

NORTH STONINGTON PTO

BY-LAWS

Latest Approval: November 2012

Article I. Name

The name of this organization shall be the North Stonington Parent Teacher Organization, Inc. (NSPTO). The PTO is located at NSES, 311 Norwich-Westerly Road, North Stonington, CT 06359.

Article II. Purpose and Mission Statement

The purpose of this organization shall be to organize and manage fundraising events for the purpose of acquiring funds to be used to enhance student programs, family activities, social development and to promote open communication between families and schools. The PTO is a nonprofit organization that qualifies under section 501©(3) of the Internal Revenue code.

Article III. Membership and Voting Eligibility

Section 1: Membership is automatic to parents and/or guardians of students of the North Stonington Schools. All North Stonington School teachers and staff are members of the PTO. All members shall have equal voting rights/privileges, providing one vote per household.

Section 2: Any member may make a motion and serve on committees.

Section 3: A quorum of the membership shall consist of a minimum of 11 votes for any regular or special membership meeting of this organization.

Section 4: Members shall be notified of all upcoming meetings through either the NSPTO Newsletter, which is distributed by computer e-mails or through paper copies to all families, or through written notice distributed to all families.

Section 5: No dues shall be collected.

Article IV. Voting Guidelines

Section 1: Requests for funds up to \$500.00 may be voted on at the meeting that the funds are requested. See Addendum I: NSPTO Request and Review Guidelines and Procedures.

Section 2: Requests for funds above \$500.00, but not to exceed \$5,000.00 will be classified as a 'Special Project' and must go before the Long Range Goal/Special Projects (LRG/SP) Committee for review according to Addendum II: NSPTO Long Range Goal/Special Projects Committee Guidelines and Procedures. The request will be presented to and voted upon by the NSPTO at a future meeting.

Section 3: Requests for funds above \$5,000.00 will be classified as a 'Long Range Goal' and must go before the Long Range Goal/Special Projects (LRG/SP) Committee for review according to Addendum II: NSPTO Long Range Goal/Special Projects Committee Guidelines and Procedures. The request will be presented to and voted upon by the NSPTO at a future meeting.

Section 4: In the event that an approved request for funds from Section 1 that has not been dispersed in part or in full within the current school year, the request is considered null and void. Any existing or outstanding approved request for funds not dispersed within one (1) calendar year from date of approval will revert back to the NSPTO.

Section 5: In the event that an approved request for funds from section 2 and/or section 3, has not been dispersed in part or in full within one (1) calendar year, the request is considered null and void. An extension can be requested of the NSPTO. If an extension is denied, the funds will be re-allocated to the NSPTO. Any existing or outstanding approved request for funds not dispersed within one (1) calendar year from date of approval will revert back to the NSPTO.

Article V. Officers and Elections

Section 1: Officers: The officers shall be a president, vice president, recording secretary, corresponding secretary and treasurer.

President:

- _Preside over meetings of the organization and executive board
- _Serve as the primary contact for the administration
- _Represent the organization at meetings outside the organization
- _Serve as an ex officio member of all committees except the nominating committee
- _Coordinate the work of all the officers and committees so that the purpose of the organization is served
- _Serve as a bylaws expert
- _Create PTO calendar for following year
- _Participate in the budget process
- _Follow up on decisions made at PTO membership meetings to insure they are completed
- _Order necessary supplies
- _Maintain a file/binder of all your work, including samples of each document
- _Transition new President
- _Deliver to the successor in office, all records in his/her possession by fiscal year end

Vice President:

- _Assist/support the president and carry out the president's duties in his or her absence or inability to serve
- _Attend PTO meetings once a month
- _Attend executive board meetings and participate in discussions and decision making
- _Accept delegated responsibility
- _Serve as a bylaws expert
- _Oversee/support committee chairs
- _Read Treasurer's Report, Secretary's Minutes or Announcements from the previous meeting in the absence of that Officer
- _Maintain a file/binder of all your work, including samples of each document
- _Transition new Vice President
- _Deliver to successor in office, all records in his/her possession by fiscal year end

Treasurer:

