

**Bylaws  
Peirce Parent Teacher Organization  
Arlington, Massachusetts  
Created 1989; Revised May 2002, October 2012, May 2013**

**ARTICLE I**

***Name:***

The name of this association shall be the Peirce Parent Teacher Organization (Peirce PTO).

**ARTICLE II**

***Objectives:***

The objectives of this organization shall be:

- a) To promote the welfare of the children and youth in the 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 so that parents/guardians 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 parents/guardians, teachers, and students, and encourage friendly relations among them;
- f) To help defray the costs of enrichment programs for our children, as well as to bring together the teachers and parents/guardians whose interests are united in one cause – the education and development of our children.

**ARTICLE III**

***Policies:***

- a) The program of this organization shall be educational and shall be developed through conferences, committees, projects, and support of the teachers and school personnel.
- 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 communicate and work with parents, teachers, school administration, and the Peirce Advisory Council to ensure that school activities and policies benefit students, parents/guardians, and teachers.
- 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:***

Any parent/guardian or teacher interested in the objectives of the Peirce PTO and willing to uphold its policies and subscribe to its bylaws may attend meetings, participate in discussions and vote on issues, introduce agenda items, and run for elected positions.

**ARTICLE V**

***Executive Committee:***

- a) The Executive Committee shall consist of elected officers of the organization including the President, Vice President, Treasurer and Secretary. The elected officers can choose to include the chairpeople of the standing committees and any appointed teacher representatives or school administrators on the Executive Committee.
- 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 chairpeople and to present a report at the regular meeting of the organization.

## **ARTICLE VI**

### ***Officers and their Election:***

- a) The officers of this organization shall be a President, Vice President, Treasurer, and Secretary, who will hold office for one year and be eligible for re-election for one year.
- b) Officer positions may be shared by up to two individuals in which case both individuals assume the roles and responsibilities of the position. Any PTO member can 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 VII**

### ***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 oversee the work of the PTO committees and groups, and shall assign oversight of some activities to the Vice President or co-President as appropriate.
- b) The Vice President or co-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.
- 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 Secretary shall take care of all correspondence pertaining to the PTO meetings.

## **ARTICLE VIII**

### ***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. Special meetings require a minimum of five days' notice.
- b) The privilege of holding office, making motions, participating in discussion, and voting is extended to Peirce teachers and parents/guardians of students currently enrolled in the Peirce School. This privilege can be rescinded for an individual by unanimous vote of the Executive Committee if said individual is disruptive to Peirce PTO activities or in violation of the Peirce PTO Bylaws.

## **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 chairpeople of standing committees. Their term of office shall be one or two years.
- b) Chairpeople of all standing committees shall present plans of work to the PTO officer responsible for such functions.

## **ARTICLE X**

### ***Amendments:***

- a) These bylaws 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:***

No PTO property may be removed from the school without first being approved by a member of the Executive Committee.

## **ARTICLE XII**

### ***Compliance with Section 501(c)(3) of Internal Revenue Code :***

- a) This organization is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by a organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- c) Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.