

BY-LAWS
PEIRCE PARENTTEACHER ORGANIZATION
ARLINGTON, MASSACHUSETTS
REVISED May, 2002

ARTICLE I

Name:

The name of this association shall be the Peirce Parent Teacher Organization

ARTICLE II

Objects:

The objects of this organization shall be:

- a) To promote the welfare of the children and youth in home, school, and community;
- b) To secure adequate laws for the care and protection of children and youth;
- c) To bring into closer relation the home and the school that parents and teachers may cooperate intelligently in the development of the children;
- d) To develop between educators and the community such united efforts as will secure for every child the highest advantages in physical, emotional, and social education;
- e) To enrich the lives of its members and encourage friendly relations among them, to financially help defray the costs of enrichment programs for our children for their benefit and betterment, as well as to bring together the parents and teachers whose interests are united in one cause – the education of our children.

ARTICLE III

Policies:

- a) The program of this organization shall be educational and shall be developed through conferences, committees, and projects;
- b) The organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise or any candidate shall be endorsed by it. The name of the organization or its officers in their official capacities shall not be used in connections with a commercial concern or with any partisan interest, or for any purpose other than the regular work of the organization.
- c) The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d) This organization shall not seek to direct the administrative activities of the school or to control its policies.
- e) This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided they make no commitments that bind their member groups.

ARTICLE IV

Membership and Dues:

- a) Any person interested in the objectives of the Piece PTO and willing to uphold its policies and subscribe to its bylaws may become a member upon payment of dues, or as otherwise provided herein.
- b) The annual dues for membership in the Peirce PTO shall be determined at the first annual meeting of the Executive Committee.
- c) Payment of annual dues provides the following privileges: holding office, introducing notions, debating and voting on issues.
- d) Those persons wishing to participate in and contribute to PTO activities who are unable to pay full dues may be granted non-privileged membership, at the discretion of the Executive Committee.

ARTICLE V

Officers and their Election:

- a) The officers of this organization shall be a President, a Vice President, a Treasurer, and a Recording Secretary, who will hold office for one year and be eligible for re-election for one year.
- b) The nominating committee, parents, teachers, or board members shall make nominations. Following the reports, nominations may be made from the floor at a regular monthly meeting provided the consent of the nominee has been secured.
- c) Officers shall be elected annually by ballot in May and they shall participate in the transition period during May and June assuming all duties following the close of school in June. If there is but one candidate for any office, by motion from the floor, the secretary may be instructed to cast one ballot, or the election may be made by voice.
- d) Vacancies in office shall be filled by a majority vote of the remaining members of the Executive Committee, due notice of such election having been given.

ARTICLE VI

Duties of Officers:

- a) The President shall preside at all meetings of the organization and of the Executive Committee; shall be a member ex officio of all committees; shall appoint special committees; shall perform all other duties usually pertaining to the office. The President shall be responsible for the organization of the following committees: Membership, Hospitality, Enrichment, and Fundraising.
- b) The Vice President shall act as an aide to the President and shall in their order perform the duties of the President in the absence of that officer. The Vice President shall be responsible for the organization of the following committees: Teacher Appreciation Week, Newsletter, Social Events, PTO Information Calendar, Directory, and Room Parents.

- c) The Treasurer shall receive all monies of the organization; shall keep an accurate account of receipts and expenditures; and shall pay out local funds only in such manner as authorized by the organization. The Treasurer shall present a statement of the account at every PTO meeting of the organization and at other times when requested by the Executive Committee. The Treasurer's account shall be examined annually by the Executive Committee, who, satisfied that the Treasurer's report is correct, should sign a statement of that fact at the end of the report. A financial report should be submitted to the Treasurer after each function.
- d) The Recording Secretary shall take care of all correspondence pertaining to the PTO meetings.

ARTICLE VII

Meetings:

- a) At least five meetings of this organization shall be held between September and June unless otherwise provided by the organization. The executive committee may call special business meetings, five days notice having been given.
- b) The privilege of holding office, making motions, debating and voting shall be limited to members whose dues are not in arrears.

ARTICLE VIII

Executive Committee:

- a) The Executive Committee shall consist of the officers of the organization. With further direction by the Executive Committee, this may include the chair people of the standing committees, and any appointed teacher representative.
- b) The duties of the Executive Committee shall be to transact necessary business between organization meetings, and such other business as may be referred to it by the organization to communicate the plans of work of the standing committee chair people and to present a report at the regular meeting of the organization.

ARTICLE IX

Standing Committees:

- a) There shall be such standing committees created by the executive committee as may be required to promote the objects and interests of the organization. The officers incoming shall select the chair people of the standing committees. Their term of office shall be one or two years.
- b) Chair people of all standing committees shall present plans of work to the PTO Officer responsible for such functions.

ARTICLE X

Amendments:

- a) These by-laws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.
- b) A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws only by a majority vote at a meeting of the organization, or by a two-thirds (2/3) vote of the executive committee.

ARTICLE XI

Miscellaneous:

- a) No PTO property may be removed from the school without first being approved by an Officer of the Executive Committee