Revised April 5, 2023

Enclosure (1) PTO Treasury Procedure
Enclosure (2) MRMS PTO Treasury Payment Request
Enclosure (3) MRMS PTO Funds Request Form

# Mystic River Magnet School PTO By-Laws

## Article l: Name

The name of this organization is the Mystic River Magnet School Parent Teacher Organization of Mystic, Connecticut within the Groton Public School System. It will be referred to in these by-laws as the "MRMS PTO". Mystic River Magnet School will be referred to in these by-laws as "MRMS".

## Article 2: Purpose

The objective of the MRMS PTO:

*Section 1.* To facilitate, enhance and support communications between parents and teachers and to promote academic achievement and social growth of MRMS children.

*Section 2.* The objective of this MRMS PTO is promoted through educational and social programs directed toward students, parents, teachers and the general public. These programs are supported by fundraising activities and administered by subcommittees. They are governed and qualified by the Basic Policies set forth in Article 3. The executive committee oversees these subcommittees. A list of subcommittees is available through the Co-Chairs.

## Article 3: Basic Policies

*Section 1.* Robert's Rules of Order Revised shall govern the MRMS PTO in all cases in which they are applicable and in which they are not in conflict with these by-laws. These rules should provide a guideline and may be used to resolve a conflict when all other methods of resolution are exhausted. The Co-Chairs reserve the right to table an issue and place it on the agenda for the next meeting.

*Section 2.* The following are basic policies of the MRMS PTO:

a. The MRMS PTO shall be noncommercial, nonsectarian, and nonpartisan.
b. This MRMS PTO shall not endorse any commercial enterprise or any candidate.
c. The name of the MRMS PTO or names of any members in their official capacities shall not be used in connection with a commercial or political concern.
d. The MRMS PTO shall cooperate with the school to provide quality education for all children in ways that will not interfere with the administration of the school and shall not seek to control their policies. This statement recognizes that the responsibility to make decisions has been delegated to the School Administration.

e. This MRMS PTO may cooperate with other organizations and agencies concerned with child welfare and safety but persons representing the MRMS PTO in such matters shall make no commitments that bind the MRMS PTO.

f. In the event of the dissolution of the MRMS PTO after paying or adequately providing for the debts and obligations of the MRMS PTO, the remaining assets shall be either (1) transferred to the Groton Public Schools Donation Account for the benefit of school sponsored activities at Mystic River Magnet School (examples include Town Meetings, Assemblies, Field Trips, etc.) or (2) distributed to one or more nonprofit organizations dealing with children. Designation of asset allocation will be by vote of the membership present at the last PTO meeting prior to dissolution. If voting is not possible, the order of precedence will be numeric, with the aforementioned one (1) being first.

g. The fiscal year of this MRMS PTO shall be from January 1st through December 31st.

## Article 4: Membership and Due

*Section 1.* Membership in the MRMS PTO shall include all current and former parents/guardians, faculty, and staff of Mystic River Magnet School in Mystic, Connecticut. There is no fee to join the MRMS PTO.

## Article 5: Executive Committee

*Section 1.* This committee shall consist of the following: a. All Elected Officers (Co-Chairs, Secretary, and Treasurer), b. Principal or Designee, and c. Teacher representative.

*Section 2.* Four members, at least two (2) being elected officers, shall constitute a quorum of the Executive Committee. The Co-Chairs shall vote only in the event of a tie.

*Section 3.* The annual meeting of the executive committee shall take place after the election of officers at a time and place to be determined by the officers. The purpose of this meeting is to draft the annual budget and Calendar of Events for the upcoming year. The budget shall be voted on prior to the end of the current school year.

*Section 4.* Special meetings of the Executive Committee may be called by a Co-Chair or by a majority of the members of the committee.

*Section 5.* The duties of the Executive Committee are:

a. Present to the MRMS PTO a proposed budget and Calendar of Events.
b. Transact necessary business in the intervals between meetings.
c. Oversee PTO subcommittees.

## Article 6: Nomination and Election of Officers

*Section 1.* The officers of the MRMS PTO shall be two Co-Chairs, a Secretary, and a Treasurer.

*Section 2.* The qualifications for holding office in the MRMS PTO shall be:

a. Only persons consenting to serve may be nominated for an office or membership on the nominating committee.
b. Only members of the MRMS PTO may be nominated for an office or membership on the nominating committee.

*Section 3.* Terms of Officers

a. The Co-Chairs shall serve one (1) two (2) year term. The Co-Chairs may not serve consecutive Co-Chair terms
b. The term of Secretary and Treasurer shall be for two (2) years. They may not serve consecutive terms in the same office.

*Section 4.* A nominating committee consisting of three (3) members shall be elected by ballot at the budget meeting (prior to the end of the school year). This committee is in effect for the following fiscal year and shall serve one (1) term. The nominating committee is comprised of the following individuals:

a. One of the Executive Committee members excluding the Co-Chairs.
b. Two (2) MRMS PTO members.

