

# Policies

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## Westerly Public Schools Parent-Teacher Organization-By-Laws

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### MISSION STATEMENT

The purpose of our organization is to bring into closer relation the home and the school, that parents and teachers may co-operate in the education of children. Our organization consists of parents and teachers who together will decide how best we may serve the children of our school.

### WESTERLY PUBLIC SCHOOLS PARENT-TEACHER ORGANIZATION CONSTITUTION Adopted

#### ARTICLE I ORGANIZATION NAME AND AFFILIATION

- Section 1 The name of the organization shall be the Westerly Public Schools Parent-Teacher Organization.
- Section 2 The organization is not affiliated with any other local, state, or national organization.

#### ARTICLE II PURPOSE OF THE ORGANIZATION

- Section 1 To bring into closer relation the home and the school, that parents and teachers may co-operate in the education of children.

#### ARTICLE III POLICY OF THE ORGANIZATION

- Section 1 Policy will be consistent with RIGL 16-38-6, restrictions on commercial activity and fundraising in public schools and the following Westerly Public Schools Policies: #1210, governing Parent-Teacher Organizations; #3086, governing solicitation of funds; and #3085, fundraising.

#### ARTICLE IV MEMBERSHIP OF THE ORGANIZATION

- Section 1 The membership of this organization shall be open to all parents, teachers, administration personnel and other interested persons concerned with the objectives of the Westerly Public Schools Parent-Teacher Organization.
- Section 2 An annual enrollment of members shall be conducted, however new members may be admitted at any time.

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Section 3 A member is defined as a person enrolled in the Westerly Public Schools Parent-Teacher Organization pursuant to Sections 1 & 2.

Section 4 Amount of membership donation shall be determined by the organization but shall not be mandatory for membership.

### ARTICLE V OFFICERS OF THE ORGANIZATION

Section 1 Each officer shall be a PTO member.

Section 2 The officers of this organization shall consist of: President and/or Co-President, Vice-President, Secretary (Recording and/or Corresponding), and Treasurer.

Section 3 In case the office of president becomes vacant, the vice-president shall automatically become president. A general election shall then be held to fill the vice-president position. A similar election shall be held to fill a vacancy for secretary or treasurer.

### ARTICLE VI ELECTION OF OFFICERS OF THE ORGANIZATION

- Section 1 Nominations
- a. A nominating committee consisting of three (3) members shall be appointed by the president at least one (1) month prior to the election of officers.
  - b. The nominating committee shall obtain the consent of the nominees to place their name on the slate.
  - c. The nominating committee shall present its slate of nominees at the May meeting.
  - d. Nominations may also be made from the floor at the time the slate is presented.
  - e. Officers shall be elected by ballot (if there is more than one candidate for a position) at the May meeting. However, if there is but one nominee for any office, election for that office may be by voice vote.
  - f. Only members of the PTO for sixty (60) or more days are eligible to vote.

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g. Officers shall assume their official duties during the last PTO meeting of the current school year.

**ARTICLE VII                    DUTIES OF OFFICERS**

- Section 1      The president and/or co-presidents shall preside at all regular meetings and Executive Board meetings; appoint the committee heads, appoint special committees, and serve ex officio on all committees except the nominating committee.
  
- Section 2      The vice-president shall assume the duties of the president in his/her absence, serve as indicated Article V, Section 3, and serve as program chairperson for the organization.
  
- Section 3      The secretary shall record all proceedings of the general meetings and Executive Board meetings, maintain a membership list, and handle all correspondence.
  
- Section 4      The treasurer shall collect all donations and proceeds from fundraising events, keep an accurate record of receipts and payments, submit a report at each monthly meeting, and present annual end of school year report.

**ARTICLE VIII                    MEETINGS**

- Section 1      Regular meeting schedule shall be determined by the Executive Board at the beginning of the school year.
  
- Section 2      Additions to the regular meeting schedule may be called by the president and/or co-presidents, the Executive Board, the administration, or upon request of six (6) members in good standing. Notice must be given two (2) days prior to the meeting.
  
- Section 3      The number of members necessary to constitute a quorum shall be two (2) officers and six (6) members at a regular meeting.
  
- Section 4      The number necessary to constitute a quorum at an Executive Board meeting shall be three (3) board members.
  
- Section 5      Westerly information on meetings; monthly newsletter; coordinating.

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### **ARTICLE IX**

#### **EXECUTIVE BOARD**

- Section 1 The Executive Board shall consist of the officers, chairs of the committees and the Principal.
- Section 2 A meeting of the outgoing and incoming Executive Boards shall take place soon after election for the transfer of files.
- Section 3 The Executive Board shall have supervision over the affairs of the organization between meetings.
- Section 4 It shall see that the purpose of the organization is accomplished.
- Section 5 Each outgoing board shall leave in the treasury a sum of money at least equal to the unpaid bills and obligations plus an emergency fund.
- Section 6 The Executive Board shall prepare a budget in time for presentation at the regular October meeting.

### **ARTICLE X**

#### **COMMITTEES**

- Section 1 The president and/or co-presidents shall appoint all committee chairs, and the chairs accept volunteers for their committees.
- Section 2 Organization committees may be added, deleted or revised as the needs and goals of the organization warrant.

### **ARTICLE XI**

#### **AMENDMENTS**

- Section 1 The Constitution may be amended by a majority vote of the members present at any regular meeting, provided the amendment(s) have been presented at the preceding regular meeting of the organization.

### **ARTICLE XII**

#### **AUTHORITY**

- Section 1 The rules contained in the Robert's Rules of Order, Revised, shall govern this organization in all cases in which they do not conflict with the approved Constitution of the organization.

Adopted: March 17, 2004

Revised: January 3, 2007