

BROOKSIDE ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION

Dracut, Massachusetts

Articles of Constitution and Bylaws

Amended September 11, 2024

Article I. NAME AND PURPOSE OF ORGANIZATION

A: NAME - The organization is to be known as the Brookside Elementary Parent-Teacher Organization, hereafter referred to as "Brookside Elementary PTO" or "PTO". The PTO is located at Brookside Elementary School, 1560 Lakeview Avenue, Dracut, MA 01826.

B: DESCRIPTION - The Brookside Elementary Parent-Teacher Organization (PTO) is a non-profit, all-volunteer organization committed to enriching students' experiences and building a vibrant community at Brookside. The PTO's mission is to help families stay connected, understand the community's needs, and foster community spirit.

C: GENERAL PURPOSE

The purpose of the Brookside Elementary PTO is to enhance and support the educational experience at Brookside Elementary School; to develop a closer connection and cooperative relationship between school and home by encouraging family involvement; and to improve the environment and community spirit at Brookside through volunteer and financial support.

D: LIMITATIONS - In order to protect the rights of individuals and ongoing educational programs, the Brookside Elementary PTO agrees to abide by the following limitations:

1. It shall not violate the district's personnel agreements, contracts, policies, or interfere with the professional performance of the school staff.
2. It shall not infringe on the legal rights of individual students, groups of students, teachers, parents, or community.
3. It shall not become involved in, or interfere with, specific curriculum decisions unless the district or school requests input.

E: GENERAL POLICIES - The PTO is a non-profit charitable organization under IRS Code 501(c)3 and, as such, does not attempt to influence legislation as a substantial part of its activities, nor does it participate in any campaign activity for or against political candidates. The PTO Does not engage in any action which could be defined as assuming the role of an employer.

ARTICLE II. MEMBERSHIP

There are no membership dues involved in membership in the Brookside Elementary PTO. Voting membership in the PTO will be automatically granted to

- a. Any adult parent, guardian, or other person standing in "loco parentis" of a child currently enrolled at and attending Brookside Elementary School, as well as each member of the licensed teaching and administrative staff at Brookside.
- b. Parents, guardians, and those standing "in loco parentis" for registered students beginning in the fall are automatically granted membership on June 1 of the year prior to their active enrollment.

Each voting member has the right to one vote. Motions are passed by a simple majority vote. Any member shall have the privilege of making motions and serving on special committees.

ARTICLE III: OFFICERS

A: EXECUTIVE BOARD - The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. All officer positions can be shared by two individuals. The School Principal, or his/her designee, is a voting member of the Executive Board.

B: TERM OF OFFICE - The term of office for all officers is one year, beginning June 1 and ending May 31 of the following school year.

C: QUALIFICATIONS - Any PTO member in good standing may become an officer of the PTO.

D: DUTIES

Executive Board - The Executive Board will Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of more than \$250.

President – Preside at all general meetings of the PTO and Executive Board meetings; arrange a sequence of meetings and prepare agendas for all meetings; serve as the official representative of the PTO; and retain all official records of the PTO.

Vice President – Oversee the committee system of the PTO and serve as chairperson for events/programs; obtain necessary permits to conduct business; assist the President and chair meetings in the absence of the President.

Treasurer – Serve as custodian of the PTO's finances; collect and record revenue; make disbursements as approved by the President; report financial activity monthly at General PTO meetings; facilitate annual reporting/audit.

Secretary – Record and post minutes of all Executive Board and General PTO meetings within two weeks of said meeting; manage communications and marketing for the PTO (including, but not limited to, newsletters, website, bulletin boards, and social media).

E: BOARD MEETINGS - The Executive Board shall meet every other month during the school year, or at the discretion of the President.

F: REMOVAL - An officer can be removed from office at any such time that they fail to perform assigned duties, act in a corrupt manner, or conduct themselves in a way that brings dishonor to, or negates, the purpose and/or goals of this organization. Removal from office may occur by a majority vote of the Executive Board. Removal shall take place only after the Board has met in an effort to assess and discuss the problem and meaningful attempts have been made to resolve the problem.

A written motion to remove any elected officer may be made to the membership at a regular meeting if such a proposal, signed by ten members, is received by the President or Vice President ahead of the meeting. The designated officer will immediately be removed from office if two-thirds of the active members present vote in the affirmative.

G: VACANCY - If an officer resigns or is removed, or if a current elected officer no longer has a child enrolled at Brookside for any reason, the President shall appoint a temporary replacement through the remainder of the officer's term or until a special election can be held, whichever is first.

