

MARTIN E. YOUNG SCHOOL PARENT TEACHER ORGANIZATION

Mission Statement: We work together (Parents, Teachers, Administrators and Students) to improve and enhance educational experiences for all students. We facilitate family engagement activities to build a better community and future.

Vision: Partnering with our students, community, teachers and parents to make each child's education a stepping stone to a successful future.

EXECUTIVE BOARD

Officers:

President
Vice-President
Treasurer
Secretary

Executive Board Members:

Kindergarten Representative
First Grade Representative
Second Grade Representative
Third Grade Representative
Fourth Grade Representative
Fifth Grade Representative

Teacher Representative
Teacher Alternate
Principal (ex Officio)

Others:

Fund Raising Chairperson
Cultural/Educational Enrichment Chairperson
Bookfair Chairperson
Martin E. Young PTO Scholarship Fund Chairperson
PTO Council Representative

BY-LAWS

MARTIN E. YOUNG SCHOOL PARENT TEACHER ORGANIZATION

ARTICLE I

Name

Section 1: The name of this organization shall be the Martin E. Young School Parent Teacher Organization.

ARTICLE II

Objects and Purposes

Section 1: The purpose of the organization will be to promote the well-being of our children. To collaborate with the Superintendent or his designee, the Principal or her designee, the school committee or their designee to give financial support for all educational programs and cultural enrichment programs for the betterment of the education of every student.

Section 2: The object of this Organization is to bring the home and school into a closer relationship and to provide parents and teachers with an opportunity to cooperate in the attainment of their mutual goal - the training and education of the child. The Martin E. Young School PTO members will abide by all Federal, State and Local Laws. All PTO members and non-members are subject to a CORI application with Federal, State and Local agencies.

Section 3: The Organization shall enhance the educational experience of each student in the Martin E. Young School family; providing support or assisting worthwhile school or civic projects which foster or contribute to the educational and recreational opportunities of the school children of the Martin E. Young.

Section 4: The Organization shall provide a forum for discussion and interchange of ideas between parents and teachers.

Section 5: The Organization will sponsor fundraising activities for items/activities not appropriated for in the school budget.

ARTICLE III

Basic Policies

Section 1: The organization shall be a non-sectarian, non-partisan and non-commercial enterprise. The name of the Organization or the name of its officers in their official capacities shall be used only for the work of the Organization.

Section 2: The organization shall not attempt to control the policies and administrative activities of the school. Both parties shall collaborate cooperatively in the best interest of all parties.

Section 3: The Organization's year shall be July 1 through June 30 of the following school year

Section 4: Elections for all board positions shall be conducted at the yearly annual meeting. Any current, new or incoming member may be nominated for any board position. Voters must be present at the annual PTO meeting in order to place their vote.

Section 5: There shall be a transition period between the annual election meeting and the beginning of the following school year whereby the outgoing board and the incoming board meet and discuss pertinent details to ensure any outstanding business is properly resolved. All files shall be turned over to the new Board Members as soon as possible after elections, but no later than the transitional meeting.

ARTICLE IV
Membership

Section 1: All parents/guardians of students enrolled at the Martin E. Young Elementary School, Teachers and Administrative staff of the Martin E. Young Elementary School are automatically considered members of the Organization.

Section 2: Each parent/guardian of children attending the Martin E. Young School shall have the right to vote if they are active at the PTO meetings. Four meetings a school year is considered an active member.

ARTICLE V
Organization and Duties of Officers

Section 1: The officers shall consist of a President, Vice-President, Treasurer and Secretary, and all to serve for a term of one (1) year.

Section 2: It shall be the duty of the President to preside at all open meetings, meeting of the Executive Committee and to serve as a member of all the committees, ex officio. The President shall perform such other duties as may be prescribed in these By-Laws or delegated to him/her by the Executive Committee including but not limited to participation in appropriate town-wide organizations. President shall maintain the PTO's social media sites.

Section 3: It shall be the duty of the Vice-President to act as an aide to the President and shall perform the duties of the President in the absence of that officer. Vice-President shall maintain the PTO's social media sites.

Section 4: It shall be the duty of the Treasurer to receive all monies. Checks and cash cannot leave the school building with anyone other than the treasurer or her designee. Treasurer shall keep true and accurate account of the same, pay all authorized bills and report the condition of the Treasury at both open and Executive Committee meetings. All checks in excess of \$50.00 must be signed by the Treasurer and another officer authorized by the Executive Committee. The Treasurer will report financial activities of the school and provide any supporting documents requested by the PTO Council set forth by the PTO Council Treasurer.

Section 5: It shall be the duty of the Secretary to keep an accurate account of the proceedings of all meetings, be prepared at any meeting to refer to minutes of previous meetings. Meeting minutes shall be typed and sent to the President and Vice-President within two days of the meeting. Secretary shall furnish the name of members of committees to their respective chairmen, file all important letters and keep the roll of members. Secretary shall handle all correspondence for the Organization by disseminating information and/or newsletters to the membership, publish activity reports, coordinate for the advertising of upcoming events and send Thank-you notes for donations, contributions and/or guest appearances as directed by the Executive Committee.

Section 5A: All correspondence must be approved by the President and the Vice-President before being sent out to the public.