- _Shall receive all funds of the organization
- _Keep an accurate record of receipts and expenditures
- _Pay out funds in accordance with the approval of the executive board bills and reimbursements as required
- _Make deposits in a timely fashion
- _Attend PTO meetings once a month
- _Attend executive board meetings and participate in discussions and decision making
- _Present a financial statement at every meeting and at other times of the year when requested by the executive board
- _Prepare annual reports to give to accountant
- _Follow up w/accountant that all state/federal filings are made on time
- _Inform committee chairs of budget funds for their activities
- _Make a full report at the end of the year
- _Maintain a file/binder of all your work, including samples of each document
- _Transition new Treasurer
- _Deliver to successor in office, all records in his/her possession by fiscal year end

Recording Secretary:

- _Shall record the minutes of all meetings and distribute copies of the minutes at the next general meeting
- _Attend PTO meetings once a month
- _Forward minutes to Board Officers for review within 3 days following each meeting
- _Submit minutes for inclusion on website within 7 days following each meeting
- _Attend executive board meetings and participate in discussions and decision making
- _Take minutes at executive board meetings, type them up and distribute them to the other officers in a timely fashion
- _Update bylaws (dates & times) for new board
- _Maintain a file/binder of all your work, including samples of each document
- _Transition new Recording Secretary
- _Deliver to successor in office, all records in his/her possession by fiscal year end

Corresponding Secretary:

- _Shall be in charge of written correspondence, as requested needed, and shall present correspondence at the general meeting
- _Attend PTO meetings once a month
- _Attend executive board meetings and participate in discussions and decision making
- _Check quarterly w/secretaries (NSES, MS/HS) for new family enrollment and mail out President's 'Welcome Letter'
- _Collect email addresses from members; Use email and/or paper copies to send meeting reminders, and distribute the PTO newsletter
- _Bulletin board – update this monthly so the display stays fresh
- _PTO Newsletter – Create a monthly newsletter focused on PTO activities (Announce events, thank volunteers, profile upcoming activities, solicit help, provide financial information on PTO funded projects/events)
- _Optional – Build relationship w/local media in your area & pass along interesting PTO news
- _Maintain a file/binder of all your work, including samples of each document
- _Transition new Correspondence Secretary
- _Deliver to successor in office, all records in his/her possession by fiscal year end

Section 2: Nominations and Elections: Elections will be held at the May meeting. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor, voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3: Terms of Office: Officers shall serve a term of two (2) years and, or until their successors are elected.

Section 4: Vacancies: If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 5: Removal from Office: Officers can be removed from office with or without cause by two-thirds vote of those present with minimum quorum at a regular meeting, where reasonable notice has been given.

Article VI. Meetings

Section 1: Regular Meetings: The regular meeting of the organization shall be held one time per month on the first Tuesday of each month (with exception of holiday on first Monday, then it will be second Monday) during the school year at 6:00 p.m. or at a date, time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the May meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 2: Special Membership Meetings: Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer, email and phone calls.

Article VII. **Executive Board**

Section 1: Membership: The Executive Board shall consist of the officers and standing committee chairs.

Section 2: Duties: The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, creates standing rules and policies, create standing and temporary committees, and assist treasurer to generate proposed PTO budget. Prepare reports and recommendations to the membership.

Section 3: Meetings: Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two (2) board members, with 24 hours notice.

Section 4: Quorum: Half the number of board members plus one constitutes a quorum.

Article VIII. **Committees**

Section 1: Membership: Committees may consist of members and board members, with the President acting as an ex officio member of all committees.

Section 2: Standing Committees: The following committees shall be held by the organization:

- **_Hospitality** – Coordinate volunteers for set up/clean up and food donations for PTO sponsored events; Inform PTO president of items to go on website.
- **_Cultural Programs** – Coordinate cultural programs for our students; Inform PTO president of items to go on website.
- **_Fundraiser** – Be a source of support to fundraising chairs and seek out new ideas; Inform PTO president of items to go on website.
- **_Nominating** – Facilitate nominations of upcoming officer positions; Inform PTO president of items to go on website.
- **_Scholarship** – Provide applications to high school seniors; Provide packet of information to committee members; Coordinate meeting for voting on winners; Inform PTO president of items to go on website.
- **_Request and Review** – Accept and review monetary requests up to \$500.00 and bring to general membership meeting for vote; Inform PTO president of items to go on website.
- **_Long Range Goal/Special Projects** – Accept and review monetary requests over \$500.00, hold Special Projects Meeting, then bring to general membership meeting for vote; Inform PTO president of items to go on website.
- **_Auditing** – To certify accuracy of the books and records of the financial officer to insure the membership that the organizations resources/funds are being managed in a business like manner within the regulations established for their use; Inform PTO president of items to go on website.
- **_Friend of the PTO** – Provide nomination sheet, form committee, distribute nominations, tally votes, arrange for gift for the winner, as well as the plaque to be updated; Inform PTO president of items to go on website.

Section 3: Special Committees:

- **_The President and/or Executive Board** may create Special Committees as needed and deemed appropriate.
- **_Special Committees** shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed.
- **_The Special Committee** shall operate in an identical manner as a Standing Committee.

Article IX. Event Chairperson

- _Organize particular fundraiser, adhering to timeline, budget and fundraising goal
- _Recruit volunteers to help organize and implement event
- _Ensure that record keeping on all aspects of activity are up-to-date
- _Ensure that all donors are thanked for their time or gifts.
- _Record all monies raised, expenses generated and report information to Treasurer
- _Inform PTO president of items to go on website

Article X. Finances

Section 1: A tentative budget shall be presented at the May meeting for the following school year and approved by a majority vote of the members present.

Section 2: The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3: The membership shall approve all expenses of the organization. The checks will be signed by the treasurer for disbursement.

Section 4: The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section 5: The fiscal year will be from September 1 through August 31.

Section 6: In order to receive reimbursement for an approved expenditure from the NSPTO, all receipts and the NSPTO Reimbursement Form must be submitted to the treasurer within 30 days of the purchase.

Section 7: Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be distributed to the North Stonington Schools. If the North Stonington Schools cease to exist, remaining PTO 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.

Section 8: Do we want to put something in here about what happens w/funds @ the end of the fiscal year? Right now, money is moved into the savings account w/an amount left in checking. I don't think it's written anywhere on how much should be left in the account.

Article XI. Parliamentary Authority

Roberts Rules of Order shall govern meetings of this organization in all cases to which they are applicable.

Article XII. Amendments

These bylaws may be amended at any regular or special meeting, provided that previous notice was given in writing at a prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail or fax. Amendments will be approved by a two-thirds vote of those present.

Article XIII. Addendums

Section 1: NSPTO Board Position Descriptions

Section 2: Addendum I: NSPTO Request and Review Guidelines and Procedure

Section 3: Addendum II: NSPTO Long Range Goal/Special Projects Committee Guidelines and Procedure

Section 4: NSPTO Monetary Request Form (MRF)

Section 5: NSPTO Reimbursement Form

Section 6: NSPTO Teacher Reimbursement Form Check Request Form

Section 7: NSPTO Debit Card Expense Form

Section 8: NSPTO Cash Box Request Form

Section 9: NSPTO Deposit Form

BY-LAWS

The NSPTO by-laws were accepted by this organization on November 6th, 2013.

Lisa Mazzella

PTO President

Alice Zeeman

PTO Vice-President

Wendy Hauptmann

PTO Treasurer

Addendum I: NSPTO Request and Review Guidelines and Procedure

To all faculty, and staff:

The North Stonington Parent Teacher Organization would like to explain the request and review process. We have a line item in the budget each year that is used primarily for requested items from faculty. We have listed the guidelines below to help in determining what faculty and staff might request. In order to request money each team or individual must fill out the NSPTO Monetary Request Form, have it signed by the building principal and district superintendent, to ensure that the PTO is not incurring or funding expenses/supplies/materials that should normally be incurred or funded under the Board of Education budget. Lastly, return it to the NSPTO mailbox attention to the committee chairperson.

All principal and superintendent approved requests should be submitted by October 15 of the current school year. The request will then be reviewed and voted on at the November PTO meeting of the current school year. Some requests may be reduced or denied based on guidelines listed below. If funds remain, later requests will be considered as they arrive.

