

ARTICLE I: NAME

The name of this Organization shall be the Thomas R. Plympton Parent-Teacher Organization.

ARTICLE II: PURPOSE

The purpose of the Organization shall be to strengthen the relationship between school and home through ongoing communication with parents, faculty, and students, and to promote financial support to supplement the school budget.

ARTICLE III: BASIC POLICIES

SECTION I - This Organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse any commercial enterprise or any candidate for any office. The name of the Organization or the names of any members in their official capacities shall not be used in connection with any commercial concern or with any partisan interest, or for any other purpose than the regular work of the Organization.

SECTION II - This Organization shall seek neither to direct the administrative activities of the school nor to control its policies.

SECTION III - This Organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or co-ordinating councils, provided its representative makes no commitments that will bind the group.

ARTICLE IV: MEMBERSHIP AND DUES

SECTION I - Any parent or guardian with a child at Plympton School, and any principal, assistant principal, teacher, or staff member employed at Plympton School, who is interested in the purpose of this Organization and who is willing to uphold its policies and subscribe to its By-Laws may become a member upon payment of dues, as hereinafter provided.

SECTION II - The annual dues shall be announced at the time of the annual membership drive.

SECTION III - An annual enrollment of members shall be conducted. Additional members shall be accepted at any time.

ARTICLE V: OFFICERS AND THEIR ELECTION

SECTION I - a. The officers of this Organization are required to be a parent or legal guardian of a student attending Thomas R. Plympton School, and members in good standing of the Organization.

b. The officers of this Organization shall be a President or Co-Presidents,

a Vice- President, Recording Secretary, Corresponding Secretary and Treasurer.

c. These officers shall be elected by ballot at the last designated and posted spring meeting of the Organization.

A ballot vote need not be necessary in the event there is only one (1) nominee for each office. In the event there is more than one (1) nominee for any office, then a voice ballot shall be taken to determine the outcome.

d. Officers shall assume their official duties upon commencement of the new school year. Officers shall serve for a term of two (2) school years and shall remain in office until the end of their term. No person shall be eligible to serve in the same office for more than two (2) consecutive terms.

SECTION II - Nominations for officers shall be made from the floor or in response to notification by the Organization of an opening. Any member may nominate another member for an open office, or a member may nominate him/herself for an open office.

The consent of each candidate must be obtained before their name is placed in nomination. However, if there is but one (1) candidate for any office, it shall be in order to move from the floor that the Recording Secretary cast one (1) elective ballot for the candidate(s).

SECTION III - A vacancy occurring in any office shall be filled, for the unexpired term, by a person elected by a majority vote of the members present at the next Organization meeting. In the event the office of the President is vacated, the Vice-President will assume the responsibility of President.

ARTICLE VI: DUTIES OF OFFICERS

SECTION I - PRESIDENT OR CO-PRESIDENTS

The President or Co-Presidents shall preside at all meetings of the Organization and of the Executive Board. The President or Co-Presidents shall be a member ex-officio of all committees.

SECTION II - VICE-PRESIDENT

The Vice-President shall act as aide to the President or Co-Presidents and shall perform all the duties of the President or Co-Presidents in the absence of the officer(s).

SECTION III - SECRETARIES

The Recording Secretary makes a record of all business transacted at each meeting of the Organization and of the Executive Board Meetings, and presents the Minutes for approval at the next meeting; preserves reports.

The Corresponding Secretary shall conduct the correspondence of the Organization, and shall

perform various duties delegated to this office by the Executive Board Members.

SECTION IV - TREASURER

The Treasurer shall receive all monies of the Organization, and any other fundraiser as directed by School Committee policy, and shall keep an accurate record of receipts and expenditures and shall payout funds as authorized by the Executive Board. The Treasurer shall present a statement of account at every meeting of the Organization and at other times when requested by the Executive Board. The Treasurer shall insure that no less than 10% of the operating budget shall be carried forth to the coming year. The Treasurer shall submit a copy of the year-end report to the School Department, per School Committee policy.

SECTION VI - Immediately upon retiring from office, they shall deliver to their respective successors, all accounts, records, papers and other property belonging to this Organization.

ARTICLE VII: MEETINGS

SECTION I - This Organization shall meet monthly as needed during the school year. The dates and times of these meeting shall be determined by the Executive Board, and posted so all who wish may attend. Special meetings may be called by the Executive Board, with five (5) days' notice. A calendar and budget for the upcoming year shall be presented, and the budget voted on, at the first meeting of the year.

SECTION II - The privilege of holding office, making motions, debating and voting shall be limited to members of this Organization whose current dues are paid.

SECTION III - A majority of members present shall constitute a quorum.

ARTICLE VIII: EXECUTIVE BOARD

SECTION I - The Executive Board shall consist of the officers of the Organization, the principal and assistant principal of the school, and the teacher representative(s). The members of the Executive Board shall serve until their successors are elected or appointed.

SECTION II - The duties of the Executive Board shall be:

- a. To transact necessary business in the interval between Organization meetings and such other business as may be referred to it by the Organization;
- b. To create Standing Committees and approve their plans of work;
- c. To present reports at the posted meetings of the Organization;
- d. To prepare a budget and calendar of events for the school year;
- e. To approve routine bills within the limits of the budget; and

f. To fill vacancies occurring in office as provided in these By-Laws, Article V, Section III.

SECTION III - Regular meetings of the Organization shall be held at least four (4) times during the school year, the time to be fixed by the Executive Board. A majority of members present shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the members of the board.

ARTICLE IX: STANDING COMMITTEES

SECTION I - Standing Committees shall be created by the President and the Executive Board as may be required to promote the objectives and interests of this Organization. Chairpersons of the Standing Committees shall be selected by the Executive Board of the Organization.

SECTION II - The Chairpersons of all Standing Committees shall present plans of work to the Executive Board and no Committee work shall be undertaken without the approval of the Committee Chairperson. The Committee Chairperson shall report to the President at the conclusion of the Committee's main event(s), whether fundraising or service based, and turn over all monies to the Treasurer in a timely manner.

ARTICLE X: PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, shall govern this Organization in all cases in which they are applicable, and in which they are not inconsistent with these By-Laws or the policies of the School Committee.

ARTICLE XI: AMENDMENTS

SECTION I - a. A committee may be appointed to submit a revised set of By-Laws as a substitute for these By-Laws only by a majority vote of members present.

b. Revised By-Laws shall be voted upon at any meeting provided that notice of the proposed amendment(s) has (have) been given and received at least thirty (30) days prior to the meeting.

ARTICLE XII: DISSOLUTION

To dissolve this Organization, the issue must be presented to the members and a vote taken as to whether or not to dissolve. Upon dissolution, the Executive Board shall decide upon a project for the betterment of the school and to spend ALL remaining monies. All books and records shall be turned over to the school for future use.