Section 6: It shall be the duty of the PTO Council Representative to attend monthly PTO Council meetings, keeping the Council informed of upcoming events and activities at the Martin E. Young School. Also actively participate and exchange ideas with other existing PTO's and Town boards. A summary will be provided to the Executive Board and pertinent information will be provided at the PTO meetings.

Section 7: It shall be the duty of the Cultural/Educational Enrichment Chairperson to: evaluate and plan grade-appropriate programs and activities, collaborate with school administration, negotiate and finalize contracts and provide documentation to the Treasurer.

Section 8: No officer shall serve in the same position for more than two (2) consecutive terms; a two-thirds (2/3) majority vote by the Executive Board can override this By-Law.

Section 9: Each Board member will have 1 vote, in cases of a tie vote; the President shall cast the deciding vote.

ARTICLE VI

Organization and Duties of the Executive Committee

Section 1: The Executive Committee shall consist of the elected officers and one parent representative from each grade at the Martin E. Young School. Said representatives shall be elected by the membership at the Annual meeting. In addition one teacher and one alternative shall be chosen by the teachers themselves to serve on the Executive Committee. The Chairmen of all standing committees as enumerated in ARTICLE VIII shall be members of the Executive Committee. All shall serve for a term of one (1) year. The Principal is an ex-officio member of the Executive Committee.

Section 2: The Executive Committee, by majority vote shall fill all vacancies on the Committee or Officers as they occur during the term of office. Individuals may chair only one officer position

Section 3: The Executive Committee shall appoint a member to prepare a slate for election at the Annual meeting. The slate shall be announced by notice at least seven days prior to the Annual meeting. No person can be nominated without his/her permission.

Section 4: The Executive Committee shall from time to time create such committees as it deems necessary. The Chairmen of such committees shall be appointed by the President. The members of such committees shall be appointed by the Chairmen of the respective committees.

Section 5: General meetings of the Executive Committee shall be held monthly during the school year, the time to be fixed by the Executive Committee at its first meeting of the new year. A majority of the Executive Committee members shall constitute a quorum. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the Executive Committee; special meetings may be held prior to a scheduled general meeting, on a specified topic/agenda and the meeting should not deviate from it. The monthly general meetings of the Executive Committee shall be open to all members of the Organization.

Section 6: Each class Representatives, in agreement with the teachers shall be responsible for communicating the needs and progress of their grade and signing up volunteers for the teachers as required.

ARTICLE VII

Standing Committees

Section 1: The Chairmen of standing committees shall be appointed by the elected members of the Executive Committee for a term of one (1) year.

Section 2: The standing committees shall comprise the following:

- a. Fund - Raising - to coordinate fund-raising projects for the Organization.
- b. Cultural/Educational Enrichment - to plan, coordinate and provide cultural activities for the children.
- c. Book Fair - to plan, coordinate appropriate book sales for the children
- d. Martin E. Young Scholarship Fund in memory of Marlene Foreman - to select one High School graduates who attended the Martin E. Young Elementary School for a minimum of 3 years, to receive Five Hundred dollars towards their higher education, payment will be made upon receipt of the semester's transcript.
- e. Extra Curricular -to plan, coordinate and provides activities in whcih students and/or family can parti cipate.

ARTICLE IX
General Meetings

Section 1: General meetings of the Organization shall be held monthly. Elections shall be held at the annual meeting. -Nominations for Kindergarten Representative, or any vacant positions may also take place at the October meeting,

Section 2: Notices of general meetings shall be publicized in the PTO newsletter, school website, telephone notification through connect-ed and the PTO social media page.

Section 3: A majority of those present at a meeting shall carry any vote except votes relative to these By-Laws. All individuals who have a conflict of interest must reclude themselves from voting on that agenda item.

Section 4: All meetings shall be conducted according to Roberts' Rules of Order Revised insofar as they do not conflict with these By-Laws.

ARTICLE X

Amendments to the By-Laws

Section 1: These By-Laws may be amended at any general meeting of the Organization by a two-thirds (2/3) vote of the members present and voting, provided that copies of the proposed amendment(s) have been e-mailed to interested party seven days prior to the meeting.

Section 2: These By-Laws may be amended at any meeting of the Executive Committee by a Two-thirds (2/3) vote of the total Executive body.

ARTICLE XI

Additional Provisions

Section 1: The President may call a meeting of officers and they may vote on last minute decisions if the vote is unanimous. This vote must be presented at the following PTO meetin.

Section 2: No officer shall be individually liable for any debt or obligation of the Organization.

Section 3: All disputes relating to election procedures, eligibility, voting and the like shall be conclusively determined by the Executive Committee.

Section 4: The Organization upon vote of the Executive Board, may affiliate or become part of a town-wide association and be subject to its' rules and procedures; however, insofar as such town-wide rules or procedures may limit or be in conflict with these By-Laws, these By-Laws shall be controlling upon the Organization's officers and members unless and until they are amended by vote of the membership.

Section 5: The fiscal year of this Organization shall begin on July 1st and end on June 30th. All officers and Executive Committee members elected at the May meeting shall assume their responsibilities effective July 1st.

Section 6: The President has the authority to approve expenditures for the Organization that are budgeted. All expenditures in excess of this amount must be approved by the Executive Committee.

Section 7: A member of the PTO may be removed from the PTO, an Officer position or Committee(s); a formal hearing in front of the entire PTO and the voting to remove this person has to be unanimous.

These By-Laws were enacted on April 17, 2014.