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**THOMAS R. PLYMPTON SCHOOL
PARENT -TEACHER ORGANIZATION**

CHARTER

ADOPTED JANUARY 18, 2006

CHARTER FOR
PLYMPTON SCHOOL PTO



I. NAME

1. The name of the organization shall be the Plympton School Parent Teacher Organization (Plympton School PTO).
2. The Plympton School PTO shall operate in the City of Waltham, in the County of Middlesex, in the Commonwealth of Massachusetts.

II. PURPOSE

1. The purpose of the Plympton School PTO 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.
2. The Plympton School PTO is organized exclusively for educational purposes such as those organizations that qualify as exempt under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
3. This Organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not participate in nor fund propaganda, including the publishing or distribution of statements, nor otherwise attempt to influence legislation, or promote 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. At PTO meetings, issues directly related to the educational experience of the children of the Plympton Elementary School and/or the Waltham, Massachusetts School District may be discussed, however, the Plympton School PTO shall not take any official position nor encourage any specific action on the part of its members.
4. This Organization shall seek neither to direct the administrative activities of the school nor to control its policies.
5. 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.
6. Notwithstanding any other provision of this Charter, the Plympton School PTO shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Organization.

III. MEMBERSHIP AND DUES

1. Members
 - a. Any parents or legal guardians 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.
 - b. Regular Members have the right to attend and participate in all public meetings and activities of the Plympton School PTO.

2. Membership Dues
 - a. The Plympton School PTO will collect dues from members, to be used for the operation of the Organization.
 - b. The Plympton School PTO will set the amount of the dues, which will be announced at the time of the annual membership drive.
 - c. Annual enrollment of members shall be conducted. Additional members shall be accepted at any time.
 - d. The privilege of holding office, making motions, debating, and voting shall be limited to members of this Organization whose current dues are paid.

IV. MEETINGS

1. Regular PTO Meetings
 - a. Regular PTO Meetings shall be held monthly as needed during the school year. The dates and times of these meetings shall be determined by the Executive Board, and posted so all who wish may attend. A calendar and budget for the upcoming year shall be presented, and the budget voted on, at the first meeting of the year.
 - b. At Regular PTO Meetings, normal business of the Plympton School PTO shall be conducted.
2. Special PTO Meetings
 - a. Special meetings may be called by the Executive Board. The time, place and purpose of all Special PTO Meetings shall be announced at least five (5) days prior to the meeting.
 - b. The only business to be conducted during a Special PTO Meeting shall be directly related to the purpose stated when the meeting was announced.
3. Executive Board Meetings
 - a. Executive Board Meetings shall be called as needed by the Executive Board to vote on PTO business or take other action that cannot wait until a Regular PTO Meeting.
 - b. Executive Board Meetings shall be authorized to be conducted via electronic means, with the Secretary keeping a hard-copy record of any votes taken.
 - c. Only the Officers of the Executive Board shall be eligible to vote at Executive Board Meetings.
 - d. Regardless of the number of Executive Board Members in attendance or participating at an Executive Board Meeting, the vote of at least three Executive Board Members shall be required to take action on behalf of the Plympton School PTO.
 - b. Results of Executive Board meetings shall be reported at the next Regular PTO Meeting.
4. Quorum. A majority of members present at a Regular PTO meeting shall constitute a quorum and shall be entitled to take action on behalf of the Organization.
 - a. *Voting.* Unless otherwise dictated in this Charter, a simple majority vote of the members present at any Regular PTO meeting shall be required for

all action to be taken by the Organization.

V. EXECUTIVE BOARD

1. 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.
2. 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 offices as provided in this Charter, Article VI, Section 8.
3. Responsibilities
 - a. The President shall preside at all meetings of the Organization and of the Executive Board. The President shall be a member ex-officio of all committees. The primary responsibilities of the President shall be to serve as the principal executive officer of the Organization, and to supervise, facilitate and direct all of the activities of the Organization, subject to the control of the Executive Board and the direction of the membership.
 - b. The Vice-President shall act as aide to the President and shall perform all the duties of the President in the absence of the officer.
 - c. The Secretary shall make a record of all business transacted at each meeting of the Organization and of the Executive Board Meetings, present the Minutes for approval at the next meeting, and preserve such reports; conduct the correspondence of the Organization, and shall perform various duties delegated to this office by the Executive Board Members.
 - d. 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 pay out funds as authorized by the Executive Board in accordance with the budget adopted by the membership. 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 submit a copy of the year-end report to the Superintendent of Schools. The Treasurer shall be responsible for filing all required tax and/or financial forms. The Executive Board shall have an opportunity to review and approve these documents before submittal.

Immediately upon retiring from office, the officers shall deliver to their respective successors, all accounts, records, papers and other property belonging to this Organization.

4. Obligations

- a. All Officers of the Executive Board shall have authority to enter into contracts, agreements or obligations for the purchase of materials or services on behalf of the Plympton School PTO but only within approved activities and budgets.
- b. Neither the Executive Board Officers nor any PTO Member shall have the authority to enter into any contracts, agreements or obligations on behalf of the Thomas R. Plympton Elementary School or the Waltham, Massachusetts School District, nor shall they present themselves as having such authority.