*Section 5.* Duties of the Nominating Committee

a. Announce, advertise and solicit nominations for PTO officers.
b. Post nominations
c. Present all candidates at the regular April MRMS PTO meeting.
d. Develop ballot to be used for voting at the May meeting.
e. Appoint a person to fill any vacated position for the duration of the term.

*Section 6.* Any person interested in serving, as an officer of the MRMS PTO should forward their intentions to the Nominating Committee by the March meeting.

*Section 7.* All officers shall be elected by ballot at the May meeting. There will be a training period ending July 31st and the new officers will assume their duties at this time.

*Section 8.* An officer may be removed from office for reasons of an intentional misrepresentation of MRMS, or otherwise directly or indirectly interfering with any of the duties, policies and objectives stated in these bylaws. A vote for such removal must be initiated through a petition submitted by a then current PTO member to the MRMS Principal. The vote for removal will be conducted at the next scheduled PTO meeting only in the event that such a petition is executed by more than fifty per cent (50%) of the then current PTO membership.

**Article 7: Duties of the Officers**

*Section 1.* Co-Chairs: The Co-Chairs shall be the Chief Executive Officers of the MRMS PTO. They shall have general charge and supervision of the business and affairs of the MRMS PTO.

a. It shall be the duties of both Co-Chairs together to:
    i. Have the power to sign and execute all contracts, agreements or other obligations in the name of the MRMS PTO.
    ii. Audit the records of the Treasurer quarterly and assist as requested.
    iii. Encourage attendance at meetings.

iv. Have the power to create and appoint other special committees as necessary with the recommendation of the Executive Committee.
v. Coordinate the work of the officers and committees of the MRMS PTO.
vi. Determine insurance requirements and secure the appropriate level of insurance 4 each year. Ensure the premium rates are competitive. Only secure insurance from an A or A+ rated insurance company.
vii. Forward all written correspondence to the Secretary for filing in the permanent record.
viii. Provide assistance and training to successor.
ix. Turn over all official material to successor at the last PTO meeting of the year.
x. Meet with successor to answer questions prior to end of year.
xi. Appoint three members of the MRMS PTO at large for the purpose of forming an Audit Committee. These appointees will be responsible for performing an annual audit of the financial books of the MRMS PTO. A report of findings shall be submitted to the Executive Committee and will be available for review by all members of the MRMS PTO. The audit shall take place in April and the report presented to the Executive Committee no later than April 30 of the same year.

b. It shall be the duty of either Co-Chair to:
i. Preside at all meetings of the MRMS PTO and of the Executive Committee and establish the agenda for the regular meetings.
ii. Be the Spokesperson for the MRMS PTO.
iii. Represent MRMS PTO at Town Wide PTO and report Town-wide information at the MRMS PTO meetings.
iv. Have the power to sign any checks in lieu of the Treasurer. 5. Review minutes from previous meetings and follow up on any items requiring action. 6. Review financial reports (transaction listing, cash flow, budget and working cash) prior to regular meetings.

*Section 2.* Secretary: It shall be the duties of the Secretary to:

a. The Secretary shall record all PTO meetings. A tape recorder may be used to aid in preparing the written minutes only.
b. Provide written minutes of each meeting to present at the next meeting. These minutes will not be verbatim, but will be adequate to record that a discussion took place and the significant conclusions on that topic. These said minutes should be delivered to the Chair no more than two weeks following said meeting.
c. Maintain a file of the accepted minutes of the regular meetings.
d. Accept and distribute correspondences to and from appropriate officers and maintain a file of said correspondence.
e. Send correspondence when authorized by the MRMS PTO and/or Executive Committee.
f. Keep track of membership and attendance at all meetings.
g. Encourage attendance at meetings
h. Provide assistance and training to successor.

i. Make new family packets available (including membership form, calendar, aid any other pertinent PTO information) to send home with students that arrive after the beginning of the school year.
j. Deliver all official materials to successor at the last scheduled PTO meeting. Secretary is still responsible to deliver minutes to incoming officers from last meeting.

*Section 3.* Treasurer: It shall be the duties of the Treasurer to be the financial officer for the MRMS PTO. The duties of the Treasurer shall be:

a. Collect all funds due the MRMS PTO and disperse funds as authorized by the MRMS PTO.
b. Provide co-chairs with financial reports (transaction listing, cash flow, budget and working cash) at least one week prior to regular meetings.
c. Make financial report of funds available at all meetings of the MRMS PTO. Prepare the working cash report including income, expenditures, and total available funds to vote on, and distribute the report at all meetings of the MRMS PTO.
d. Prepare a full written report at the May meeting for use as the basis for an audit.
e. Encourage attendance at meetings.
f. Forward all written correspondence to the Secretary for filing in the permanent record.
g. Provide assistance and training to successor.
h. Deliver all official materials to successor at the last scheduled PTO meeting.
i. Update the bank signature card.

