

HOSMER SCHOOL
PARENT TEACHER ORGANIZATION (PTO)
BYLAWS

ARTICLE I: NAME

The Name of the organization is the Hosmer School Parent Teacher Organization.

ARTICLE II: ARTICLES OF ORGANIZATION

The organization exists as an unincorporated organization of its members. In the absences of separate Articles of Organization, the Bylaws shall be deemed to be the Articles of Organization. In the event of a conflict between these Bylaws and the Articles of Organization, the Bylaws shall govern.

ARTICLE III: STATEMENT OF PURPOSE

The Hosmer School PTO exists for the purpose of supporting our children in their efforts to receive an exceptional educational experience in the Watertown School System.

ARTICLE IV: OBJECTIVES

The objectives of the organization are:

1. To support efforts in the home, at school and in the community, that promote a safe, rich and progressive educational experience for our children.
2. To foster a close and supportive relationship among our parents, teachers and administrators, in order to enhance the opportunities available to our children.
3. To acknowledge and celebrate the diverse cultures within our community.
4. To encourage parents to become more active participants in our children's education in the home, the classroom and the community.
5. To recognize the accomplishments of our children in their efforts to learn. To recognize the efforts of the teachers professionals as primary caretakers of our children's education.
6. Said Organization is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions or organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding any other provision of these articles, the Organization shall not carry on any other activities not permitted to be carried on by an Organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE V: BASIC POLICIES

The following are the basic policies of the organization:

1. The organization shall be non-commercial, non-sectarian and non-partisan.
2. The name of the Organization, or the name of any members in their official capacity shall not be used in any connection with a commercial concern, or with

any partisan interest, or for any purpose not appropriately related to the promotion of the stated objectives of the organization.

3. The Organization shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office, or any political issue. The organization may, at the requests of it's members, invite candidates to present themselves at a PTO meeting.
4. The organization pledges to cooperate with the professional educators who serve as teachers and administrator within the Watertown Public Schools system to support the improvement of the educational experience of our children.
5. The Organization shall participate in the process of educational evaluation and improvement. This participation shall include:
 - a. Forums for the discussion of school and system wide issues.
 - b. Selection of volunteers to serve on committees and panels as convened by school administrations, at the request of school administration.
 - c. Encouragement to school administration to address educational issues raised by the membership of the Hosmer PTO.
6. The Organization may cooperate with other organizations and agencies concerned with child welfare.
7. All representative and volunteer selected by the Hosmer PTO to participate in any meetings, forums and committees are bound to objective of the organization. Representatives of the Hosmer PTO shall be limited to the charges given them by the Organization.

Volunteers send by the Hosmer PTO, beyond their adherence to the objectives of the organization may represent their own opinions.

In no case may any person, without approval of the organization, make any commitments which bind the organization.

8. In the event of the dissolution of the Organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code, as amended from time to time.

ARTICLE VI: MEMBERSHIP AND DUES

1. All parents of Hosmer School students and all faculty members at the Hosmer School are members of the Hosmer PTO.
2. Any Hosmer parent or faculty member in attendance at the Annual Meeting shall be eligible to vote.
3. The organization shall conduct an annual membership drive. A suggested annual dues of \$5.00 shall be solicited. Annual dues is determined by a majority vote of the PTO board.

ARTICLE VII: OFFICERS AND THEIR ELECTION

Section A: Officers

1. The Officers of the organization shall consist of:
 - a. A President, a First Vice-President and a Second Vice President; OR Co-Presidents and one Vice President; (at the discretion of the Nominating Committee.) A Recording Secretary, a Corresponding Secretary and a Treasurer. The Nominating Committee may also select an Assistant Secretary, and Assistant Treasurer and any other officers it deems necessary.
2. Officers shall assume their duties after the end of each school year and serve for a term of one year.
3. A person shall not be eligible to serve more than two consecutive terms in the same office unless the nomination process has been closed and the office remains vacant. The newly elected PTO Board can then elect any person to repeat his/her term.

Section B: Grade Level Representatives

1. The Grade Level Representatives shall be 7 members; one person representing each Grade Level, Pre-K through 5. Each member shall attend monthly PTO Board meetings to represent the viewpoint of his/her grade level. Each member will be eligible to vote at PTO Board meetings.
2. The role of the Grade-Level Representative will be to encourage PTO members to bring concern to the attention of the PTO Board to be addressed.
3. All Grade Level Representative shall be selected by the Nominating Committee.
4. There will be a chair-person elected by the Grade Level Representatives to sit on the "Executive Committee"

Section C: PTO Representatives

1. There shall be Representatives for PTU Council, School Committee and Teacher Representatives to serve on the PTO Board. They shall attend PTO Board meetings and will be eligible to vote at PTO Board meetings.
2. All PTO Representatives shall be selected by the Nominating Committee, except the Teacher Reps which shall be selected by the faculty of the Hosmer School.

Section D: PTO Board

1. The PTO Board shall consist of all PTO Officers, Grade Level Reps and PTO Reps.
2. The duties of the PTO Board shall be to transact the business of the organization and such other business as may be referred to it; to create standing committees; to appoint an auditor or auditing committee to audit the Treasurer's accounts; to plan PTO general meeting programs; and to develop PTO activities.
3. The PTO Board shall develop a budget.
4. The Board shall hold regular monthly meetings. The dates and times of these meetings shall be posted.
5. The PTO Board members present at Board meetings shall constitute a quorum for the transaction of business.

