers Eligibility**

Due to the high level of standards and accountability held by the PTO Officers, and in accordance with the Superintendent's guidelines, these positions cannot be filled by a Freetown-Lakeville full time employee such as teachers, school officials, administrators, etc.

Section 5.03**Nominations and Elections**

Nominations for Officers' positions shall be submitted at the April FLMS PTO Meeting. At this meeting additional nominations may also be made by the FLMS PTO membership.

Section 5.04**Term of Service**

Voting shall take place by written ballot at the May FLMS PTO meeting. Officers shall be elected for a term of two calendar years (beginning July 1st and ending on the following June 30th) by the general FLMS PTO Membership with a maximum of 4 years in the same position. A person may hold only one Officer's position at a time, except in extenuating circumstances.

Section 5.05**Interest**

All Officers shall act in the best interest of the FLMS PTO.

Section 5.06**Compensation**

No Officer shall be compensated by the FLMS PTO for their service.

Section 5.07**Attendance**

Each Officer shall attend the Board and monthly PTO meetings.

Section 5.08**Committee Service**

Each Officer is expected to serve on a minimum of one committee per year.

Section 5.09 Contracts and Purchases

No Officer shall secure any contract in the name of the FLMS PTO without the approval to do so by vote of the FLMS PTO Members. Any approved purchases must be made within the budgetary restrictions.

Section 5.10 Removal from Office

Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular FLMS PTO meeting. Advance notice of the vote shall be given to the FLMS PTO Membership at least one week prior to the meeting.

Section 5.11 Chairperson Nominations

Each Officer shall assist in nomination of income Chairpersons of the Standing Committees.

Article VI. OFFICER DUTIES

Section 6.01 President shall:

- a) Set date and time for monthly board meetings.
- b) Preside over all meetings of the FLMS PTO.
- c) Be a member, ex-officio of all committees, except a committee to elect the Board.
- d) Represent the FLMS PTO at city-wide meetings or other meetings outside of the organization.
- e) Assist in the total coordination of all committees and the FLMS PTO as a whole.
- f) Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
- g) Sign check, notes, etc. in the absence of the Treasurer.
- h) Ensure the Treasurer has filed the tax returns in a timely manner (internal deadline September 30th).

Section 6.02 Co-President shall:

- a) Perform the duties of the President in his/her absence, resignation, or inability to serve.
- b) Represent the FLMS PTO at city-wide meetings or other meetings outside of the organization.
- c) Assist in the total coordination of all committees and the FLMS PTO as a whole.
- d) Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
- e) Ensure the Treasurer has filed the tax returns in a timely manner (internal deadline September 30th).

Section 6.03 Treasurer shall:

- a) Act as custodian of funds and perform all banking activities of the FLMS PTO.
- b) Maintain up-to-date, accurate financial records of the FLMS PTO available by request by any active member of the FLMS PTO.
- c) Receive all funds of the FLMS PTO; including, but not limited to, donations, and fundraising sales and contributions.
- d) Provide a written and oral financial report of the receipts, deposits, expenditures, and a monthly bank statement at each board meeting and at other times upon request of the Board.
- e) Prepare and present a draft budget for the upcoming school year no later than the last regular meeting of the school year.
- f) Provide a written financial summary at monthly FLMS PTO meetings.
- g) Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is compliant with FLMS PTO policies. Pay all bills and disburse funds as authorized by the Board.
- h) Perform the complete and timely filing of all federal and state tax returns, as well as other financial reports, pertaining to the FLMS PTO's 501©3 status, as applicable, and maintain accurate records as such.
- i) Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
- j) Bank Provisions. Two Board Members must always be signatories on the bank account(s).
- k) Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
- l) Ensure the tax returns are filed in a timely manner (internal deadline September 30th).

Section 6.04 Co-Treasurer shall:

- a) Perform the duties of the Treasurer in his/her absence, resignation, or inability to serve.
- b) Audit all invoices, receipts, and Treasury reports on a monthly basis to ensure each request is in compliance with FLMS PTO policies.
- c) Assist with the completion of all financial updates by the close of the Fiscal Year and provide a full year-end report.
- d) Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
- e) Ensure the Treasurer has filed the tax returns in a timely manner (internal deadline September 30th).

Section 6.05 Recording Secretary shall:

- a) Prepare each meeting's agenda and circulate to the Board no less than 24 hours prior to each monthly meeting.

- b) Maintain all records of the FLMS PTO, including transactions, contracts, and related documents.
- c) Record the minutes of the meetings of the Board and FLMS PTO and forward copies to each Board member within two weeks of the recorded meeting.
- d) Provide a copy of the minutes from the preceding FLMS PTO meeting at each monthly FLMS PTO meeting.
- e) All records should be kept in a secure location, should be made available, upon request, and turned over to the next Secretary to hold this position.
- f) Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.

Section 6.06 Corresponding Secretary shall:

- a) Perform the duties of the Recording Secretary in his/her absence, resignation, or inability to serve.
- b) Maintain all records of the FLMS PTO correspondence and related documents.
- c) Maintain organized records from the planning of any event hosted by the FLMS PTO. These records should be made available, upon request, to any Committee Chair planning a similar event. Records shall include the completion of an Event Synopsis that will be created after each event.
- d) Attend to the official correspondence of the FLMS PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the FLMS PTO.
- e) All records should be kept in a secure location, should be made available, upon request, and turned over to the next Secretary to hold this position.
- f) Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.

