

# **WESTFIELD MIDDLE SCHOOL PARENT TEACHER ORGANIZATION BYLAWS**

## **ARTICLE I – NAME**

The name of this organization shall be the Westfield Middle School Parent Teacher organization, hereafter referred to as P.T.O.

## **ARTICLE II – GOALS**

The goals of the Westfield Middle School P.T.O. shall be:

1. To bring into close relationship the home and school so that parents, teachers and the Administrators may closely work together in the total education of our children.
2. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social and cultural education.
3. To enhance the educational experience by providing additional equipment, materials and financial support through fundraising efforts.

## **ARTICLE III - POLICIES**

### **Section 1:**

The goals of the Westfield Middle School P.T.O. shall be:

- a. Promoted through an educational program directed toward parents, teachers, and the general public.
- b. Shall be developed through conferences, committees and projects.
- c. Shall be governed and qualified by the basic policies set forth in these bylaws.

### **Section 2:**

This organization shall be noncommercial, nonsectarian and non partisan. This organization shall not endorse a commercial enterprise or a candidate. The name of this organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose other than the regular work of the organization.

**Section 3:**

The Westfield Middle School P.T.O. shall not, directly or indirectly, participate or intervene in any way, (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of their activities to attempt to influence legislation by propaganda or otherwise. However, if the quality of education is at risk, the P.T.O. may take an official stand and establish sub-committees to work in that area. These committees would report to the Board.

**Section 4:**

The organization shall cooperate with Westfield Middle School to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control their policies. The Board reserves the right to question the use of any financial support requested.

**Section 5:**

The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

**ARTICLE IV – MEMBERSHIP**

**Section 1:**

Any Westfield Middle School staff or family with an enrolled student who is interested in the goals of this organization may become a member upon payment of dues. Members of the organization must be willing to uphold the organization's basic policies and subscribe to its bylaws. See Standing Rules.

**Section 2:**

An annual enrollment of members shall be conducted. Additional members shall be accepted at any time.

**Section 3:**

The membership year will be from the beginning of the student's school year to the beginning of the next. Any person joining during the year shall pay dues for the current year.

**Section 4:**

Only a paid up member of this organization shall be eligible to participate in monthly board meetings, vote for election of officers, hold office or chair positions, vote for bylaws or vote to approve the yearly budget.

**ARTICLE V – P.T.O. BOARD**

**Section 1:**

The Board shall consist of the officers of the organization, the chairmen and co-chairmen of standing committees and members of the organization. Non-voting honorary board members are the principal and the assistant principal.

**Section 2:**

The Board shall:

- a. Transact necessary business as may be referred to it by the organization, students, teachers, parents or administration.
- b. Create standing committees.
- c. Approve plans of work of the standing committees.
- d. Present reports and recommendations at the meetings of the organization.
- e. Approve and submit to the organization for their approval a budget, including the necessary expenses of the officers and committees, prepared by the Treasurer. Accompanying the budget shall be a financial statement of revenues and expenditures of the previous year.
- f. Approve routine bills within the limits of the budget.

**Section 3:**

Regular meeting of the Board shall be held monthly during the school year, except for December.

**Section 4:**

The President may call special meetings of the Board. The membership shall be notified at least five (5) days prior to the meeting.

## **ARTICLE VI – EXECUTIVE BOARD**

### **Section 1:**

The Executive Board of this organization shall consist of the following officers: President or Co-President, Vice President or Co-Vice President, Secretary or Co-Secretary, Treasurer or Co-Treasurer and one to three (1-3) members elected from the membership, if necessary, so that the Executive Board equals 5 or 7 members.

### **Section 2:**

The Executive Board shall:

- a. appropriate monies for a non-income generated expenditure in the amount of \$100 or less that requires immediate attention.
- b. prepare a proposed budget to present to the P.T.O. Board for approval.
- c. transact the business of the P.T.O. between regular meetings of the organization, provided that none of its actions conflict with any actions taken by the P.T.O.
- d. read the minutes of the Executive Board meeting at the next general meeting .

### **Section 3:**

The Executive Board shall meet when necessary with 3 – 5 days notice given.

## **ARTICLE VII – ELECTION OF OFFICERS**

### **Section 1:**

The officers of this organization shall be President, Vice President, Secretary and Treasurer who shall be chosen from among those who are members in good standing in the organization. If applicable, one or more of the following may be elected, Co-President, Co-Vice President, Co-Secretary and Co-Treasurer, who shall also be members in good standing.

There shall be a nominating committee of at least three (3) P.T.O. Board members to select and present candidates for the above mentioned offices. The President shall appoint the committee at the February meeting.