6. Minutes of all Board meetings will be posted in an accessible location in a timely fashion.

Section D: Nominating Committee

1. There shall be a Nominating Committee composed of seven members. At least one member and no more than three members shall be a faculty member of the Hosmer School. The Nominating Committee shall be selected no later than the March PTO meeting. Any Officer of the Organization, except the President, may serve on the Nominating Committee. One of the seven members shall be elected by the Nominating Committee to serve as Chairperson of the Nominating Committee.
2. The Nominating Committee shall nominate at least one qualified person for each position, with the exception of Teacher Representatives, who shall be selected by the faculty.
3. The procedure of the Nominating Committee shall be as follows:
 - a. Solicit nominations for Offices from Hosmer School PTO Members.
 - b. Select candidates.
 - c. Notify membership of the annual election and of candidates selected.
 - d. Reports its nominees within one month of the election.
 - e. Run the election at the annual meeting in June. Any member may cast a vote. In the case of a tie. The Chairperson of the Nominating Committee shall cast the deciding vote.

ARTICLE VIII: DUTIES OF THE OFFICERS

All Officers shall perform the following duties and those assigned from time to time.

Section A: President

The President shall preside at each meeting of the PTO Board and Executive Committee and represent the interest of the Hosmer School PTO at various meetings of the School Committee and PTU Council. The president shall be the primary contact with the Hosmer School Administration and Watertown School Department. The President shall coordinate the work of the Officers of the Organization for the purposes of promoting the Purpose and Objectives.

Section B: First Vice President

The First Vice President shall coordinate the planning of the monthly general meetings with the input of the PTO Board. The First Vice President shall act as aide to the President and shall perform the duties of the President in the absence or disability of the person holding office.

Section C: Second Vice President

The Second Vice President shall act as the main contact to the various PTO committees.

Section D: Recording Secretary

The Recording Secretary shall record the minutes of all meetings of the PTO Board and Executive Committee and file these minutes in a accessible location.

Section E: Corresponding Secretary

The Corresponding Secretary shall direct school correspondence and publicity.

Section F: Treasurer

1. The Treasurer shall have custody of all funds of the Organization. The Treasurer shall keep a full and accurate account of receipts and expenditures, shall make disbursements in a timely fashion, in accordance with the approved budget of the PTO Board or as directed by the PTO Board.
2. The Treasurer shall be the single person who is authorized to place an order for material or equipment with School Department Purchasing Agent on behalf of the Hosmer PTO.
3. The Treasurer shall present a financial statement at every meeting of the PTO Board and at other times as directed by the Executive Committee and shall make a full report at the June meeting.
4. The Treasurer shall be responsible for the maintenance of such books of account and records as shall be sufficient to establish the time of gross income, receipts and disbursements of the Organization.
5. The Treasurer shall direct the work of the Assistant Treasurers if such positions are filled.
6. The Treasurer may at anytime he/she deems necessary be present at or send an Asst. Treasurer to supervise money collection at PTO events. However, it is the responsibility of the committee Chair to see that all moneys collected be delivered to the Treasurer in a timely fashion.

Section G: Teacher Representatives

The Teacher Representatives shall act on behalf of the Hosmer School Faculty at PTO Board meetings and shall communicate PTO activities to the faculty.

Section H: PTU Representatives

The PTU Representatives shall attend all PTU meetings, shall participate in PTU business and shall report to the Organization the activities of the PTU Council.

Section I: School Committee Representatives

The School Committee Representative shall attend Watertown School Committee meetings and shall report to the Organization the activities of the School Committee.

ARTICLE IX: EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the President, First Vice President, one Secretary (elected by the PTO Board), the Treasurer, one Teacher Rep and the Chairperson of the Grade Level Representative.
2. The duties of the Executive Committee shall be to transact any emergency business that may arise in the intervals between PTO Board meetings.
3. A majority of the Executive Committee constitutes a quorum.
4. Any business transacted by the Executive Committee must be reported to the PTO Board at the next Board meeting.

ARTICLE X: THE ROLE OF THE SCHOOL PRINCIPAL

1. The Hosmer School Principal shall be a member of the Organization in an ex-officio capacity.
2. The Principal may vote on issues at PTO Board meetings.
3. The Principal may participate as an ex-officio member of all Standing Committees except for the Nominating Committee and Executive Committee.
4. The Principal shall be consulted by the Organization on all matters which relate to School policy and procedure.

ARTICLE XI: MEETINGS

1. General meetings of the Organization shall be held at least 9 times during the school year. Dates and times will be determined by the PTO Board.
2. Special advisory meetings may be called by the PTO Board, five days posted notice having been given.
3. The annual meeting shall be held in June.
4. Members present at the Annual June Meeting shall constitute a quorum for the transaction of business.

ARTICLE XII: STANDING AND SPECIAL COIMMITTEES

1. The PTO Board may create such standing committees as it deems necessary to promote the objective and carry out the work of the Organization. The President shall appoint the chairperson of each committee and with the approval of the Board.
2. The terms of each Chairperson shall be one year.
3. The power to form special committees and appoint their members shall rest with the PTO Board. The President shall appoint the chairperson of each committee with the approval of the Board.

ARTICLE XIII: PTU COUNCIL MEMBERSHIP

1. The Hosmer PTO shall be a member of the Watertown Council of Parent-Teacher Units.

2. The Organization shall be represented at meetings of the Watertown Council of Parent-Teacher Unites by the President, PTU Representatives and one Teacher Representative.

ARTICLE XIV: FISCAL YEAR

The fiscal year of the Organization shall begin on the first days of July and end on the last day of June of each year.

ARTICLE XIV: AMENDMENTS

1. These Bylaws may be amended at a general meeting of the Organization by a two-thirds majority vote of the members present and voting, provided that posted notice of the proposed amendment shall have been given one month prior to the general meeting.
2. A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws only by a majority vote of the Executive Committee. The requirements for the adoption of a revised set of Bylaws shall be the same as in the case of an amendment.

Amended May 2007