

**Lunenburg P.T.O.**  
Brook House  
1033 Massachusetts Avenue  
Lunenburg, Mass. 01462

---

---

**Cover Letter Signed by All Committee Members**


We the By- Law Reveiw Committee, were charged at the November 1997 Board Meeting to review the P.T.O. By- Laws, and recommend any revisions to the membership at the Janauary 1998 General Meeting.

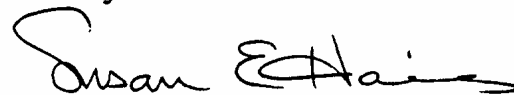
We hereby submit this revised document for approval in its entirety as a total revision of the P.T.O. By- Laws. This revision is supported unanimously by this committee.


We further recommend that these By- Laws be effective as of Febuary 9, 1998 , and that present officers and committees remain in effect until the May 1998 elections.

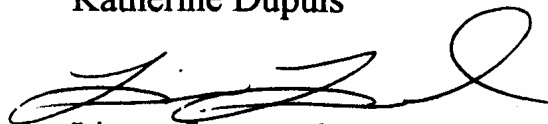
Signed

  
Rebecca Lantry

  
Mary Ellen McKenna

  
Susan Haines

  
Katherine Dupuis

  
Lianne Learnard

---

Revised and adopted January 12, 1998

## **Article I - Name**

**The name of this organization shall be the Lunenburg Parent Teachers Organization.**

## **Article II - Objectives**

**The Objectives of the organization are:**

- 1. To promote the welfare of children and youth in home, school, and community.**
- 2. To bring into closer relation the home and the school, that the parents and teachers may cooperate intelligently in the education of children and youth.**
- 3. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.**

## **Article III - Basic Policies**

**Section 1. This organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization, 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 other purpose than the regular work of the organization.**

**Section 2. This organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.**

**Section 3. A two-thirds vote by the membership at a general meeting and/or board meeting, members duly notified and able to vote, is needed for the organization to take a public stand on a political issue directly involving the schools.**

**Section 4. This organization shall neither seek to direct the administrative activities of the school nor to control its policies.**

**Section 5. This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided all representative(s) make no commitments that bind the group s/he represents without a two-thirds majority vote from the PTO Board.**

**Section 6. In the event of the dissolution of this organization, the assets of the organization shall be distributed for one or more of the exempt purposes specified in Section 501 of the Internal Revenue Code of 1954 as from time to time amended.**

#### **Article IV - Membership and Dues**

**Section 1. Membership shall be open to all persons interested in the welfare of the Lunenburg public school system.**

**Section 2. Dues shall be determined annually by a two-thirds vote of members present at a general meeting or board meeting.**

#### **Article V - Executive Board**

**Section 1. The Executive Board shall consist of the Officers of; President, Vice-President, Treasurer, and Secretary. Each officer shall have one vote.**

**Section 2. The Executive Board shall;**

**A. Transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization. (See Article IX Section 4)**

**B. Create special committees.**

**C. Approve and coordinate the plans of work of the standing and special committees.**

**Section 3. Meetings will be called by posting a notice on the PTO bulletin board in each respective school building as well as announcing them in the newsletters.**

**Section 4. PTO meetings and general meetings shall be open to any interested parties as nonvoting participants. PTO general meetings shall be open to the membership as voting participants.**

**Section 5. All Officers shall:**

- A. Perform the duties outlined in the job descriptions and those assigned from time to time.**
- B. Deliver to their successors all materials pertaining to each office.**

**Article VI - Board of Directors**

**Section 1. The Board of Directors shall consist of:**

- A. Committee Chairperson of: Membership, Forums, Fundraising, Publicity, Health Awareness, School and Community Liaison, and Cultural Enrichment. Each committee shall have one vote.**
- B. School Building Representatives of the Primary, Elementary, Middle and High Schools. Each representative shall have one vote.**

**Section 2. All Officers shall:**

- A. Perform the duties outlined in the job descriptions and those assigned from time to time.**
- B. Deliver to their successors all materials pertaining to each office.**

