

BY LAWS OF
WINNISQUAM REGIONAL MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION

I. NAME

The name of this organization shall be Winnisquam Regional Middle School Parent Teacher Organization (WRMS PTO).

II. PURPOSES

Section 1. The purpose of this organization shall be to enhance the education and community spirit of the students and staff of Winnisquam Regional Middle School and to promote a closer relationship between the home, the school and the community.

Section 2. The entity is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)3 of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

III. MEMBERSHIP AND VOTING

Membership shall consist of all parents and guardians of students of Winnisquam Regional Middle School and the faculty and staff of Winnisquam Regional Middle School. All members are entitled to one vote on any issue before a general membership meeting of the organization. The accepted method of procedure shall be Robert's Rules of Order.

IV. DUES

No dues shall be required for membership in the organization.

V. MEETINGS

Meetings of the general membership shall be held at least once monthly during the school year at a time and place designated by the officers. Notice of meeting location and time shall be placed, on the school website. The members present shall constitute a quorum for the transaction of business at any meeting.

VI. ELECTION OF OFFICERS

A. The officers, other than those seated by appointment shall be elected at the May general membership meeting. They shall be elected each year to serve a one-year term. Officers elected by the general membership may serve three consecutive one-year terms with an optional fourth year, if no other member comes forth to serve in that capacity. (In the absence of willing

volunteers to take positions on the board, the elections may be postponed to the first available date in the upcoming school year, to be no later than September 30th.)

- B. Officers will serve from July 1 through June 30 of the following school year.
- C. Vacancies that may occur through resignation, or other reasons, will be filled by appointment of the officers.
- D. A Nominating Committee may be formed to propose a slate of officers for the next year. The committee will be chaired by the Vice President. The committee shall be composed of the Vice President and at least two other members.
- E. The Committee may nominate one eligible person for each office to be filled one month prior to the election at the general membership meeting. If available, the proposed slate will be published and circulated to the membership prior to the election at the May general membership meeting. Additional nominations may be made from the floor at the general membership meeting. All nominees must consent to have their name placed in nomination. If there is but one nominee for any office, the election for that office may be by voice vote. If there is more than one nominee for an office a ballot vote must be held.

VII. DUTIES OF THE OFFICERS

Section 1. The President shall:

- a) Preside at all meetings of the general membership.
- b) Create and appoint special committees as necessary, except the nominating committee, with the approval of the general membership.
- c) Have the power to sign contracts or obligations in the name of the organization as authorized by the general membership.
- d) Approve all disbursements issued by the Treasurer.

Section 2. The Vice-President shall:

- a) Act as an aide to the President.
- b) Perform the duties of the President in the absence or inability of that officer to serve.
- c) Be authorized to co-sign checks.

Section 3. The Secretary shall:

- a) Record the minutes of all meetings of the Executive Board and general membership.
- b) Have custody of the official documents of the organization, including but not limited to, the by-laws, employer identification number, and active volunteer list.
- c) Conduct the correspondence of the organization.

Section 4. The Treasurer shall:

- a) Be the custodian of all of the funds of the organization.
- b) Keep a full and accurate account of all receipts and disbursements of the organization.

- c) Deposit all monies to the credit of the organization.
- d) Make disbursements as authorized by the general membership in accordance with the budget.
- e) Have checks signed by two authorized signatures.
- f) Present a financial statement at every meeting and at other times when requested.

Submit the books annually; at fiscal year end, and/or upon resignation of the Treasurer, to an independent audit committee, consisting of at least 3 people from the general PTO Membership. One of these members shall be an officer; the balance of the committee shall consist of volunteers from the general PTO membership. The treasurers should not sit on the committee, but shall make themselves available to answer any questions.

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- g) Submit appropriate tax filings.

VIII. AMENDMENTS

Section 1. The by-laws may be amended at any meeting of the general membership by a 2/3 (two thirds) vote of the members present and voting.

IX. DISBANDING THE ORGANIZATION

If this organization wishes to disband it must proceed in the following manner:

Section 1. The members must be notified in writing 30 days prior to the special meeting to vote on the matter. Approval of the dissolution shall require a 3/4 (three-fourths) majority vote of members present.

Section 2. Upon dissolution of the organization, after paying all debts, the remaining assets shall be divided among school groups as allowed under section 501(c)3 of the Internal Revenue Code.

4/19/05

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