**Nabnsasset PTO, a division of Westford Elementary PTO**

**School-based PTO Bylaws to Supplement WEPTO Bylaws**

**Article I. Name**

The name of the organization shall be Nabnasset Elementary PTO. Nabnasset PTO is a member of the 501(c)3 Westford Elementary PTO (WEPTO). For financial transactions, the name will be WEPTO—Nabnasset PTO.

**Article II. Purpose**

The purpose of the Nabnasset PTO is to support the education of children at Nabnasset Elementary School, foster positive relationships among the school, parents, and teachers, and to raise funds necessary to achieve the goals of the organization.

**Article III. Members**

**Section 1. Voting Members.**

1. All parents, guardians, or other adults standing in loco parentis for a student at the Nabnasset School are members and shall have voting rights.
2. The Principal and all teachers employed at the school are members and shall have voting rights.
3. There will be no assessed fee for membership.

**Section 2. Board.**

1. The Nabnasset PTO Board shall be comprised of the Principal, teacher/staff representatives, and parent representatives. The teacher/staff representatives will consist of a minimum of two members of the staff of Nabnasset School. The parent representatives will consist of the School-based Board and the standing committee chairs.

**Article IV. Officers and School-based Board**

**Section 1. Officers.** The PTO will be governed by the town-wide WEPTO Officers, as defined by the bylaws of WEPTO.

**Section 2.** **School-based Board.** The school-based PTO board will be comprised of:

1. **School-based PTO President.**
	* 1. The president shall serve for a one-year term.
		2. Presides over school-based PTO meetings.
		3. Serves as the primary contact for the school principal.
		4. Serves as the primary coordinator of the annual PTO calendar.
		5. Represents Nabnasset PTO at WEPTO meetings and meetings outside the organization.
		6. Serves as an ex officio member of all committees except the nominating committee. Coordinates the work of all the board members and committees so that the purpose of the organization is served.
		7. The President role may be filled by two people acting as co-presidents.
	1. **School-based Treasurer.**
		1. The treasurer shall serve for a one-year term.
		2. Receives all funds of the organization, keeps accurate records of receipts and expenditures, and pays out funds in accordance with the approval of the Board.
		3. Pays bills and reimburses members in a timely fashion. Keeps all related receipts and supporting documents on file.
		4. Prepares a budget with input from the School-based board. Provides updated reports comparing budget amount to actual expenditures at every PTO Meeting.
		5. Presents monthly financial statements and bank reconciliation along with bank statement to the School-based board.
		6. Provides the WEPTO Treasurer with timely financial information as requested.
	2. **School-based Secretary (Optional).**
		1. The secretary shall serve for a one-year term.
		2. Keeps all records of the organization, takes and records minutes, prepares agendas, and sends notices of the meetings to the membership.
		3. Reviews both school-based and WEPTO bylaws on an annual basis to ensure compliance.
		4. Maintains copies of all minutes, bylaws, rules, and any other necessary supplies, and brings them to the meetings.
		5. The position of secretary is recommended but not required. In the event there is no secretary, the duties of the position will be the responsibility of the President.
	3. **Principal.**
		1. Acts as an advisor to ensure the PTO is effective in achieving their stated purpose.
		2. Represents the school community and district at School-based PTO meetings.
	4. **Teacher Representatives.**
		1. Acts as a liaison between the PTO and the school staff.
		2. Assists the PTO in identifying ways the PTO can effectively meet the needs of the school community.
	5. **Committee Chairs.**
		1. Standing committees shall be formed as necessary to fill key roles or complete specific tasks.
		2. Decisions of the Standing Committees shall be presented at PTO meetings. No decisions of the committees shall be acted upon without approval of the School-based PTO Board.

**Section 2.** **Nominations and Elections.** Elections will be held at the second-to-last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at the meeting. Nominations may also be made from the floor at the meeting. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

**Section 3.** **Eligibility.** Any Nabnasset PTO member is eligible. A person who is not a member can be eligible with a 2/3 vote of the current PTO board.

**Section 4.** **Vacancies.** If there is a vacancy of any office, members will fill the vacancy through an election at the next regular meeting.

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

**Article V. Meetings**

**Section 1. Regular Meetings.** The Nabnasset PTO shall meet monthly from September through June, with additional meetings as needed. All meetings are open to the public. Meeting times and dates are to be set by the School-based Board.

**Section 2.** **Notification of Meetings.** Notification of meetings shall be made at least three days prior to the meeting.

**Section 3.** **Voting.** Nabnasset PTO matters require a quorum of 5 School-based Board members. A simple majority vote of the quorum will be necessary to act.

**Section 4.** **Robert’s Rules of Order.** Robert’s Rules of Order shall govern the meetings in all cases in which they are applicable and in which they are not in conflict with these bylaws.

**Article VI.** **Finances**

**Section 1.** A tentative budget shall be drafted in September for each school year and approved by a majority vote of the School-based PTO Board.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The Nabnasset PTO Treasurer and the WEPTO Treasurer are the authorized check signers.

**Section 4.** The School-based PTO Board shall approve all expenses of the organization.

**Section 5.** The School-based PTO may obtain a debit card with the approval of the WEPTO board. The Nabnasset PTO Treasurer and the WEPTO Treasurer are the authorized users of the debit card. In the event a debit card is obtained, monthly bank statements and supporting documentation detailing debit card usage must be provided to the School-based PTO at all meetings.

**Section 6.** The fiscal year shall coordinate with the fiscal year of WEPTO.

**Section 7.** Upon the dissolution of the organization, remaining funds shall be used to pay any outstanding bills. Additional funds belong to WEPTO and will be dispersed according to their bylaws.

**Article VII.** **Membership in Westford Elementary PTO (WEPTO)**

**Section 1.** The School-based PTO shall operate as a member of Westford Elementary PTO, the town-wide nonprofit organization serving all town elementary schools.

**Section 2.** The School-based PTO will send representatives to attend WEPTO meetings and events.

**Section 3.** The School-based PTO will provide timely financial and other information as requested by WEPTO.

**Section 4.** All of the WEPTO School-based PTOs will share equally in the expenses of WEPTO. Amount, timing, and method of payment by the School-based PTOs shall be determined annually at the WEPTO board meeting.

**Section 5.** In the event that the School-based PTO wishes to leave WEPTO, the School-based PTO agrees to the following in order to minimize the impact to the other members of WEPTO:

1. The effective date to leave WEPTO must be the last day of WEPTO’s fiscal year. The School-based PTO must provide WEPTO with at least three months’ notice of their intent to leave WEPTO.
2. The School-based PTO shall inform the school community, via email or flyer, at least two weeks in advance of the time, date, and location of the vote to leave WEPTO. The decision to leave WEPTO must be approved by two-thirds of the members in attendance.

**Section 6.** Should any conflicts arise, the bylaws of Westford Elementary PTO supersede the bylaws of the School-based PTO. The School-based PTO remains bound by the bylaws adopted by WEPTO.

**Section 7.** A copy of the School-based PTO bylaws shall be provided to WEPTO upon approval, and whenever an amendment is approved.

**Article VIII. Amendments**

These bylaws become effective upon their acceptance by a majority vote of the Nabnasset PTO Board. They may be amended by a two-thirds vote at any regular or special meeting provided that previous notice was given in writing and sent to all members at least two weeks in advance.

Approved by the PTO Board on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_