*Section 4.* The fiduciary responsibility of the outgoing officers shall terminate on July 31st.

*Section 5.* In the event of the absence of an officer at a meeting of the MRMS PTO or the Executive Committee, their report shall be submitted to the Co-Chairs prior to the meeting.

**Article 8: Meetings**

*Section 1.* The Executive Committee will determine the schedule and frequency of the regular meetings of the MRMS PTO. This will occur as soon as practical after the election of officers, no later than the end of the school year.

*Section 2.* A quorum at the regular meetings of this MRMS PTO shall be three (3) elected officers and at least five (5) other members. Votes will pass with a simple majority.

*Section 3.* In the event a "quorum" is not present at a regular meeting, the meeting shall continue but all items to be voted on will be added to the next meeting agenda. Any items requiring immediate attention will be referred to the Executive Committee to determine appropriate action.

*Section 4.* The Co-Chairs will be responsible for providing an agenda at each regular meeting of the MRMS PTO. The agenda items must include any items brought up at a previous meeting for discussion to be voted on at a future meeting. Any PTO member may request that an item be placed on the agenda by contacting a Co-Chair two (2) weeks prior to the next scheduled meeting. If less than two weeks notice is given to Co-Chairs, the request may not make the current agenda and will be put on the following month’s agenda. During the course of a meeting, items not on the agenda may be brought up

for discussion. The agenda will be posted online or summarized in the newsletter or email prior to the meetings if possible.

**Article 9: Funds**

*Section 1.* The funds of this MRMS PTO shall be used to further the purpose of this MRMS PTO as noted in Article 2. All PTO funds allocated must be for the benefit of the school or for providing a service to the school. No cash contributions will be made with PTO funds to individuals. Enclosure (1) is a reference for determining the appropriate documentation.

*Section 2.* The MRMS PTO funds shall be maintained in a bank of choice of the Executive Committee. Only one bank account (savings/checking) is allowed with the name of MRMS PTO. The MRMS PTO Treasurer shall maintain all funds from all PTO subcommittees in this one account. A minimum balance of $5000.00 shall be maintained at all times.

*Section 3.* Requests for PTO support must be submitted via Enclosure (2). Once PTO support is granted, requests for PTO funds must be made in writing and may be made by any member via Enclosure (3). All requests will be discussed at the regular meetings and, subject to the terms below, placed on the agenda for a vote. All requests made under this section must comply with the following deadlines:

a. Requests for non-budgeted funds of $1,000.00 or less must be submitted at the regularly scheduled PTO meeting at least one week prior to the date that such funds are required. Any request made under this Subsection (a) may be voted on at the meeting in which it was discussed.
b. Requests for items or events that use approved budgeted funds that does not have a committee chair, must be submitted at the regularly scheduled PTO meeting prior to the date that such funds are required. Any request made under this Subsection (b) may be voted on at the meeting in which it was discussed.
c. Request for unbudgeted funds exceeding $1,000.00 shall be submitted one week in advance of the PTO meeting that addresses the funding request and shall be then placed on the agenda of a subsequent meeting for a vote.

*Section 4.* Failure to meet the deadlines established under this section may result in the denial of the requested funds. The Executive Committee reserves the right to determine appropriate action for unique circumstances.

*Section 5.* Recognizing that many PTO functions require the handling of funds, special consideration must be taken to protect the members that handle these funds. The Committee Chairperson that sponsors any event that expects to handle money, must ensure that two (2) individuals are in the presence of all funds until a total accounting of those funds is made and documented. The funds are to be turned over to the Treasurer as soon as reasonably possible.

*Section 6.* All committee chairpersons must submit a statement of expenses and profits for their committee at the end of their function to the co-chairs. The committee chairpersons or cochairs will give the committee report at the regular meeting. The Treasurer will report the status of accounts at all regular meetings.

**Article 10: By-laws**

The By-laws are intended to be a guideline for the operation of the MRMS PTO. These By-laws are to be considered a living document in the sense that they should be kept updated and modified as needed.

*Section 1.* Making Changes: Requests for changes should be placed in writing to the Co-Chairs or Executive Committee. All changes will be discussed at the regular meetings and then placed on the agenda of a subsequent meeting for a vote. At that meeting the members will vote on the changes. All changes to these By-laws will be made with a 2/3-majority vote of all members present. Once the MRMS PTO approves a change, the Secretary will update the document and provide an updated copy to the Executive Committee members and school administrator. The revised document will be dated and a record kept of all changes.

*Section 2.* Availability: Each PTO officer will receive an updated copy of these By-laws when they take office. An updated copy of these By-laws will be provided for the school administrator at all times. A copy will be available in the school office for any PTO member to review at any time during school hours. Any PTO member may request a copy by contacting a Co-Chair.

*Section 3.* These By-laws are to be used for the sole purpose of governing the Parent Teacher MRMS PTO of Mystic River Magnet School located at 160 Fishtown Road, Mystic, Connecticut 06355.