VI. ELECTIONS

1. 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.
2. Special consideration for service to the Plympton School PTO shall be made for a parent who will have one or more children attending the school in the fall, but who do not have any children attending the school at the time of the election. With the approval of the Executive Board, such a parent may be considered for nomination to the Executive Board.
3. The officers of this Organization shall be a President, a Vice- President, Secretary and Treasurer. Any office may have co-officers at any time, if deemed necessary and approved by the Board. For purposes of this document, any reference to any office shall include the co-officer, if in existence.
4. These officers shall be elected by ballot at the Organization's last designated meeting of the year. 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. All members of the Organization shall be eligible to participate in an election. Only those members in attendance shall be allowed to vote.
5. 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. A person who has served in an office for two consecutive terms shall be ineligible to serve in that office for a period of one year; that person is immediately eligible to serve in a different office.
6. 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.
7. 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 Secretary cast one (1) elective ballot for the candidate(s).

8. 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.
9. For purposes of eligibility, a person who is filling a vacancy shall be considered to have served the full term only if more than half of the term of office remains at the time they fill the position.
10. Termination. With the advice and consent of the Principal, an elected officer may be terminated prior to the end of the term by a majority vote of the Executive Board.

VII. COMMITTEES

1. Standing Committees

- a. 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.
- b. Only members may serve as chairpersons. Any person who is not a member that the Chairperson desires to be on the committee shall be first approved by the Executive Board. If that person's function on the committee requires contact with students of the school, or to be on school grounds during any time when students may reasonable be expected to be present, the Principal must give approval before that person shall serve on the committee.
- c. The Chairpersons of all Standing Committees shall recruit the members of their committees as needed. The Chairperson 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.
- d. Chairpersons may purchase items or services within the maximum amount specified for budget items as specified, tracking all expenses and submitting receipts for reimbursements.
- e. The Executive Board shall review all financial transactions and obligations that will exceed the approved budget for the committee. The committee Chairperson shall not execute any financial transaction or obligation that exceeds the approved budget without the approval of the Executive Board.
- f. If monies are required in advance, the Chairperson may submit a request to the Treasurer describing details of the purchase, submit a funds request, and use that money in the nature described. The Chairperson shall be responsible for obtaining a final receipt, invoice or similar of the monies spent, and returning all unspent money to the Treasurer.
- g. The Chairperson shall ensure that copies of all written requests for donations from individuals, groups or businesses are submitted to the President for approval.

- h. The Chairperson shall regularly report the plans and activities of the committee to the Executive Board, and to the PTO Membership at Regular PTO Meetings.
- i. At the request of the Executive Board, the Chairperson shall prepare a final written report of all activities, financials and details of the activities after completion of all outstanding items.

2. Special Committees

- a. Special Committees may be created by the President and/or the Executive Board as needed and deemed appropriate. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed. In all other ways, the Special Committees shall operate in an identical manner as Standing Committees.
- b. Obligations.
 - i. The Executive Board may delegate authority to enter into contracts or agreements for the purchase of materials or services on behalf of the Organization to the Chairperson of a committee and/or to any member of the committee.
 - ii. Any person to whom this authority is delegated, shall only be authorized to exercise this authority within the stated purpose of the committee and only within the budget of the committee.

VIII. FINANCES

1. Financial Prohibitions

- a. As a volunteer organization, the Plympton School PTO shall not pay or provide any remuneration to the Officers of the Executive Board, Committee Chairpersons, Committee Members or any other member of the Organization for their volunteer service to the Organization.
- b. There shall be no commingling of Plympton School PTO funds with the personal, professional, or business accounts of any individuals, groups or businesses. This shall include a prohibition against providing Plympton School PTO funds as a loan to anyone for any purpose.

2. Financial Institution

- a. The financial institution used by the Plympton School PTO shall be a Federal or State Chartered Bank or Credit Union approved by the Board.
- b. The authorized signatures of the account shall be the President and the Treasurer. Any one of these individuals, and only these individuals, are authorized to withdraw funds, write checks, drafts, or other expenditures for the payment of money on behalf of the Organization.
- c. The Treasurer is responsible for ensuring all monies of the Plympton School PTO are deposited in a timely manner into the account.

