

E. ETHEL LITTLE SCHOOL
PARENTS-TEACHERS ORGANIZATION (PTO)
BY-LAWS

I. PURPOSE

- A. To organize and provide funding and programs that exclusively benefit the students at the E. Ethel Little School (hereafter referred to as the Little School or the school), a public elementary school located at Barberry Road, in North Reading, Massachusetts. Such objectives are reached through fundraising efforts of the PTO.
- B. To provide funding for educational expenses that is directly related to the enhancement of the Little School curriculum and enrichment.
- C. To encourage parent-teacher awareness through positive communication.
- D. To be involved in community efforts which directly affect the quality of education, particularly those affecting the Little School.
- E. To serve the Little School community as a non-profit organization where all members of the PTO are volunteers and are not compensated for their services and efforts. The PTO has no paid employees.

II. MEMBERSHIP

- A. Membership to the Organization shall be open and voluntary to any parent/guardian whose child/children attend the Little School.
- B. The PTO will hold general meetings once a month to once every six weeks during the school year at the school or virtually. Meetings are open to all parents/guardians of the Little School students, the Principal, the teachers, and the staff.

III. BOARD & EXECUTIVE OFFICERS

The PTO Board shall comprise of all nominated and elected Executive Officers, Chairperson(s), and Committee Members. All elected to the board must be a parent/guardian of a Little School student(s) during the time they are an officer.

A. Responsibilities of all board members include:

- a. Promote the purpose of the PTO as cited in Section I above.
- b. Positively advertise the successes of the PTO and Little School.
- c. Make decisions regarding the disbursement of PTO funds in the spirit of teamwork and in accordance with the by-laws for the betterment of the Little School without conflict of interest or personal gain.

B. Executive Officers:

The PTO Executive Board is composed of the following Executive Officer positions: President, Vice President, Secretary, Treasurer, and Event Planning and Enrichment Chairperson(s). The

PTO Executive Board shall participate in school events and fundraising events. There is no term limit; however, the Executive Officers must be nominated and elected each year.

Each Executive Officer may be asked to serve upon sub-committees that are established by need throughout the school calendar year. Each Executive Officer shall be required to attend at least seventy percent (70%) of the scheduled PTO meetings or will be requested to surrender their officer position.

The Executive Officer positions of President, Vice-President, Treasurer and Secretary may be served by one or two parents/guardians.

There is no limit to the number of members in the Fundraising, Enrichment and Hospitality committees. If two parents/guardians accept to serve as the Chairperson for these committees, then the President shall request during the nomination process if parents/guardians are willing to serve as (Co)-Chairperson(s). During the voting process, the Chairperson positions will be designated. No more than two parents/guardians may serve as Co-Chairpersons. In the event of a vacancy, at any time during the school year, the President may request and appoint a committee member to serve as a (Co)-Chairperson(s). Only the (Co)-Chairperson(s) of these Committees will be considered Executive Officers of the PTO. All other members of the committees will be considered committee members.

The duties of each Executive Officer must be equally shared or else the officer may be asked to surrender their position by a vote of the majority of the Executive Board. There is no limit to the number of terms any Executive Officer or Board or Committee Member may serve.

President:

- a. Coordinate and set agenda for monthly PTO meetings.
- b. Schedule PTO general meetings and give PTO reports to parents/guardians and teachers in attendance.
- c. Write letters to parents/guardians at the beginning of each year explaining PTO's purpose, use of funds, and request voluntary annual dues.
- d. Write a monthly letter to the families of the Little School to be published in the Newsletter in hardcopy and/or online
- e. Review all expenses.
- f. Meet with the Principal on an as-needed basis to review the status of PTO's activities, fundraising and requests.
- g. Act as a liaison between school and parents/guardians relating to PTO and school events.
- h. Provide all communications to the Principal for approval prior to being distributed to the student body.
- i. Attend Parent Advisory Committee meetings conducted by the Superintendent of Schools and any Little School meeting as requested by the Principal.
- j. Meet with the Principal on a monthly (or as needed or requested) basis to review PTO's agenda.
- k. Delegate tasks as is necessary to other board or committee members.
- l. Distribute nomination forms and act in accordance with Section IV below.

