

## **Bylaws of Gales Ferry/Juliet Long PTO**

### **ARTICLE I - NAME**

**PTO Composition:** The Parent Teacher Organization, which will be referred to as PTO, is comprised of a whole body of volunteers, including the Executive Board Members, PTO members and volunteers. As members of the PTO, we will hold each other accountable and work in cooperation to give each student their best chance to be successful academically, emotionally and socially. We will act with persistence to support Gales Ferry School and Juliet Long School and each student in attendance.

**Section 1: NAME** - The name of the organization shall be GFS/JWL PTO and its location is 1858 Rte. 12 Gales Ferry, CT 06335.

**Section 2: OBJECTIVES** - The PTO is a 501c3 non-profit organization that promotes the welfare of the students attending Gales Ferry and Juliet W. Long Schools (the schools) in support of its educational process through conferences, committees, projects and programs. The PTO may orchestrate, coordinate and initiate projects desired based on the best interest of the students at the schools.

**Section 3: PURPOSE** - The purposes of the bylaws are to guide and facilitate the PTO in its objectives and incorporation of nonprofit status. The PTO will foster relationships among the schools, parents and teachers. In addition, it will raise money to fund needed supplies, technology, school improvements and host events for the teachers, students and families to enjoy.

**Section 4: POLICIES** - The PTO is a non-profit, non-sectarian, and non-partisan organization. Neither commercial enterprise nor political candidate will be endorsed by the PTO. The name of the PTO or its officers shall not be used in any connection with any partisan interest or for any purpose other than the objectives of the PTO. Second, no profits shall process to any officer or member of the PTO. Third, The PTO shall not seek to direct administrative activities of the schools or control its policies. Fourth, in the event of dissolution, the net assets, after payment of debts will be distributed equally and placed into an account for each of the schools. Lastly, the PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO.

### **ARTICLE II - MEMBERSHIP**

**Section 1: QUALIFICATIONS** - Any parent, guardian, family member or other adult standing in local parentis for a student at the schools may be a member and shall have voting rights. The principal and any staff member at the school may be a member and have voting rights.

**Section 2: DUES** - The dues will be \$5 per household. Dues can be collected throughout the school year.

**Section 3: Voting Rights** - A member must have paid his/her dues before the meeting to be eligible to vote.

## **ARTICLE III - EXECUTIVE BOARD**

**Section 1: OFFICERS** - The Executive Board shall consist of the following officers: President, Vice President, Secretary and Treasurer. The school principal and his/her PTO liaison are voting members of the Executive Board.

**Section 2: DUTIES** - Transact between meetings in preparation for the general meeting, create standing rules and policies, establish membership and create committees to conduct the work of the organization, inquire donation and fundraising opportunities.

**A. President** - Preside over general meetings and executive board meetings, serve as the official representative of the PTO at meetings outside the organization, coordinate the work of the officers and committees of the organization in order that the purposes may be promoted.

**B. Vice President** - Oversee the committee system of the PTO, assist the President and carry out the President's duties on his/her absence or inability to serve.

**C. Secretary** - Record and distribute minutes of all executive board meetings and all general meetings, maintain the PTO calendar, retain all records for the organization, update and maintain the PTO website.

**D. Treasurer** - Manage the PTO financials, collect all revenue, pay authorized expenses, present financial activity at every meeting or when requested by the executive board, prepare year-end financial report, facilitate an annual audit and retain all financial records.

**Section 3: BOARD EXPECTATIONS** - A board member is expected to miss no more than 2 events. In addition, absence from board meetings must not exceed 2 separate incidences.

**Section 4: TERM OF OFFICE** - The term of office is for one year, beginning and ending upon officer election at the end of each school year or until resignation. Officers may serve no more than four (4) consecutive terms in the same office.

**Section 5: BOARD MEETINGS** - The executive board shall meet monthly in preparation for the monthly general meeting and at the convenience of all board members. Special meetings may be called by any two (2) board members with at least 48-hour notice.

