



WILLETT ELEMENTARY PTO

AGENDA

Willett Elementary PTO meeting

March 14, 2019

Willett School Library

1. Call to order
2. Minutes
 - a. Accept February 2019 Minutes
3. Student Council
4. Officers Reports
 - a. President's Report
 - i. Welcome
 - ii. Vice President Position
 - iii. Bylaws
 - b. Vice President Report
 - c. Treasurer's Report
 - d. Fundraising Coordinator
 - i. Restaurant Nights
 - i. May – Hong Kong
 - ii. June – Bliss
 - ii. Five Below – April 14th – April 20th
 - e. Principal's Report
 - i. Human Resources: None to report at this time.
 - ii. Family and Community Engagement: Thank you to everyone for completing the School Council surveys. Please be sure to watch our Grade 4 talent show on Friday, March 15th at 1:15 on Willett's Facebook Live page.
 - iii. Teaching and Learning: Report cards will go home on March 20th. We are preparing for MCAS testing in April/May.
 - iv. Professional Growth: Teachers continue to work on Performance Based Assessments.
 - v. Chromebook Purchase
 - f. Subcommittee Reports
 - i. Bingo Night – 03/29/19
 - g. Adjournment Next Meeting April 11, 2019 at 6:00 PM

Willett Elementary PTO Bylaws

Article I – Name

The name of the organization shall be the Willett Elementary PTO, Inc.

Article II – Purpose

The Willett PTO serves to create a collaborative environment between parents, teachers, and administration to enhance the educational experience of our student population. We provide extracurricular experiences - both in and out of the classroom - through community activities and fundraising efforts.

Article III – Members

Any parent or guardian of a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Article IV – Officers and Elections

Section 1. Officers. The officers shall be president, vice president, fundraising coordinator, secretary, and treasurer. *Officer positions may be shared by two or more people.

- a) **President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, serve as second signer for banking, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The President oversees the website and posts on the FB page and delegates as necessary. The president approves all handout/email materials before sending to principal for approval.
- b) **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c) **Fundraising Coordinator.** The fundraiser coordinator serves to work with the president and chairs to schedule and oversee all fundraising events and activities of the PTO. They are in charge of organizing the fundraising timeline, identifying possible fundraisers, overseeing the fundraisers, and running or delegating chairs to run the fundraisers. They work on things like restaurant night, fall fundraiser, spring fundraiser, hat days, whale wishes, spirit wear, etc., as well as coordinating with people who run events that are meant to raise money, like garden activities and holiday shoppe.
- d) **Secretary.** The secretary shall keep all records of the organization, take and record minutes, and prepare the agenda. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. The secretary is in charge of filing facility usage forms. The secretary is also in charge of updating the PTO website.
- e) **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the school year. Nominees shall inform the president of intent by April's meeting, but nominations may be accepted until the evening before the May meeting. At the May meeting, voting takes place. If more than one person is running for an office, a ballot vote shall be taken. Nominees must be in attendance at the May meeting to accept their position.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the voting meeting and have been a member (volunteer or present at meetings) for at one current school year prior to the date of nominations (September-May counts as the current school year).

Section 4. Terms of Office. Officers are elected for one year and may be elected to unlimited terms. Each person elected shall hold one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president but has the option to cover duties until a new president is elected. In that case, at the next regularly scheduled meeting, a president or vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regularly scheduled meeting.

Section 6. Removal from Office. Officers can be removed from office with cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given. A motion to remove an officer comes from at least two executive board members, including the principal.

Article V – Meetings

Section 1. Regular meetings. The regular meeting of the organization shall be determined at the first meeting of the school year. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, nominating officers, and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer/email sent home at least one week prior to the meeting.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls.

Section 3. Quorum. The quorum shall be 5 members of the organization.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers and principal.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the day and time to be determined by the board. Special meetings may be called by any two board members, within 24 hours notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. Standing committees may be formed each year to assist the Fundraising Coordinator. These committees may include, but are not limited to, Book Fair, Box Tops, K/1 Event, 2/3 Event, Fall Event, Spring Event, Dance, Fundraising/Grants, Staff Appreciation, Yearbook, Restaurant Nights, and 4th Grade Events.

Section 3. Additional Committees. The board may appoint additional committees as needed. Additional committees can be formed and chaired by any willing member, with permission of executive board. New chairs will be under the guidance of a past chair or executive board member and shall update the board of progress on a regular basis. In the absence of chairperson, the committee can be co-chaired by committee members. In the absence of appropriately sized committee or event volunteers, events will be cancelled.

Article VIII – Finances

Section 1. A tentative budget shall be drafted and presented by the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information. All PTO monies, included subcommittee funds, are under the board/treasurer's supervision.

Section 3. The board shall approve all expenses of the organization. Expenses less than \$100 can be approved by the president.

Section 4. Two authorized signatures shall be required on each check over \$100. Authorized signers shall be president and treasurer, and may not be related by blood or reside in the same home.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by an independent auditor if possible. A treasurer's report is to be presented at each meeting.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 7. The fiscal year shall coordinate with the school year and should run from July 1 to June 30. The taxes must be filed on time (or extension filed on time) and reviewed by the president before sending. Receipt of sending to IRS should be kept in the files.

Section 8. All paper monies collected from events shall be counted on premise by each volunteer, as they take over. They shall sign off on the beginning and ending amount. The final tally shall be confirmed by an executive board member on premise and leave the event with an executive board member when possible. Money from said event is turned over to the president or treasurer within 48 hours. When seeking repayment for personal expenses, an itemized receipt must be presented to the treasurer within 30 days.

Section 9. In the event of a bounced check, the check writer will be notified immediately in writing via a letter through school, written by the treasurer. They are unable to receive product (if possible) until check and bounce fee is repaid. They are also unable to participate in any PTO sponsored events until repayment. If the same offender bounces more than two checks, they are unable to write checks to the PTO regardless of repayment status.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XII – Conflict of Interest Policy

Section 1. Purpose. The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions.

- a) **Interested Person.** Any director, principal officer, or member of a committee with governing board-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- b) **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
 - ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
 - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.
“Compensation” includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Section 3. Procedures.

- a) **Duty to disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with the governing board-delegated powers who are considering the proposed transaction or arrangement.
- b) **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.
- c) **Procedures for Addressing the Conflict of Interest.**
 - i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- d) **Violations of the Conflict of Interest Policy.**
 - i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - ii. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Recordings and Proceedings.

The minutes of the governing board and all committees with board delegated powers shall contain:

- a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board’s or committee’s decision as to whether a conflict of interest in fact existed.
- b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 5. Compensation.

- a) A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- c) No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements. Each director, principal officer, and member of a committee with governing board-delegating powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and
- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7. Periodic Reviews. To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a) Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.
- b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Section 8. Use of Outside Experts. When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.