



# MERRIMAC PARENT-TEACHER ORGANIZATION

## BY-LAWS

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## **Article I *Name***

The name of this organization is the *Merrimac Parent-Teacher Organization*.

## **Article II *Articles of Organization***

The organization exists as an unincorporated association of its members. Its “articles of organization” comprise of these by-laws, as from time to time amended.

## **Article III *Objectives***

### ***Section 1***

The objectives of this organization are:

- a. To promote the welfare of children in the home, school, and community.
- b. To bring into closer relation the home and the school, so that parents and teachers may work together.
- c. To develop between educators and the general public such united efforts as will secure for every child the highest advantage in physical, mental, and social education.

### ***Section 2***

The objectives of this organization are promoted through an educational program directed towards parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

## **Article IV *Basic Policies***

The following are the basic policies of this organization.

1. The organization shall be noncommercial, nonsectarian, and non-partisan.
2. The name of this organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
3. The organization shall cooperate with schools to support the

improvement of education in ways that will not interfere with the administration of the schools.

4. The organization may cooperate with other organizations and agencies concerned with the education of children, but persons representing the organization in such matters shall make no commitments that bind the organization without prior approval of the Executive Committee.
5. In the event of the dissolution of the organization, its assets shall be distributed equally between the Merrimac Elementary Schools, to be deposited in the General Fund.

## **Article V    *Membership and Dues***

### ***Section 1***

Any individual who subscribes to the objectives and basic policies of this organization may become a member of this organization, subject only to compliance with the provisions of by-laws. Membership in this organization shall be available without regard to race, creed, or national origin.

### ***Section 2***

This organization shall conduct an annual enrollment of members, but persons may be admitted at any time.

### ***Section 3***

Only members in good standing of the organization shall be eligible to participate in its business meeting, or to serve in any of its elective or appointive positions.

### ***Section 4***

The amount of annual dues shall be voted on at the annual meeting in May.

## **Article VI *Officers and Their Election***

### ***Section 1***

- a. The officers of this organization shall consist of a president, 1st vice president, 2nd vice president, 3rd vice president, secretary, and a treasurer.
- b. Officers shall be elected by ballot or voiced majority vote annually in the month of May.
- c. Officers shall assume their official duties following the close of the regular meeting in June and shall serve for a term of one year and until the election and qualification of their successors.
- d. A person shall not be eligible to serve more than four consecutive terms in the same office.

### ***Section 2***

- a. Nominations shall be open to only members of the Merrimac Parent Teacher Organization. Nominations shall be taken from the floor, seconded, and voted upon. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- b. In the event of a tie vote, the Executive Committee shall cast by ballot the deciding vote.

### ***Section 3***

In the event of a vacancy occurring in any office, the secretary or the designee of the president shall notify the membership of such vacancy and submit to the Executive Committee all notifications of interest. The Executive Committee shall cast the deciding vote.

## **Article VII *Duties of Officers***

### ***Section 1***

The president shall preside at all meetings of the organization, shall appoint special committees, shall preside at Executive Committee meetings and perform all other duties usually pertaining to the office.

***Section 2***

The 1st vice president shall act as aide to the president and shall perform the duties of the president in the absence of that officer.

***Section 3***

The 2nd vice president shall act as aide to the 1st vice president and shall perform the duties of the 1st vice president in the absence of that officer.

***Section 4***

The 3rd vice president shall act as aide to the 2nd vice president and shall perform the duties of the 2nd vice president in the absence of that officer.

***Section 5***

The secretary shall keep an accurate record of all meetings of the organization and of the Executive Committee, and shall perform such duties as may be delegated to him or her.

***Section 6***

The treasurer shall receive all monies, including dues of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds only in such manner as voted by the organization. The treasurer shall present a statement of account at every meeting of the organization, and at other times when requested by the Executive Committee, and shall make full report at the annual meeting. The treasurer's accounts shall be examined annually by the Executive Committee prior to the annual meeting.

**Article VIII *Executive Committee***

***Section 1***

The Executive Committee shall consist of the officers of the organization and the principals of the schools of their representatives.

***Section 2***

Its duties shall be to transact necessary business between organization meetings, and such other business as may be referred to it by the organization; to pass on the plans of work of the committee chairmen; and to present a report at the regular meetings of the organization.

***Section 2a***

The Executive Committee has the authority to disburse up to \$300 at a time for immediate financial needs when a vote by the organization is not possible. Disbursements must be approved by a majority of the Executive Committee.

***Section 3***

Regular meetings of the Executive Committee may be held monthly during the school year, the time to be fixed by the committee at its first meeting of the year. A majority of the Executive Committee members shall constitute a quorum. Special meetings of the Executive Committee may be called by the president or by a majority of the members of the Committee.

**Article IX *Standing Committees***

***Section 1***

There shall be such standing committees created by the Executive Committee as may be required to promote the objectives and interests of the organization. The chairman of standing committees shall be elected by the Executive Committee. Their terms of office shall be for one year or until their successors are appointed.

***Section 2***

Chairman of all standing committees shall present a plan of work to the Executive Committee, and no work shall be undertaken without the approval of the Executive Committee.

**Article X *Meetings***

***Section 1***

Regular meetings of the organization shall be held each month during the school year commencing in the month of September. Executive Committee has the authority to reschedule monthly meetings as necessary.

***Section 2***

Special meetings may be called by the Executive Committee, having given notice.

***Section 3***

The annual meeting shall be in May.

***Section 4***

Five members, including at least two members of the Executive Committee, shall constitute a quorum for the transaction of business in any meeting of this organization.

***Article XI Fiscal Year***

The fiscal year of the organization shall begin on July 1, and end of the following June 30.

***Article XII Parliamentary Authority***

Robert's Rule of Order Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

***Article XIII Amendments***

These by-laws may be amended at any regular meeting of this organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been at the previous meeting.