

BY-LAWS OF THE MARION CROSS PTO
Norwich, Vermont

Article I: Name

The name of this organization is the Marion Cross Parent-Teacher Organization (PTO), Norwich, Vermont.

Article II: Articles of Organization

The articles of organization of this PTO include (1) the by-laws of this organization, and (b) the Memorandum of Understanding between the PTO and the Norwich Board of Schools Directors, adopted October 12, 1999 and any subsequent revisions thereto.

Article III: Purposes

The purpose of this organization are to enhance the educational experience of children at the Marion Cross School by:

1. disseminating information
2. fostering mutual understanding among parents and teachers
3. Identifying ways of addressing concerns and common interests of parents, teachers, and the community
4. providing extracurricular enrichment opportunities for children and families and support to the school

Article IV: Basic Policies

The following are basic policies of the Marion Cross PTO:

1. The PTO shall be non-commercial, non-sectarian, and non-partisan.
2. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the PTO.
3. The PTO shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation.

4. The PTO shall support the school's efforts to provide a quality education for all children and shall seek to participate in the decision-making process establishing school policy, while recognizing that the legal responsibility to make decisions has been delegated by the community to the Norwich Board of School Directors.
5. The PTO shall retain the right to make all decisions affecting its own policy, program direction, and use of assets, subject to the terms of the Memorandum of Understanding.
6. No part of the net earnings of the PTO shall inure to the benefit of, or be distribute to, its members, officers, or other private persons, except that the PTO shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the organization.
7. In the event of the dissolution of this organization, its assets shall be distributed for one or more of the exempt purposes specified in the Section 501 (c) (3) of the Internal Revenue Code.

Article V: Membership

1. Every individual with a child currently enrolled at the Marion Cross School, and every member of the staff of the school, is automatically enrolled as a PTO member and entitled to the benefits of membership, including voting rights.
2. Membership is also open to any interested member of the community upon request
3. Only members of the organization shall be eligible to serve in any of its elective or appointive positions, to vote on issues, or for the election of officers.

Article VI: Officers and Elections

Section 1. Officers. The officers of this PTO shall consist of president, vice-president, secretary, and treasurer. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

1. **President.** The president shall preside at all meetings of the organization and of the Executive Board shall perform such other duties as may be prescribed in these by-laws or assigned to her by the organization or by the Executive Board, shall be a member ex officio of all committees except the nominating committee, shall serve as liaison to the Norwich Board of School Directors and to the school principal, and shall coordinate to

the work of the organization, officers, and committees in order that the purposes may be promoted.

2. **Vice President.** The vice-president shall act as an aide to the president and shall perform the duties of the president in the absence or inability of that officer to act. The vice-president shall also serve as chair of the nominating committee.
3. **Secretary.** The secretary shall record the minutes of all meetings of the organization and of the Executive Board, shall maintain a current copy of the by-laws, shall maintain a membership list, and shall perform such other duties as may be delegated, such as but not limited to writing thank you notes after an event to volunteers. The secretary shall ensure that minutes are posted on the PTO Bulletin Board and Website.
4. **Treasurer.** The treasurer shall have custody of all funds of the organization; shall keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the president, Executive Board, or organization. Checks or vouchers shall be signed by the treasurer or another officer, except checks in the excess of \$100.00 shall be signed by two officers. The treasurer shall present financial statements at every meeting of the organization and at other times when requested by the Executive Board and shall make a full report at the annual meeting. The treasurer shall be responsible for the maintenance of books of accounts and financial records.
5. Upon expiration of the term of office, or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

Section 2. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 3. Nominations and Elections. Elections will be held at the second to last meeting of the school year (Annual Meeting). Prior to the Election a nominating committee shall be formed and select a candidate for each office, nominations may also be made from the floor.

The nominating committee is composed of at least three members who shall be elected by the organization at a regular meeting at least one month prior to the election of officers. No more than two members of the nominating committee shall come from among the current officers, and the president shall not serve on the nominating committee. The PTO vice-president shall serve as the nominating committee chair.

Notice of the annual meeting and slate of nominees shall be provided to the membership in writing, such as email, at least 14 days before the annual meeting. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to office. Voting

shall be by voice if a slate is presented. If more than one person is running for office, a ballot vote shall be taken.

Section 4. Terms of Office. Officers shall assume their official duties following the close of the last PTO meeting of the school year, and shall serve for one year or until a successor is chosen. The president may serve in that office for no more than two consecutive terms, at which time another successor shall be chosen. After vacating the office of president for a minimum of one year, a former president may be renominated for that position but if elected, shall again serve for no more than two consecutive terms.

Section 5. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Section 6. Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given in writing, such as email, to the membership at least seven days prior to the meeting. In case a vacancy occurs in the office of president, the vice-president shall serve notice of the election.

Article VII Meetings:

Section 1. Regular Meetings. The regular meeting of the organization shall be on the same day and at the same two times, alternating between evening meetings and morning meetings, to be determined by the executive board. Meetings can be conducted in person or virtually.

Section 2. Special 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 email.

Section 3. Annual Meeting. The annual meeting will be held at the April regular meeting . The annual meeting is for receiving reports, electing officers , and conducting other business that should arise.

Section 4. Quorum. The quorum shall be 10 members of the organization

Section 5. Notification of Meeting. The president will notify the members of the meeting via email at least one week prior to the meeting.

Article VIII. Executive Board:

The Executive Board shall consist of the officers of the organization, the principal of the school, and any other interested faculty, parent, or community member who may be appointed by the officers and principals.

The duties of the Executive Board shall be:

1. to transact necessary business of the organization
2. to create committees as needed and approved their work plans
3. to prepare and submit to the organization a budget for the year, for adoption at the annual meeting
4. to approve routine expenditures within the limits of the budget
5. to recommend such policies, programs, and activities as needed to achieve purpose or the organization.
6. to serve as a liaison between the PTO and the school.

Regular meetings of the Executive Board shall be held during the year, at a time to be fixed by the committee. A majority of the Executive Board shall constitute a quorum. Special meetings of the Executive Board may be called by the president or by the majority of the members of the committee.

Article X. Committees:

The Executive Board may create such standing or ad hoc committees as it may deem necessary to promote the purpose and carry on the work of the organization. The president shall appoint a chair or co-chairs of each committee from among the members of the organization. The term of each chair shall be for one year or until the selection of a successor. The Executive Board shall charge each standing or ad hoc committee with the scope of its work, and no committee work shall be undertaken without the consent of the steering committee. The president shall be a member *ex officio* of all committees except the nominating committee.

Article XI. Financial Policies

Section 1: Fiscal Year The fiscal year of this organization shall begin July 1 and end June 30 of the following year.

Section 2: Banking All PTO funds shall be kept in a checking account at Mascoma Savings Bank under the account name of Norwich School District. All checks must be written to the Norwich School District with MCS PTO written in the memo line. The Treasurer makes all deposits. Cash deposit amounts will be verified by the President before being deposited by the

Treasurer. All purchases and reimbursements will follow the MCS PTO-Purchasing Process, attached hereto as Exhibit B.

Section 3. Reporting All financial activity shall be recorded in a computer based accounting system, that can be readily transferred to incoming Treasures, and reviewed by the Executive Board. The Treasure shall reconcile the account(s) monthly and report all financial activity monthly.

Section 4. Annual Budget and Allocation of Funds The MCS PTO Executive Board will vote on a line item budget prior to the school year. The budget will then be presented at the first PTO meeting. Funds will be allocated through a quorum of the Finance Committee, whether at Regular Meeting or at a meeting of the Finance Committee, subject to the MCS PTO Finance Committee Grant Review Policy and Procedure as applicable, attached as Exhibit A below.

Article XII. Parliamentary Authority

This organization work and decision-making shall be governed by the use of consensus whenever possible, except that the president may invoke Robert's Rule of Order in the following circumstances:

- 1) if consensus has not been achieved within a reasonable amount of time;
- 2) for the election of officers and adoption of the organization's budget.

Article XIII Standing Rules

Standing rules, rules the PTO uses to administer its affairs, will be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article IV. Amendments:

These by-laws may be amended at any regular meeting of the organization by two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

Exhibit A
Marion Cross Parent Teacher Organization
Finance Committee
Grant Review Policy and Procedure

Approved March, 2021

Finance Committee Members:

The Finance Committee consists of the current PTO President/Co-Chair of the Marion Cross School Parent Teacher Organization (MCS PTO), current PTO Vice President/Co-Chair, current PTO Treasurer, and current PTO Secretary. In addition, past Presidents, Vice Presidents, Secretary, and Treasures (Past Officers) who still have a child in attendance at MCS are invited to join the Finance Committee, and may choose to join and update their selection at the start of each school year. If a Past Officer does not update their selection, it shall be assumed they no longer wish to serve on the Finance Committee. Ideally the Finance Committee will be a seven member committee, with a minimum of five members. The Finance Committee will maintain an odd number of members for voting purposes.

Biannual Grant Cycle:

Grants will be accepted and awarded two times per school year, once in the fall and once in the spring. Fall grant requests will typically commence in October. Spring grant requests will typically commence in April.

Goal of the Grant Process:

The goal of the grant process is to fund as many grants as possible that meet with the PTO mission and the goals stated on the grant application. The Finance Committee will approach the grant process with the goal of spending current funds, not saving current funds. The exception is for specific, previously identified PTO savings goals for specific items or programs.

Grant Review Procedure For Fall and Spring Grants:

- 1) Grant Requests will be submitted via MCS PTO's Google Form. Communications to the applicable communities regarding the application and deadlines will be sent by the Current President and Vice President, and will be posted on the MCS PTO website.
- 2) The Current President and Vice President will review all submitted grants with the Current MCS Principal to get his/her input and feedback.
- 3) The Current President and Vice President will provide a copy of the Grant Proposals, including the Principal's input and feedback, to the Finance Committee for review at least two days before the Finance Committee meets to discuss grant proposals.

- 4) The Finance Committee will meet either in-person or online to discuss the provided grant proposals and principal feedback (Informational Meeting). The current President will coordinate with the Finance Committee, and use best efforts to pick a meeting date and time that works with as many Finance Committee members as possible, understanding time is of the essence, and the meetings can not be delayed unduly. At this meeting, the PTO Treasurer will give an overview of all available funds and anticipated upcoming expenses, as well as a statement regarding the maximum amount it would be financially prudent to spend on the current round of grants. Any questions regarding the grants will be collected by the Current President and Vice President. The Current President and Vice-President will do their best to get the questions answered. The Secretary will provide minutes from the Informational Meeting in a timely manner.
- 5) Once the answers to the questions have been collected, or the President and Vice President have made best-efforts to collect answers, the President will coordinate a second meeting (Voting Meeting), pursuant to procedure stated in section 4 above. The Finance Committee will meet again to hear the answers (if in person) or read the answers (if sent via electronic means) and vote on the grant proposals based on the MCS PTO's mission, available MCS PTO funds, and then prioritizing grants impacting the largest number of MCS students. The vote will be conducted using slips of paper at an in person meeting or Google form for an online meeting.
- 6) In order to vote, a Finance Committee member must attend the Voting Meeting and preferably the Informational Meeting. However, if a Finance Committee member cannot attend the Informational Meeting, s/he must read the meeting minutes and all other applicable communications prior to attending the Voting Meeting.