- m. Conduct all other related functions to carry out the purpose of the PTO.

Vice-President:

- a. Serve as an assistant to the President.
- b. Assume the duties of the President in the event of the President's request, absence or resignation.
- c. Activate the nomination process for the following school calendar year.
- d. Maintain a calendar of PTO's functions and school events.
- e. Obtain status reports of all committees and officers of the PTO.
- f. Coordinate, organize and implement the events for the school year.
- g. Meet with the Principal on an as-needed basis to review the status of PTO's activities, fundraising and requests.
- h. Attend Parent Advisory Committee meetings conducted by the Superintendent of Schools and any Little School meeting as requested by the Principal.
- i. Co-ordinate the School Directory each year.
- j. Oversee Committees.

Treasurer:

- a. Keep all financial records current and in order, but not limited to monies received from fundraising events and accountability for disbursement of funds.
 - i) Budgeting
 - ii) Recordkeeping
 - iii) Bank deposits
 - iv) Check writing and payments of bills
- b. Prepare a yearly budget presented at the first meeting in September
- c. Present an accounting summary to the PTO President and Vice-President prior to each scheduled meeting.
- d. Distribute an end-of-the year report at the June meeting detailing income and expenses of the PTO for the past school year.
- e. Work with an accountant identified by the PTO to have yearly taxes prepared and filed in adherence to all policies and regulations.
- f. File any necessary documents with the Commonwealth of Massachusetts and any of its agencies.
- g. Pay any taxes affiliated with fundraising.
- h. Provide a written report of all transactions at PTO meetings and upon request.

Secretary:

- a. Prepare notices of scheduled PTO meetings at least one week in advance and arrange to be distributed to students through the school's office. Prepare reminder notices of PTO meetings.
- b. Take attendance at meetings.
- c. Type and distribute minutes of all PTO meetings.
- d. Arrange to have PTO meetings listed on the school website and distributed at the following meeting.
- e. Draft written documents on behalf of the PTO and the executive board. Apply for permits as necessary, and keep them on file for 7 years.

- f. Draft and send notes, flowers and gifts (once approved by the PTO).
- g. Coordinate to have PTO news, dates of meetings, minutes, flyers, marketing, etc., posted on the school website.

Event Planning Chairperson(s):

- a. Review and recommend to the PTO Board possible events and fundraisers.
- b. Coordinate volunteers involved with events and fundraising activities.
- c. Organize PTO events including but not limited to: family-friendly events, socials for parent/guardians that may be open to staff, half-day activities, and fundraising activities.
- d. Obtain permits and police details when necessary.
- e. Work with Publicity committee to advertise events and fundraising efforts when necessary.
- f. Report and seek approval for proposed events and fundraising efforts, including the scheduling of the events, from the Principal and any other necessary authority.

Enrichment Chairperson(s):

- a. Responsible for gathering information from various sources regarding educational enrichment programs and events to benefit Little School students.
- b. Submit a schedule of events and budget to the PTO Board and Little School Principal for review.
- c. Coordinate, organize and implement programs and events.
- d. Write grants for funding of enrichment programs.
- e. Work with teachers through the Principal for enrichment input and scheduling of programs.
- f. Distribute, collect and review teachers' comments regarding enrichment programs.
- g. Prepare and have distributed notices of enrichment programs in students' backpacks.

Hospitality Chairperson(s):

- a. Work with room parent coordinator to ask funds and/or donations for grade-level appreciation events
- b. Plan and early Staff and Teacher Appreciation Week every May
- c. Organize and coordinate volunteers for all hospitality and appreciation events on an as needed basis throughout the school year.

IV. COMMITTEES

The PTO shall establish the following committees. The committees are responsible for providing a status report to the designated Vice-President.

Publicity/Newsletter:

- a. Responsible for taking and/or procuring pictures at PTO events.