Section 6.07 Volunteer Coordinator shall:

- a) Publicize FLMS PTO positions and recruit volunteer to fill open Board positions for the upcoming school year.
- b) Work with the Board and Committee Chairs to prepare a list of nominees to be included on the annual election ballot at the April FLMS PTO meeting. This list shall be completed and publicized to all FLMS PTO members two weeks prior to the April meeting.
- c) Work to publicize school events on the website, Facebook, and other social media outlets.
- d) Submit volunteer lists to the school within the required lead time to substantiate the eligibility of volunteers. Once the volunteer list is finalized, send the list to the Event Chairperson prior to all events.
- e) Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.

Section 6.08 Regular Meetings of the FLMS PTO

Meetings shall be held monthly, except during July and August, at the School or via Zoom, on a date and time pre-established by the Board. Dates and times of the monthly meetings shall be presented at the first regular meeting of the school year.

Section 6.09 Special Meetings of FLMS PTO

Meetings may be called at any time during the school year by the Chair or Co-Chair with notice given at least 5 days prior.

Section 6.10 First Annual Board/PTO Meeting

The Board shall meet at least once between July 1 and the first FLMS PTO meeting of the upcoming year for purposes of reviewing the proposed budget and a schedule of events which shall be presented at the first regular FLMS PTO meeting of the school year. A vote shall be taken at the first regular FLMS PTO meeting as to either accept or amend the Board's proposed budget.

Section 6.11 Last Annual PTO Meeting

The final FLMS PTO Meeting shall take place in June, prior to the close of the school year.

Article VII. FUNDS

Section 7.01 Use

PTO funds shall be used for programs, events, and items, which directly benefit the students of the Middle School, with the exceptions of Staff Appreciation days and gifts.

Section 7.02 Income

All funds raised for the FLMS PTO must be documented and submitted to the FLMS PTO Treasurer or other authorized signer on the bank account within 5 days of receipt. All funds received by the officers must be deposited into the FLMS PTO bank account within 5 days of receipt. Separate deposit receipts should be maintained for funds received from each unique event.

Section 7.03 Expenses

Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the FLMS PTO Treasurer. Reimbursement requests should be submitted to the FLMS PTO Treasurer within 30 days of the incurred expenses or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Because the FLMS PTO is a 501(c)3 charity, it does not reimburse for any sales tax. Every effort should be made to obtain the tax-exempt certificate prior to making purchases on behalf of the FLMS PTO.

Section 7.04 Non-Budgeted Requests

Monetary requests for non-budgeted items less than \$1,000 may be submitted to the FLMS PTO at a monthly FLMS PTO meeting by any FLMS PTO Member. A vote for approval of the monetary disbursement shall be taken within 30 days. All requests greater than \$1,000 will be accepted in September, January, and May for review/approval in October, February, and June. All requests of this nature require a

proposal which must include 3 quotes, timing of purchase, need, target audience, etc. Proposals must be submitted to the Board 2 weeks prior to the September, January, and May meetings.

Section 7.05 Reporting

An updated financial report shall be made available in printed form to each FLMS PTO Member at each FLMS PTO meeting.

Section 7.06 Carry over

The FLMS PTO is authorized to carry over funds for the following fiscal year as recommended by the Board.

Article VIII. COMMITTEES

Section 8.01 Chairpersons

Chairpersons of Committees shall be determined annually by the FLMS PTO membership.

Section 8.02 Records

The Chairperson of each committee is responsible for submitting receipts and deposits to the Treasurer or other board member when the Treasurer is unavailable. Chairpersons shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Corresponding Secretary who will maintain a comprehensive file of all events planned by the FLMS PTO and make them available to future Chairs.

Section 8.03 Committee Funding

Chairpersons are responsible for submitting deposits to the Treasurer no later than 5 days after their event. Receipts and requests for reimbursement should be submitted as soon as possible but in no event shall cross fiscal years.

Section 8.04 Committee Members

Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 8.05 Contracts and Purchases

No Committee Chair shall secure any contract in the name of the FLMS PTO without the approval to do so by majority vote of the FLMS PTO Board members. Any approved purchases must be made within the budgetary restrictions.

Section 8.06 Attendance

Committee Chairpersons shall try to attend at least 2 monthly FLMS PTO meetings to report on the activities of his/her committee. If unable to attend, Chairpersons shall report to the Co-Chairs by phone, email or text.

Section 8.07 Rules of the District

All FLMS PTO events shall align with all applicable school policies and procedures. The conduct of all GRAIS Board members, Chairpersons and volunteers shall abide by all rules/regulations of the Freetown-Lakeville School District policy.

Article IX. PARLIAMENTARY AUTHORITY

Section 9.01 Rules

The rules contained in Robert's Rules of Order, shall govern the FLMS PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

Section 9.02 Bylaw Committee

A Special Committee may be appointed to submit a revised set of Bylaws by majority vote at a regular FLMS PTO meeting.

Section 9.03 Bylaws Amendment

These Bylaws may be amended under the following conditions:

- a) At least 14 calendar days prior notice shall be given to the FLMS PTO Membership that a vote will be taken at the next scheduled Regular FLMS PTO meeting.
- b) All approved amendments shall become effective immediately and recorded by the Recording Secretary.

Article X. DISSOLUTION

Section 10.01 Dissolution

The FLMS PTO may be dissolved provided prior notice is given to the FLMS PTO Membership, a vote is taken at the next scheduled Regular FLMS PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 10.02 Remaining Funds

Upon a vote to dissolve the FLMS PTO, the remaining FLMS PTO funds shall be used first to pay any outstanding FLMS PTO debt and then either:

- a) A vote shall be taken by the FLMS PTO Membership to spend remaining funds on an item or items that benefit the students.
- b) Remaining funds shall be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.