**Article VII - Standing Committees**

- Section 1. The standing committees consist of Membership, Forums, Fundraising, School and Community Liaison, Health Awareness, Cultural Enrichment, and Publicity. These committees shall consist of volunteers and not be restricted by number. The chairpersons shall be elected by the full membership at the annual meeting in May.**

## **Article VIII - Special Committees**

**Section 1. The Scholarship Committee is a special committee at the Lunenburg High School Administrative Office who will select the student based on financial and academic criteria and whose family is a member of the PTO.**

**Section 2. The Executive Board may create special committees as needed.**

## **Article IX - Elections**

**Section 1. Officers and standing committee chairpersons shall be elected by a majority vote at the annual meeting in May. In the event that no candidate receives a majority of votes, a run-off election between the candidates with the two highest vote count will be held.**

**Section 2. The term of office for these positions shall be one year, July 1 to June 30.**

**Section 3. There shall be no restriction on the ability of any officer or committee chairperson to seek re-election.**

**Section 4. The officers will be voted on in the following order: President, Vice-President, Secretary, Treasurer, Forums, Fundraising, Membership, School and Community Liaison, Publicity, Health Awareness, and Cultural Enrichment.**

**Section 5. Vacancy:**

**A. Notice of any vacancy must be made to the membership.**

**B. Any vacancy will be filled by a candidate elected by the majority vote of the Executive Board and Board of Directors.**

**Section 6. Candidates for all elected positions will be nominated from the floor at the annual meeting in May. Absentee candidates may be nominated only with their written permission.**

**Section 7. No proxy voting shall be allowed.**

## **Article X - Meetings**

- Section 1.** The time and dates of the general meetings shall be determined by the Executive Board with no less than three meetings to be held during the school year.
- Section 2.** The time, place, and agenda shall be announced and publicized ten days prior to the general meeting date. This will be done by posting a notice on each respective school PTO bulletin board and posting in the newsletter.
- Section 3.** Under unusual circumstances the executive Board Officers may call special meetings on shorter notice to vote when decisions need to be made before the next board meeting. Agenda items may only be voted at these meetings. If time allows an attempt will be made to notify the membership of the special meeting. Officers will act in the best interest of the organization, to the best of their ability and in good faith. The recording secretary for any special meeting will take the minutes, which will be attached to and included in the agenda for the next PTO Board meeting.
- Section 4.** The annual meeting and election of officers shall be held at the May meeting.

## **Article XI - Parliamentary Authority**

- Section 1.** The BY-LAWS shall govern this organization.
- Section 2.** A vote shall be taken after a motion has been made, seconded, and discussed. A motion is passed when it receives the majority of the voting participants, or when required by a two-thirds vote. A hand count by the secretary will be taken and recorded in the minutes for any non-unanimous vote.

## **Article XII - Amendments**

**Section 1. Any provision of these by-laws may be amended provided such provision has been in effect for one year.**

**Section 2. An amendment(s) presented at any Board and/or General meeting of the organization must be passed by a two-thirds majority of the members present and voting. Notice of the proposed amendment(s) shall have been provided at the previous meeting or shall have been adequately publicized and the general membership is notified in the same manner as specified in Article IX, Section 4.**

**Section 3. A by-law review committee may be established at any time by a majority vote of the Executive Board provided the by-laws have been in effect for one year. Said committee shall explain its recommendations to the Executive Board prior to reporting to the membership for action on its recommendations. The requirements for adoption of a revised set of by-laws shall be same as for an amendment.**

**Section 4. By-laws are held by the Secretary and made available at all meetings.**

## **Job Descriptions of Officers**

**From time to time the duties and responsibilities of the OFFICERS may change and these changes can be added in a timely manner to the Job Description as it becomes necessary to the business of the PTO.**

### **A. PRESIDENT**

**The PRESIDENT shall preside at all general meetings of the organization and of the Executive Board; shall perform such duties as may be prescribed in the bylaws or assigned to s/he by the organization or by the Executive Board; shall coordinate the work of the officers and the Executive Board, in order that the objectives of the organization may be promoted; shall be an ex-officio member of all committees; and shall, in the absence of the Treasurer, have signature authority.**