- b. Write news releases, newsletters and submit articles to the local media or school. All articles/releases must be reviewed and approved by the PTO President and Little School Principal.
- c. Prepare and distribute monthly PTO newsletter.
- d. Post pictures and communications outside the Principal's office.

Room Parent Coordinator:

- a. Gather lists from the school's office of room parents that are chosen by the teachers after the list has been approved by the Principal.
- b. Act as a liaison between PTO and room parents regarding stipend, hospitality needs, and schoolwide enrichment and fundraising events.

Fifth Grade Coordinator:

- a. Establish committees for Yearbook, Ice Cream Party, T-shirts, Class Gift, Class Picture and Class Party.
- b. Oversee the functions of each of the committees.
- c. Provide a monthly status report to the PTO President regarding the Fifth Grade committees.

Special Projects:

- a. At the request of the President, or PTO, work on special projects that have been identified by the Principal and the PTO Board as beneficial to the school community.
- b. Duties include organization, fundraising, research, meetings and other tasks necessary to the project.
- c. Report monthly to the PTO Board on the status of the special project

V. ELECTIONS

- A. Each spring (late April) the President and Vice-President will send notice to each Little School family seeking nominations for each of the Executive Board positions.
- B. Each family has the option of returning the nomination form to the Little School.
- C. Nominations will remain open for a period of two weeks.
- D. At the end of the two week period, the President and Vice-President will collect the forms and tally the names for each position.
- E. The President and Vice-President shall contact each nominated parent/guardian and verify that the individual accepts the nomination for a position.
- F. If a parent/guardian has been nominated for more than one position, the parent/guardian has the option to accept the nomination for any one of the positions.
- G. The President and Vice-President shall attempt to encourage as many parents/guardians as possible to be involved in the PTO and PTO Executive Board and where possible seek more than one person to serve in a particular role.

- H. At the June meeting, the President and Vice-President shall present to the PTO a ballot of candidates for each of the Executive Board positions.
- I. The PTO shall vote upon the ballot of nominated candidates for each position.
- J. In the event of a contested position(s), two candidates may opt to share the position and be placed on the ballot together.
- K. In the event of multiple (co-) candidates for a position, a separate vote shall be held for that position(s) and the candidate(s) receiving the majority of votes at the June meeting shall be declared elected.
- L. All accepted nominations for the positions of Publicity, Fifth Grade Coordinator, Room Parent Coordinator and Hospitality shall be voted upon and approved in its entirety.
- M. At the June meeting, the outgoing President shall provide a year end report and the incoming President shall schedule the next meeting.
- N. In the event of a vacancy in any position during the school year, the vacated position shall be filled by any interested party. If more than one person is nominated, the PTO will hold a vote at the next scheduled monthly meeting and be elected by a majority of the parents/guardians in attendance.

VI. VOTING

Any and all issues must be approved by the majority of the attendees at the PTO meeting. At least one member of each of the individual PTO Executive Board positions must be represented and in attendance in order to vote upon an issue or else the matter will be postponed until the following meeting. Votes may be in written or electronic format. Any Executive Board member must abstain from discussions and voting of an issue where a conflict of interest arises.

The PTO President may call a Special Meeting of the Executive Board and/or entire PTO so long as three days' notice is provided to the attendees. Any voting that takes place at the Special Meeting must comply with the rules established in this section and Section V.

VII. APPROPRIATION OF FUNDS AND EXPENSES

- A. The President shall have the authority to approve any expenditure they deem necessary that does not exceed the sum of \$50.00.
- B. In the first term of each school year and if the funds are available, the PTO shall vote to provide a stipend to each teacher, including specialists, that will be used at the teacher's discretion in his/her classroom. Stipends will be issued after the first of the year following the vote in the fall.
- C. The PTO shall fund all enrichment programs that have been approved by the PTO Board and Little School Principal.
- D. The PTO shall establish an amount at the beginning of each school calendar year to contribute to each student's field trip. At the request of the Principal, the PTO shall pay the entirety of a student's field trip expense due to financial need.