H: COMMITTEES - The Executive Board of the PTO may form standing committees, as necessary, to carry on the work of the PTO organization.

ARTICLE IV - ELECTIONS

A: ELIGIBILITY - Active members are eligible to become candidates for any elected office provided that they have a child currently enrolled at Brookside Elementary, attending in the current year or, in the case of Kindergarten students, enrolled for attendance in the upcoming school year.

B: NOMINATION - Prospective Executive Board members can be nominated by a current active member or can nominate themselves ahead of the elections. Nomination forms will be made available to the school community at least one month before the elections are scheduled to take place. Nominations must be submitted no later than one week before the elections are scheduled to take place.

C: ELECTION DATE - Elections will be held in May or at the final General PTO meeting of the school year, whichever occurs first.

D: VOTING - Elections will be by majority. Each current General PTO and Executive Board officer holds a single vote. School staff do not vote in Executive Board elections. In the event of a tie vote, the current year's elected officers, with the exception of the President, shall vote the tie out. In the event that a current officer is involved in a tie, they will recuse themselves from the tie-breaking vote. In the event that elections are uncontested, the officers may be voted in as a group with a motion.

ARTICLE V - MEETINGS

A: GENERAL PTO MEETINGS - General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. Meetings may be held via video conference or hybrid (both in-person and with a video conference option). All meetings shall be advertised on the PTO website and social media, via newsletter and school communication, and/or with a flyer posted in the school building, when possible.

B: VOTING - Each member in attendance at a PTO meeting is eligible to vote, one vote per member. Absentee or proxy votes are not allowed.

C: QUORUM - Three Executive Board members and two General members, in addition to School Leadership (Principal / Vice Principal), present at any meeting shall constitute a quorum for the transaction of business of the organization.

D: CONDUCT OF MEETINGS - The President will conduct meetings. If the President is unable to attend, the next ranking officer shall conduct the meetings. Minutes shall be recorded at the meetings. "Robert's Rules of Order, Revised" shall govern the conduct of all meetings.

Article VI - FINANCIAL POLICIES

A: FISCAL YEAR - The Fiscal Year of the organization is designated as starting June 1st and ending May 31st of the next calendar year.

B: BANKING - All funds shall be kept in a checking and savings account in the name of Brookside Elementary PTO held at a local financial institution. All checks over \$200 will require the signature of the Treasurer and that of the President or, in their absence, the Vice President.

C: REPORTING - All financial activity shall be recorded in a computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity at each General Meeting. Annually, the Treasurer will ensure all financials are reported via the appropriate mechanisms at the State and Federal levels on a timely basis.

D: ENDING BALANCE - The organization shall seek to leave a minimum of \$4,000.00 in the savings account at the end of each fiscal year.

E: CONTRACTS AND PERMITS - Contract and permit signing authority is limited to the President or the President's designee.

F: SCHOOL ACCOUNTS - At the request of the Principal and Vice Principal, the PTO will maintain the school accounts for the "Sunshine Fund" and "Principal's Fund" to be used for the following purposes:

Sunshine Fund: A fund populated by the school staff for use in marking special events, including celebrations, memorials, and similar. Annually, a Fund Manager is designated by the school to direct disbursements.

Principal's Fund: A fund for use by the School Principal for the purpose of enriching the school environment. The School Principal directs disbursements.

Special Programs Funds: Occasionally, the PTO will create and maintain fund accounts for special programs. Each program will have clear designations, including the process by which disbursements may be made.

The Treasurer will report out on the status of these accounts at each General Meeting and on request by the Principal, Vice Principal, or designated manager of the Fund.

ARTICLE VII - BYLAW AMENDMENTS

Any provision of these Bylaws may be amended and additional provisions adopted by a two-thirds vote of the active members present at a meeting. Adoption of any amendment shall apply immediately to the organization without further action being required.

ARTICLE VIII - DISSOLUTION

In the event of dissolution of the PTO, all of the remaining assets and property of the organization shall, after necessary expenses thereof, be distributed to Brookside Elementary School.

ARTICLE IX - ADOPTION OF AMENDED ARTICLES OF CONSTITUTION & BYLAWS

These Revised ByLaws were drafted by the Executive Board and were adopted and ratified at the regular PTO meeting held September 11, 2024, by a vote of 21 aye, 0 nay.

Signed this 11th day of September, 2024:

Cori Stott

Cori Stott, President

Amanda Blute

Amanda Blute, Vice President

Alycia Knight

Alycia Knight, Vice President

Tiffany Gschwind Parola

Tiffany Gschwind Parola, Treasurer

Dawn Hayes

Dawn Hayes, Secretary