Candidates must be current members of the Westfield P.T.O. or past or current Erickson or DuJardin P.T.O. members (i.e. incoming sixth grade parents).

Notification of this search for candidates must be made to all parents of Westfield students including parents of incoming 6<sup>th</sup> graders from DuJardin and Erickson Schools.

Following the report of the nominating committee at the April meeting, an opportunity shall be given for nominations from the floor.

Only those who have consented to serve, if elected, shall be eligible for nomination either by the committee or from the floor.

### **Section 2:**

Officers shall be elected by ballot annually, in the month of May, by 2/3 vote of the membership present. If there is but one member for any office, upon a motion from the floor, the election may be by voice.

Officers shall assume their official duties on June 1 and shall serve for a two-year term, with special exception for a one-year term or to serve an additional one-year term.

A person shall be eligible to serve three (3) consecutive one-year terms in the same office.

Any officer, elected or appointed by the Board, may be removed by 2/3 vote of the P.T.O. Board present whenever, in its judgment, the best interests of the organization would be served thereby. Such removal shall be without prejudice to the person so removed. Notice must be given to all Board members three (3) days prior to the meeting.

### **Section 3:**

A vacancy occurring in any office shall be filled for the unexpired term by a person appointed by either the Board or the Executive Board. Notice of such appointment shall be given to the membership.

## **ARTICLE VIII – DUTIES OF OFFICERS**

### **Section 1:**

The President shall:

- a. preside at all meetings of the organization, The Executive Board and be a member ex-officio of all committees, except the nominating committee.
- b. coordinate the work of the officers and committees in order that the goals may be promoted.
- c. have signatory for signing of checks and have access to view account(s) via the internet.

**Section 2:**

The Co-President, if applicable, shall assist the President.

**Section 3:**

The Vice President shall:

- a. Preside in the absence of the President/Co-President.
- b. Act as aide to the President.
- c. Chair the Scholarship Committee and perform the duties as required.

**Section 4:**

The Co-Vice President, if applicable, shall assist the Vice President.

**Section 5:**

The Secretary shall:

- a. Record and duplicate the minutes of all meetings of the organization including the Executive Board. Minutes shall be posted on the school website and written copies given to the membership at the board meetings.
- b. Perform such other duties as may be delegated to him or her.

**Section 6:**

The Co-Secretary, if applicable, shall assist the Secretary.

**Section 7:**

The Treasurer shall:

- a. Establish and maintain a bank account in the name of the organization. Authorized signatures shall be the President and Treasurer.
- b. Have all monies be placed in a depository approved by the Board.

- c. Receive all monies of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approved budget as authorized by the Board.
- d. Present a written statement of accounts at every Board meeting of this organization.
- e. Present a written financial statement upon request of the organization and at other times as requested by the Executive Board, making a full report at the May meeting.
- f. The Treasurer's books shall be examined annually by a committee of not less than three (3) members (or an auditor) who, satisfied that the Treasurer's annual report is correct, shall sign a statement at the end of the report certifying its correctness. The Audit Committee shall be appointed by the President at the April meeting. The President and Treasurer cannot be members of this committee.
- g. The Audit Committee shall issue their report at the May meeting.

**Section 7:**

The Co-Treasurer, if applicable, shall assist the Treasurer.

**Section 8:**

All officers shall deliver to their successors all official material as well as a complete written report of the responsibility of their position two weeks after the school year ends.

## **ARTICLE IX – COMMITTEES**

**Section 1.**

Such committees shall be created by the Board as may be deemed necessary to promote goals and carry on the work of the organization. The Chairperson/co-chairperson may be chosen by the President from volunteers secured by public announcement of committee openings.

**Section 2.**

The Chairperson of all committees shall present plans of work to the Board at monthly meetings when the committee is active, or upon request.

**Section 3.**

Each Chairperson shall submit a detailed written committee report within thirty days of the conclusion of their event. Chairpersons of ongoing events may report at each Board meeting and submit a detailed written report at the May Board meeting .

## ARTICLE X – MEETINGS

### Section 1:

General meetings of this organization shall be held on the day designated by the Board. See standing rules.

### Section 2.

Special general meetings may be called by the President or Executive Board. Three days written notice must be given.

### Section 3.

Officers and members present at a duly called meeting shall constitute a quorum.

## ARTICLE XI – AMENDMENTS

### Section 1.

These bylaws may be amended at any Board meeting of the organization by a 2/3 vote of the members present and voting, provided at least thirty (30) days notice of the proposed amendment(s) shall have been given to the membership. A time limit of five (5) minutes of debate may be set for each article.

Approval:

Date of meeting \_\_\_\_\_

President \_\_\_\_\_

Secretary \_\_\_\_\_