**Section 6: REMOVAL** - An officer can be removed from office for failure to fulfill his/her duties after reasonable notice, by two-thirds vote of the executive board, in writing, citing facts and signed by two-thirds members of the executive board. If an officer decides to resign his/her position, a written notice must be given to the rest of the executive board stating his/her reason of resignation. He/she will remain a general member of the PTO for the remainder of the fiscal year.

**Section 7: VACANCY** - If the president position becomes vacant, the vice president will fill that position. If the vice president does not want to fulfill that role, it shall be filled by a member who has been recommended by the executive board and elected by majority vote of the executive board. If there is a vacancy occurring in any other officer position, members will fill the vacancy through an election at the following general meeting.

## **ARTICLE IV - GENERAL MEETINGS**

**Section 1: GENERAL MEETINGS** - Regular meetings of the organization shall be held monthly at a time and place determined by the executive board with at least one-month notice before the meeting. The annual election meeting will be held at the May general meeting. All voting shall be by simple majority vote of members.

**Section 2: SPECIAL MEETINGS** - Special meetings may be called by the president, any two (2) members of the executive board or five (5) general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least ten (10) days prior to the meeting.

**Section 3: COMMITTEE MEETINGS** - Committee meetings may be comprised of executive board members, PTO members or volunteers. Committee meetings will be held at a time and location determined by the head of the committee. The focus of the committee meeting is to organize a special event or activity supported by the PTO.

**Section 4: VIRTUAL MEETINGS** – Virtual meetings may be held in place of in person meetings due to school closures if necessary. Meetings will be held via conference platforms such as Google Meet or Zoom. Links to the meeting will be posted to social media and sent out via email by the school.

## **ARTICLE V - FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the PTO begins July 1 and ends June 30 of the following year. The organization shall leave a minimum of \$500.00 in the treasury at the end of each fiscal year.

**Section 2: BANKING** -All funds shall be kept in a checking account in the name of GFS/JWL PTO, requiring two signatures of the executive board member authorized to sign.

**Section 3: BUDGET** - The executive board will determine an annual budget for the school year. Expenditures for events/supplies of no more than \$100.00 do not require an executive board vote but must be approved by the treasurer.

**Section 4: REPORTING** - All financial activity shall be recorded in a manual or computer-based accounting system. The treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

**Section 5: CONTRACTS** - Contract signing authority will be voted on and approved by the executive board prior to signing.

**Section 6: END OF YEAR AUDIT** - A final audit needs to be performed by someone other than those who are signers on the bank account. We encourage the oncoming Treasurer to perform it. The audit needs to be comprehensive of the entire year's financial status of the current year. The audit must be completed one month post the last day of school and transferred within two (2) weeks to the oncoming treasurer.

**ARTICLE VI - COMMITTEES**

A committee may be created in order to assist the PTO in an event, activity, project or assignment. The committees are created for a specific purpose and are nonexistent once the goal is achieved. The executive board will approve the committee and a chairperson will be appointed or elected by the general membership. The chairperson of each committee shall present a plan of work to the executive board for approval prior to initiating the plan. The committee will submit a final report to the executive board to include any feedback for future reference. Some committees will be regularly recreated as needed for annual events and activities.

**ARTICLE VII - BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a general meeting or special meeting shall be considered for voting at the subsequent general meeting. Majority vote of all members present at the general meeting is required to adopt an amendment to the bylaws.

**ARTICLE VIII - STANDING RULES**

The bylaws may be approved by the executive board by the way of signature and date at the bottom. The secretary shall keep a record of the approved bylaws and be made available at every meeting for reference.

**ARTICLE IX - DISSOLUTION**

The PTO may be dissolved by the executive board with a majority vote of those present at the meeting. Any funds remaining shall be donated to a nonprofit organization attached to the students of the schools.

**ARTICLE X - PARLIAMENTARY AUTHORITY**

These bylaws were adopted on (date) 8/31/23 and set into motion on (date) 8/31/23.

<u>Board Position:</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>
President	Mallory Doyle		8/31/23
VP	Sheila Downes		8/31/23
Secretary	Jennifer Bessette		8/31/23
Treasurer	Olivia Pearce		8/31/23