

# COOLIDGE PARENT/TEACHER ORGANIZATION

## BY-LAWS

### **ARTICLE I. Name**

1. This Association is and shall continue to be known as the Coolidge PTO. It is referred to in these articles and by-laws as the PTO or the Association. It is referred to as C.A.P.E. (Coolidge Association of Parents and Educators) on the bank account we hold at Commerce Bank.

### **ARTICLE II. Purpose**

1. To encourage a spirit of communication and cooperation among parents/caregivers, teacher, school administrators and the Shrewsbury Community.
2. To provide support for school activities by coordinating volunteer efforts.
3. To raise funds which are used to enrich school programs.
4. To serve as the official voice of Coolidge School parents in the Shrewsbury Community.
5. While it is not the purpose of this organization to endorse or oppose any candidate for political or appointed office, it may promote awareness on issues relevant to education and school. The PTO will encourage all citizens to be actively involved in the decision making process of the community.

### **ARTICLE III. Non-profit status**

1. No part of the assets of the Association and no part of any net earnings of the Association shall be divided among or insure to the benefit any officer or director of the Association or any private individual or be appropriated for any purpose other than the purposes of the Association as herein set forth; and no substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting, to influence legislation (except to the extent that the Association may make expenditures for the purpose of influencing legislation in conformity with the requirements of Section 501 (h) of the Internal Revenue Code), and the Association shall not participate in, or intervene in (including the publishing or distributing of statements), in any political campaign on behalf of any candidate for public office. It is intended that the Association shall be entitled to exemption from federal income tax under Section 501 (c\_ (3) of the Internal Revenue Code and shall not be a private foundation under Section 509 (a) of the Internal Revenue Code.

2. Upon the liquidation or dissolution of the Association, after payment of all of the liabilities of the Association or due provision therefore, all of the assets of the Association shall be disposed of to one or more organizations exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code.
3. Notwithstanding any other provision of these Articles, the Association shall not carry on any activities not permitted to be carried on by an association exempted from federal income tax under Section 501 (c) (3) or by an association, contributions to which are deductible under Section 107 (c) (2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future U.S. Internal Revenue law).

#### **ARTICLE IV.           Membership**

1. Any parent/ guardian, teacher or administrator interested in the objectives of the Coolidge PTO may be a member.
2. Dues will be determined at the beginning of each school year.
3. Membership is not contingent upon the payment of dues.

#### **ARTICLE V.           Executive Officers and Executive Committee**

1. Executive Officers of the Coolidge PTO shall consist of:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Teacher Representative (s)
2. All officers shall hold office until the end of the school year. If an officer resigns an official vote must happen to replace that officer with another.
3. Executive Officers are elected each May by written ballot for the following school year by all PTO members present at the election meeting.
4. An Officer can serve a term of no more than 2 consecutive years in one particular office. Exception: In the event of an unfilled position after the May elections, that position would be open to all interested parties, including Officers currently serving in that position.
5. The Executive Committee shall be composed of the following officers and chairpersons, whose elections and duties shall be as follows:
  - a. President: shall call and preside all meeting. The President will have general supervision of the affairs of the Association. The President shall act as a spokesperson for the Association. The President shall attend town-wide school PTO meetings. The President shall attend meetings with the principal prior to the general PTO meetings. The President shall appoint chairpersons of committees in case of vacancy.

- b. Vice -President: shall act as an aide to the President and shall perform duties of the President in case of the absence of that officer. . The Vice President shall attend meetings with the principal prior to the general PTO meetings. The Vice President shall oversee the room parents of the school and coordinate their duties for the year.
  - c. Secretary: shall maintain the minutes of the monthly meetings and any other special gatherings. . The Secretary shall attend meetings with the principal prior to the general PTO meetings The Secretary shall be responsible for notifying the members of meetings in the form of News Flash notices. The Secretary shall be responsible for compiling the weekly News Flash, sending it to the principal and school secretary and make sure that it gets copied for distribution.
  - d. Treasurer: shall receive and collect all monies of the Association; shall file any documentation required per Section 501(h) of the Internal Revenue Code; shall keep an accurate record of receipts and disbursements; and shall pay out funds as voted upon. The Treasurer shall present a statement of account at every PTO meeting and at other times when requested by the President. The Treasurer shall attend meetings with the principal prior to the general PTO meetings.
  - e. Teacher Representative (s): shall be requested at the start of each school year. In the event that there are more than (3) volunteers, an election shall take place with no more than three (3) elected. In the event no one steps up to be the representative for the entire year, teachers may take turns filling in as the representative at meetings.
  - f. Volunteer Coordinator: shall organize volunteers for Coolidge School. The Volunteer Coordinator will attend town wide volunteer meetings. The Volunteer Coordinator will be in charge of making sure CORI forms are on file for all parent volunteers in the school. This chairperson will act as a liaison between volunteers, the Coolidge staff and the town.
  - g. Enrichment Committee: shall coordinate curricular enhancing programs at Coolidge. This committee should give updates at all general meetings. They should send all upcoming enrichment information to the Secretary to include in the News Flash and to the PR person. This committee should meet with the principal at set times to discuss enrichment plans for the school.
6. Other committees and their chairpersons may be appointed from time to time as needed. The President or Executive Committee shall appoint such committees on an as needed basis. Any such committees shall report to the Executive Committee on its activities. If allocations are needed a representative from the committee must attend the general meeting or let a board member know in advance.
7. Two people serving as co-officers or co-chairpersons may hold any one office or committee.

**ARTICLE VI. Meeting of Members**

1. Meetings shall take place every 4 to 6 weeks during the school year at a time and place determined by the PTO board. Notification of all meetings shall be made in the form of a message sent home to parents in the News Flash.

**ARTICLE VII. Request of Funding**

1. Requests for funding must be made in writing. A specific request form will be available for anyone wishing to ask for funds.
2. The form, when written, may be left in the PTO mailbox or given to a PTO teacher representative.
3. The person making the request may be asked to contact the President to provide further details, if necessary.
4. The person requesting the funds is encouraged to attend the PTO meeting when their request will be addressed.
5. A vote will be taken to allocate or deny the requested fund.
6. Those persons present at a properly called PTO meeting shall be designated as a quorum and shall be entitled to take action on behalf of the Association.
7. PTO officers may allocate funds, after a majority vote, if a situation arises between monthly meetings, not to exceed \$100.00.
8. Current year Executive Committees will not enter into any contracts, which obligate future Executive Committees.

**ARTICLE VIII. Fiscal Year**

1. The fiscal year of the Coolidge PTO shall begin on the first day of August each year and end on the thirty-first of July the following year.
2. All Executive Committee members shall deliver to their successors official materials at the close of their service of office.

**ARTICLE IX. Amendments**

1. These by-laws may be amended by an affirmative vote of the majority of PTO Executive officers, or a by-law Committee appointed for such purpose.

**Voted on and adopted** 3/2/11 .