Guidelines:

1. Request will be for funds up to \$500.00
2. Must be beneficial to students and/or faculty.
3. May add improvements to existing programs
4. May initiate a new program
5. May initiate a better understanding of the world around us.
6. NSPTO does not cover transportation costs or travel expenses.
7. NSPTO does not cover uniforms for teams.
8. NSPTO does not cover equipment and fixtures.

Field Trip Guidelines:

1. NSPTO will review a request of up to 50% but not to exceed \$500.00.
2. No transportation, meals or travel expenses will be reviewed.

If you have any questions you can contact the NSPTO by sending email to PTO@northstoningtonpto.com or dropping a note in either of the NSPTO mailboxes located in the Elementary School or the High/Middle School Offices.

Addendum II: NSPTO Long-Range Goal/Special Projects Committee Guidelines and Procedure

To Faculty, Staff, and Parents:

The North Stonington Parent Teacher Organization would like to explain the procedure for Long-Range Goal/Special Projects. In order to request money, the NSPTO Monetary Request Form must be filled out, and signed by the building principal and superintendent, to ensure that the PTO is not incurring or funding expenses/supplies/materials that should normally be incurred or funded under the Board of Education budget. Lastly, return it to the NSPTO mailbox attention to the committee chairperson to be reviewed by the Long-Range Goal/Special Projects Committee.

Some requests may be reduced or denied based on guidelines and procedures listed below.

Guidelines:

1. Requests will be for funds above **\$5,000.00 for long-range goals** and above **\$500.00 for special projects**. There may be specific fundraising involved for the potential Long-Range Goal/Special Project.
2. Must be directly beneficial to students and/or faculty or improve on safety or comfort to the students, parents, faculty, staff, visitors and community.

Procedure:

1. The Long-Range Goal/Special Projects Committee will accept requests for a long-range goal/special project at any time.
2. While reviewing the requested project, the LRG/SP Committee reserves the right to schedule a meeting with the individual or group to gather more details on the project.
3. The LRG/SP Committee will put the requested project on the agenda of an upcoming NSPTO meeting and the individual or group requesting the long-range/special project funds will be asked to present their plans, ideas and quotes for the project at that NSPTO meeting.
4. The project proposal presented to the NSPTO may be voted on at that NSPTO meeting. If not voted on for lack of information, the proposal may be re-presented at a future meeting when the information has been obtained.
5. Once a long-range goal/special project has been approved for funds by the NSPTO, the treasurer of the NSPTO will hold the funds in the NSPTO account until funds are due for the project pursuant to a payment agreement or until the project is completed.
6. If the approved project is not started or completed within one (1) year of approval, the project needs to be approved for an extension by the NSPTO. If an extension is denied, the request is considered null and void.
7. Once a long-range goal has been established, there may not be any other requests approved until that fundraising Goal/Special Projects of the current project has been satisfied unless other funds become available. Special projects may still be considered on a case-by-case basis. Current long-range goals will be posted on the school website.

NSPTO Monetary Request Form

This form is to be used for ALL monetary requests from the NSPTO (all Request and Reviews, Cultural Arts Program suggestions, Special Project and Long Range Goal suggestions). Any requests that exceed \$500.00 will be directed to the Long Range Goal and Special Projects Committee for review.

- Cultural*
- Request/Review Special Projects **above \$500.00**
- Request/Review **up to \$500.00**
- Request/Review Long Range Goal **above \$5,000.00**

Date: _____

Individual/organization requesting money: _____

School/Homeroom/Location: _____

Contact name and phone # and email: _____

1. Why are you requesting money from the PTO? (Please explain how the money will be used. Attach a separate sheet if necessary.)

2. Have you pursued avenues for funding in part or in whole? If so from where?

3. How many students will it benefit?

4. Does this request comply with the overall school system's goal of increasing academic achievement and efficiency in our school and grounds? Please explain.

5. Does this request benefit the students and/or faculty directly or improve the safety or comfort of the students, parents, faculty, staff, visitors and community? Please explain.

6. Please fully detail your request and provide a copy of the quote or invoice.

Superintendent Signature: _____

Principal Signature: _____

*Signatures not required unless request exceeds allocated