### **B. VICE-PRESIDENT**

**The VICE-PRESIDENT shall act as an aide to the PRESIDENT; shall perform the duties of the PRESIDENT in the absence or inability of that officer to serve; and shall be responsible for organizing a staff/teacher appreciation function.**

### **C. SECRETARY**

**The SECRETARY shall record minutes of all PTO meetings, general meetings called by the Executive Board officers; shall perform such other duties as may be delegated to s/he; shall maintain a permanent file of the organization's Bylaws and the minutes of the general and Executive Board meetings; and shall also be responsible for placing an up to date copy of the Bylaws at the Superintendent's office.**

### **D. TREASURER**

**The TREASURER shall receive all moneys of the organization; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization; shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Board; shall make a full report at the end of the year; shall coordinate with the three (3) School Principals, or their designees, who will act as representatives of their respective Student Support Organizations to receive an accounting of receipts and expenditures of said organizations; and shall prepare the tax returns in compliance with the appropriate statutes.**

## **JOB DESCRIPTION OF STANDING COMMITTEES**

**From time to time duties and responsibilities of STANDING COMMITTEES may change and these changes can be added in a timely manner to the Job Description as it becomes necessary to the business of the PTO.**

### **Section 1. A. MEMBERSHIP**

**The MEMBERSHIP COMMITTEE shall coordinate all membership drives, pre K-12; shall keep an updated listing of members; and shall encourage active participation by the membership.**

### **B. FORUMS**

**The FORUMS COMMITTEE shall provide programs on school and parent related subjects during the school year. Such programs need not be a part of a general meeting.**

### **C. FUNDRAISING**

**The FUNDRAISING COMMITTEE shall coordinate social and fundraising activities undertaken by the organization.**

### **D. SCHOOL AND COMMUNITY LIAISON**

**The SCHOOL AND COMMUNITY LIAISON shall attend or receive minutes and reports from the School Committee, the School Councils, the School Linked Service Program and other such committees whose primary concerns are educational issues; the purpose being to centralize information and improve the communication among and between said committees and the school community they represent and serve. The SCHOOL AND COMMUNITY LIAISON shall also advise the Executive Board and membership of any pending legislative action that will impact public schools and coordinate efforts in the event that the membership of the PTO chooses to take a stand on a public issue.**

### **E. PUBLICITY**

**The PUBLICITY COMMITTEE shall work with all officers, committee chairpersons and coordinators to publicize the programs, activities and goals of this organization.**

**F. HEALTH AND AWARENESS**

The HEALTH AND AWARENESS COMMITTEE shall attend the Health Education Advisory Board Meetings and relay information back to the PTO and coordinate mutual interest between the two committees in the form of forum, etc.

**G. CULTURAL ENRICHMENT**

The CULTURAL ENRICHMENT COMMITTEE shall work with the School Administration to provide cultural programs to all grade levels; and shall do the planning, selecting, scheduling and coordinating the activities necessary as well as utilizing all available means at hand to defray costs (i.e. writing for available grants and applying for Arts Lottery moneys).

**Section 2.** All committees are responsible for developing an estimated budget and presenting it to the board for approval by the second meeting of each year and subsequently as needed. All committees will work together as appropriate for specific activities in order to enhance the endeavors of the organization.

**Section 3. BUILDING COORDINATORS**

There shall be one chairperson appointed by the building principals for each school building. The duties shall include:

1. Representing and working with the principals,
2. Assisting the school principals in holding school council elections and tabulating the votes (per 1993 E.D. Reform Act),
3. Assist room parents with the scheduling of parent conferences, if applicable.
4. Represent the building principals at Executive Board meetings,
5. Acquire volunteers for school programs and projects when necessary,
6. Maintaining the PTO bulletin board in their respective building, and
7. Responsibility for securing room parents for Primary, Elementary, and Middle School classrooms,