

Reading Memorial High School PTO, Inc.

By-Laws

ARTICLE I. NAME

The name of this corporation shall be the Reading Memorial High School PTO, Inc.

ARTICLE II. PURPOSE

The purpose of this corporation is to create a link between parents of students at Reading Memorial High School (RMHS) located in Reading, Massachusetts, with school staff and administration. The corporation also works cooperatively to enhance the educational opportunities of students at RMHS, as well as to provide financial support for programs that benefit the school population.

ARTICLE III. POLICY

The corporation is organized for charitable, educational, and enrichment purposes qualifying under Section 501(c)(3) of the Internal Revenue Code. The organization does not discriminate based on age, race, color, religious creed, national origin, ancestry, disability, sex, gender or sexual orientation. The name of the organization and the names of its officers in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose other than as specified above.

ARTICLE IV. MEMBERSHIP

Any parent, guardian or other adult standing in loco parentis for a student enrolled at RMHS may choose to become a member of the organization. Any RMHS faculty or staff shall be eligible for membership and shall be exempt from dues. Any other interested party who is willing to abide by the purpose and policies of the organization may choose to become a member of the organization, although (s)he may not become an Officer or member of the Board of Directors. Annual membership dues shall be determined at the beginning of each fiscal year by the Board of Directors. Inability to pay the annual dues will not preclude a family from joining the PTO.

ARTICLE V.

OFFICERS

The elected Officers of this organization shall be the President, Vice President(s), Clerk/Secretary, and Treasurer, who shall be elected for a term of two years by the general membership and take office at the beginning of the fiscal year. The Officers must be members in good standing of the organization.

The President shall preside at all meetings of the organization and of the Board of Directors. (S)he shall be responsible for the preparation of the agenda for all organizational meetings. (S)he may sign checks, notes, etc. along with the Treasurer. (S)he shall be an ex-officio member of all committees.

The Vice-President(s) shall in the event of absence, disability, or death of the President, possess all the powers and perform all the duties of that office. The Vice President(s) shall perform such other duties as the President or Board may designate.

The Clerk/Secretary shall keep all minutes of the meetings of the Board of Directors, and business meetings of the membership. (S)he shall circulate the minutes at each subsequent meeting and make corrections as approved by the Board. (S)he shall maintain all records of transactions, contracts, correspondence, and other related documents. (S)he shall prepare correspondence on behalf of the organization and perform other duties as required. (S)he shall maintain and safeguard all historical documents related to the organization. (S)he shall provide all Board Members with a copy of the current bylaws at the first meeting of the PTO Board. The Clerk/Secretary shall file a form entitled Annual Report with the Office of the Secretary of State by November 1 of each year. The Clerk/Secretary shall maintain the current list of Officers and Directors of the organization with the Office of the Secretary of State.

The Treasurer shall receive all monies due. (S)he shall be the custodian of these monies, responsible for all banking activities. (S)he shall prepare monthly financial reports and year-end financial data for review and comment to the Board of Directors. The Treasurer may release funds as approved by the Board at its monthly meetings. The Treasurer may pay out funds only as authorized by the Board as part of the committee-specific approved budget. (S)he shall be responsible for contracting with a certified public accountant, if necessary, with final approval resting with the Board of Directors, to provide assistance in closing the books, preparing a year end balance sheet, profit and loss statement, and statement of changes in fund balances in accordance with generally accepted accounting principles. The Treasurer shall be responsible for the filing of all federal and state tax returns by the appropriate deadlines and any other schedules, analysis or reports that may be required or considered necessary under the circumstances.

The Board of Directors may remove any officer with or without cause by a majority vote of the remaining officers.

ARTICLE VI. BOARD OF DIRECTORS

The Board of Directors shall consist of the elected officers and shall be no smaller than 3 members.

The Principal serves as an ex-officio member of the Board.

Every member of the Board of Directors shall have one vote. A quorum shall consist of a majority of the Board of Directors. A quorum must be present for purposes of voting on policies and procedures, approving the annual budget, amending the by-laws, or conducting significant organizational business.

The final meeting of the Board shall occur before the end of the school year. The purpose of that meeting is to present the year end financial report, the results of the election, and to receive all year-end reports.

The outgoing Board is responsible for preparing and approving a budget for the organization for the following fiscal year. The incoming Board should review the approved budget and vote on changes necessary by its second meeting in the new fiscal year. The privilege of holding office, making motions, debating, and voting shall be limited only to members of the Board in good standing.

In case of a vacancy occurring in the positions of President, Vice President(s), Treasurer, or Clerk/Secretary during the fiscal year, the vacancy shall be filled through the nomination of a qualified member by the President and by a majority vote of the members of the Board. The elected officer shall remain on the Board for the unexpired term.

ARTICLE VII. COMMITTEES

Committees may include, but not be limited to, the following: Fundraising, Enrichment, Hospitality, Public Relations. Chairpersons of aforementioned committees shall conduct the business of the organization not requiring board decision or approval and shall prepare the agenda for the regular board meetings. The duties of the committees are presented in Appendix I. With the exception of the Board of Directors, the committees may change in name, focus, or

direction as the needs of the organization change. With the exception of the Board of Directors, any committee can be formed or disbanded by a two-thirds vote of the Board. The chairperson(s) of each committee shall maintain and keep records of their respective office or committee's work in a manner which would allow these records to be passed on to future committee chairs to provide consistency and continuity of the organization and its affairs. These records should include, but not be limited to, financial records and the processes and procedures of the committee.

Special committees may be created for a specific organizational purpose at any time during the fiscal year by action of the President and approval of the Board. Term of a special committee ends automatically when its specific purpose has been fulfilled or when the Board ends the committee's work. The chair and members of any special committee are appointed by the President and approved by a majority vote of the Board.

ARTICLE VIII. ELECTIONS

Any member can nominate candidates for the Board of Director positions for the following fiscal year by the final board meeting of the school year. At that meeting, nominations may also be made from the floor. The Board will receive the slate of nominees who consent to serve if elected and present it to the general membership for voting at the last Board meeting of the school year. The voting rights of the members are related to membership: each family, faculty or staff member of RMHS who is a member in good standing shall have one vote.

ARTICLE IX. FISCAL YEAR

The fiscal year begins on 8/1 and ends on 7/31.

ARTICLE X. AMENDMENTS

Any member may propose an amendment to the by-laws to the Board of Directors. A quorum of the Board must be present to be able to vote upon the amendment. The amendment must pass by a two-thirds vote of the members of the Board who are present. Any amendments approved shall become effective immediately thereafter.

APPENDIX I

The duties of the committees of the Reading Memorial High School PTO, Inc. are as follows:

Fundraising - Plan and direct activities to raise money for programs and events to benefit the school, students, and staff. Plan and direct fundraising activities involving members, businesses, and foundations. Provide financial reporting for each fundraising activity. Activities include but are not limited to Scrip sales and Spirit Wear.

Enrichment Committee - Research and coordinate enrichment activities for the classrooms and the school. Work with the teacher representatives, the principal and local groups to plan the PTO sponsored enrichment activities. Coordinate enrichment programs with other schools.

Hospitality Committee - Coordinate and plan a variety of school related activities throughout the year. These events include Staff Appreciation Luncheon and Staff Appreciation Breakfast. Volunteers can bake, donate their time, and help to organize and/or buy supplies for one or more of these events.

Public Relations- Maintain PTO Edline and Facebook page. Support other education related organizations such as Reading Educational Foundation (Festival of Trees) and Understanding Disabilities.

Approved on 2/22/2016