3. Annual Budget

- a. The Fiscal Year shall run from July 1 of one calendar year through June 30 of the next.
- b. At the first scheduled Regular PTO meeting of the year, the Treasurer shall prepare and present a proposed budget for the coming year. At a minimum, the Budget shall include:

- i. Current Balance as of the date of the meeting
 - ii. Expected and reasonable expenditures through the remainder of the fiscal year
 - iii. Reasonable estimates for fundraising activities for the year
 - iv. A listing of non-discretionary funds committed to the next fiscal year (for example, Scholarship awards committed to the recipients); and
 - v. A listing of recommended discretionary expenditures proposed for the next fiscal year.
 - c. The proposed budget must be in balance, meaning the Projected Balance is non-negative.
 - d. The PTO may discuss the proposed budget as needed. Changes to the proposed budget may be made as determined by the discussion.
 - e. The President shall not allow a vote on a proposed Budget that is not in balance.
 - f. Approval of the budget is by majority vote. The PTO must vote to approve a Budget at this meeting.
4. Changing the Approved Budget
- a. The Treasurer shall keep track of actual expenditures versus budget items.
 - b. The Treasurer shall not reimburse an expense that exceeds the Approved Budget for that budget item.
 - c. A proposal to modify the Approved Budget may be made by any PTO member (including the Treasurer) at any scheduled Regular PTO Meeting. If the majority of the eligible PTO membership votes to accept the proposed change, the Treasurer will update the Approved Budget prior to the next report.
 - d. By majority vote, the Executive Board may, at any time, vote to modify the Approved Budget. This vote shall be included in the Secretary's Report at the next Regular PTO Meeting.
5. Reporting
- a. The Treasurer shall keep track of all actual deposits and expenditures.
 - b. At every Regular PTO Meeting, the Treasurer shall provide a written financial report. At a minimum, the report shall contain:
 - i. The Closing Balance from the previous Treasurer's Report
 - ii. All income received and deposited since the previous Treasurer's Report, organized by budget item
 - iii. All expenditures made since the previous Treasurer's Report, organized by budget item
 - iv. The current Closing Balance; and
 - v. The remaining balance of all budget items.
 - c. The Treasurer shall complete an End-Of- Year report of all financial activities within 31 days of the end of the Fiscal Year. A signed original of the report shall be submitted to the Waltham Superintendent's Office. Additional copies of the report shall be distributed to the Principal of the school and to the PTO President.
 - d. The Treasurer shall be responsible for the timely completion and submittal of any other financial or tax records, reports or forms.

6. Oversight. The President is responsible for organizing an independent review of the Plympton School PTO finances at least once a year. The President shall appoint a qualified person or persons to conduct and provide written documentation of the review. The Secretary shall keep a copy of this documentation.

7. Dissolution

- a. Should the Plympton School PTO be dissolved for any reason, the following shall dictate how remaining assets shall be disbursed:
- b. The Treasurer shall be responsible for ensuring all outstanding debts are paid off and adequate time to clear has passed.
- c. The Treasurer shall present an inventory of all remaining assets to the Executive Board.
- d. The Executive Board shall determine how to distribute these assets for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of, shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Plympton School PTO is then located, exclusively for such purposes or to such organization or organizations, as a court shall determine, which are organized and operated exclusively for such purposes.

IX. AMENDMENTS.

1. Definition. An Amendment is any change, addition or subtraction to the wording of any section or subsection of this Charter.

2. Procedure

- a. Any PTO Member may submit a proposed Amendment to this Charter. This submittal shall be in writing and submitted to the President at least 48 hours prior to a scheduled Regular PTO Meeting.
- b. The President shall be required to bring the proposed Amendment forward at the next scheduled Regular PTO meeting. At this meeting a full reading of the proposed Amendment shall occur. Discussion of the proposed Amendment is encouraged at this first reading, however no vote will be taken.
- c. At the discretion of the President, a second reading of the proposed Amendment and a vote shall be taken either at the next scheduled Regular PTO Meeting or a Special PTO Meeting. If the vote is to occur at a Special PTO Meeting, it shall be scheduled and widely publicized in accordance with the provisions of Article 4, Section 2 of this Charter.
- d. At the second meeting, a full reading and discussion of the proposed Amendment shall occur. This discussion is specifically to include a comment by an appointed Executive Board member (typically the Treasurer) on how any outside organizations with review authority over the Charter may view the proposed Amendment. When the President

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- e. decides discussion has completed, a vote shall be taken immediately. The vote will be taken by show of hands. All Regular Members in attendance, including the Executive Board may vote. The proposed Amendment will be passed and accepted if at least 2/3 of those present vote for the Amendment.

3. Approved Amendment

- a. If the proposed Amendment passes, the Secretary shall ensure the change is incorporated into the Charter at the earliest opportunity.
- b. The Treasurer shall send approved copies of the new Charter to outside organizations for review as needed, within 30 days of the vote.

4. Defeated Amendment

- a. If the proposed Amendment is defeated, it or any similar proposed Amendment shall be ineligible to be brought to a Regular PTO meeting for at least one year from the date of the defeating vote.
- b. The definition of a similar proposed Amendment shall be at the discretion of the President.

5. Exemption to the Amendment Procedure. As a special exemption to the procedure specified elsewhere in this Section, if the proposed Amendment is brought to the President prior to the next-to-last or last scheduled Regular PTO meeting of the year, the President may, at his/her own discretion, table the proposed Amendment until the first scheduled Regular PTO meeting of the next year. This is intended to ensure that both readings and the vote occur within a reasonably short period of time, and within the same year.