- E. At the request of a room parent, the PTO shall reimburse a teacher's room parent(s) up to \$25.00 per year for total expenses related to classroom parties and activities. Each classroom is entitled to a maximum of \$25.00 per year.
- F. Any expense related to the PTO's purpose must be in writing, submitted with a proposal and approved by the majority of the PTO and at least five members of the Executive Board must have participated in the vote.
- G. At the beginning of each school year or, if necessary, throughout the school year, the Little School Principal will be asked to provide a confidential list to the PTO President(s) and Vice-President(s) of items desired by the teachers and staff to promote the overall education, curriculum, and enrichment of the students in order of priority. The PTO, the Principal, the teachers and the staff must ensure expenses presented to the Board for purchase must be related to the PTO's purpose to enhance the overall education, curriculum, and enrichment of the students or for such other purposes deemed appropriate by the PTO Board.
- H. When funding is available and permitted, the PTO President and Vice-President shall work with the Little School Principal, teachers and staff to present a proposal to the PTO at a regular meeting including each requested item.
- I. The PTO shall have a paper or electronic ballot with respect to each vote. An Executive Board member shall distribute the ballot, collect it, and then tally each vote. An expense will be accepted if approved by a majority of the vote and at least five members of the Executive Board participated in the voting process.
- J. No vote will be necessary for expenses related to the administration of the PTO, such as paper supplies, accounting, stamps, general supplies, supplies related to enrichment and fundraising programs, expenses related to Back to School Night, raffles, Field Day, etc.
- K. By March of each school calendar year, the PTO Executive Board shall determine a minimum amount desired to maintain in the PTO bank account to pay for expenses that incur at the end of the school year (including Field Day, Fifth Grade events, yearbook and year-end activities), student calendars for following year, summer months' expenses and deposits for programs, stipends, and expenses for the fall months. The Executive Board shall use their best discretion by reviewing expenses during the previous years, coupled with the fact of increasing costs and inflation.
- L. Upon the death of an immediate family member of any child, teacher, administrator or staff at the Little School, the PTO will donate \$50.00 to the charity of choice by the family or the Citizen's Scholarship Fund of North Reading.

VIII. LAWS

- a. The laws of the Commonwealth of Massachusetts govern the Bylaws and the interpretation thereof.
- b. The PTO shall apply and comply with the laws governing a non-profit tax-exempt organization under the Internal Revenue Code.

- c. Every other year, the Executive Board shall review the By-laws and the enforcement thereof. A temporary bylaw committee shall be formed of four people, two executive board members and two general PTO members.
- d. In the event of a proposed amendment to the By-laws, the President shall provide a thirty (30) day notice to the PTO and Little School Principal regarding the proposed changes.
- e. After proper notice, the PTO shall discuss and vote upon the proposed amendment at a regularly scheduled monthly meeting.
- f. The amendment shall be accepted if approved by a majority of parents/guardians in attendance at the PTO and at least five members of the PTO Executive Board voted upon the amendment.
- g. If the overall structure of the PTO By-Laws is reorganized, then the amendment must be approved by the Town of North Reading School Committee.
- h. In the event of the dissolution of the PTO and/or the closure of the E. Ethel Little School, then any funds held by the PTO after all expenses have been paid will be assigned to the North Reading Superintendent and School Committee for use and distribution for enrichment programs at other public schools located in North Reading, Massachusetts.

Dated this _____ day of _____, 2024.

Upon motion, voted upon and approved, the E. Ethel Little School Parents-Teachers Organization has adopted the foregoing By-Laws to be in full force and effect commencing the date the By-Laws are approved by the Town of North Reading School Committee.

PTO Executive Officer

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Reviewed and accepted by:

Christine Molle, Principal

As amended April 2024

The E. Ethel Little School Parents-Teachers Organization By-Laws are hereby approved as of this _____ day of _____, 2024.

By:

Town of North Reading School Committee:
