

BY-LAWS OF THE MARION CROSS PTO
Norwich, Vermont

Article I: Name, Description, Purpose, Mission & Basic Policies

Section 1: NAME - The name of this organization is the Marion Cross Parent-Teacher Organization (PTO), Norwich, Vermont. The PTO is located at Marion Cross School 22 Church Street, Norwich, VT 05055

Section 2: DESCRIPTION - This PTO shall qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code as allowed.

Section 3: PURPOSE - The PTO is a nonprofit organization for the purpose of enhancing the educational experience of children at the Marion Cross School by:

- Disseminating information
- Fostering mutual understanding among parents and teachers
- Identifying ways of addressing concerns and common interests of parents, teachers, and the community
- Providing extracurricular enrichment opportunities for children and families and support to the school

Section 4: MISSION - The mission of the Marion Cross PTO is:

- To strengthen the relationship between home and school so that parents, teachers, school administrators and the community can participate in the whole-child education of the students of Marion Cross.
- To encourage timely and productive communication between parents, teachers, and school administration.
- To enhance the whole-child educational experience of the students of our school by providing volunteer and financial support for resources, programs, and enrichment activities.

Section 5: 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 retain the right to make all decisions affecting its own policy, program direction, and use of assets.
5. No part of the net earnings of the PTO shall inure to the benefit of, or be distributed 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.

Article II: Membership

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. 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 III: Officers and Elections

Section 1: OFFICERS ROLES - 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. 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. The President shall turn over to the Vice President.

Section 2: OFFICER DUTIES –

President: The President shall prepare agendas and preside over meetings of the PTO and of the Executive Board, shall perform such other duties as may be prescribed in these by-laws or assigned to them 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 school principal, shall serve as the primary contact and shall coordinate the work of the organization, officers, and committees in order that the purposes may be promoted including representing the organization at meetings outside the organization.

Vice President: The Vice-President shall assist 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. The Vice-President will observe the president for a year with anticipation of filling the role of President the following term, when and if possible.

Secretary: The Secretary shall record the minutes of all meetings of the PTO and of the Executive Board and Finance Committee, shall maintain a current copy of the by-laws, and shall perform such other duties as may be delegated. The Secretary shall ensure that general meeting minutes are posted on the PTO website, stored digitally and kept in hard copy.

Treasurer: The Treasurer shall receive 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 PTO, shall make disbursements as authorized by the President, Executive Board, or PTO. Checks or vouchers shall be signed by the Treasurer or secondary signer on the account , except checks in the excess of \$200.00 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, annual reporting as required by Vermont state and Federal law and will participate in an independent audit annually.

Section 3: ELIGIBILITY - Members are eligible for office if they have attended at least one general membership meeting in the current academic year prior to election. Two or more offices may be held by the same person, excluding the offices of President and Treasurer. Offices may be shared between two members.

Section 4: NOMINATIONS AND ELECTIONS - Elections will be held at the second to last meeting of the school year (Annual Meeting). 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 5: TERMS OF OFFICE - Officers shall assume their official duties following the close of the last PTO meeting of the school year. 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. The Vice-President may serve in that office for no more than two consecutive terms. Treasurer and Secretary shall serve for one year or until a successor is chosen.

Section 6: REMOVAL FROM OFFICE - Officers can be removed from office with or without cause by unanimous consent of the board excluding the officer in question and a two-thirds vote

of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Section 7: VACANCY - 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 vacancy and 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 IV Meetings:

Section 1: GENERAL 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 Officers. 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: VOTING - Each member in attendance at a PTO meeting is eligible to vote. Absentee and proxy votes are not allowed.

Section 5: QUORUM - Ten members of the PTO present and voting constitute a quorum for the purpose of voting.

Section 6: NOTIFICATION OF MEETING - The President will notify the members of the meeting at least one week prior to the meeting

Article V. Executive Board:

Section 1: MEMBERSHIP- The Executive Board shall consist of the officers of the organization, I, and any other interested faculty, parent, or community member who may be appointed by the officers.

Section 2: DUTIES - The duties of the Executive Board shall be:

1. to transact necessary business of the organization

2. to create committees as needed and approve 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/standing rules, programs, and activities as needed to achieve purpose or the organization.
6. to serve as a liaison between the PTO and the school.

Section 3: MEETINGS - Regular meetings of the Executive Board shall be held monthly during the year, at a time to be fixed by the board. Special meetings of the Executive Board may be called by the President or by any 2 board members

Section 4: QUORUM - A majority of the Executive Board shall constitute a quorum.

Article VI. 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 executive board. The President shall be a member *ex officio* of all committees except the nominating committee.

Article VII. Financial Policies

Section 1: FISCAL YEAR - The fiscal year of the PTO shall begin July 1 and end June 30 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of the Marion Cross Elementary School PTO held at a local financial institution. The Treasurer and an additional board member will be designated as signers at the beginning of each fiscal year. All transactions over \$200 shall require two signatories, the Treasurer and the secondary signer of the Executive Board. The President or Treasurer will make all cash deposits. Cash deposit amounts will be verified by at least two PTO members and one board member before being deposited.

Section 3: REPORTING - All financial activity shall be recorded in a computer-based accounting system, that can be readily transferred to incoming Treasurers, and reviewed by the Executive Board. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. Reporting to VT and Federal entities to keep in good standing as needed. The

PTO shall arrange an independent review of its financial records each year. The Treasurer will be responsible for annual reporting as required by Vermont State and Federal law.

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.

Article VIII. 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 Rules of Order Newly Revised 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 IX. 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 X. Amendments: Amendments to the by-laws may be proposed by any PTO member. Amendments may be voted on at any regular meeting of the organization by two-thirds vote of the members present and voting, assuming a quorum and 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.

Article XI. Dissolution: The organization may be dissolved with previous notice of 30 days and a two thirds vote of those present at the meeting. In the event of dissolution of the PTO, any funds remaining shall be used to pay any outstanding bills, with the balance being frozen in the bank account so a future PTO may utilize the funds.