

A General Description of the Duties & Responsibilities Of the Officers and Members of the Squantum School P.T.O.

The President, along with the Officers, Chairpersons of Committees, Principal and Teacher Representatives, plan extra-curricular programs and activities for the school year.

The Vice-President assists the President, oversees the volunteers and may take on, at the President's request, additional responsibility for extra-curricular programs and activities.

The Treasurer collects P.T.O. funds generated by P.T.O. activities and, as necessary, pays bills associated with P.T.O. activities. The Treasurer provides a monthly report of the P.T.O.'s finances, and provides an annual financial report to the P.T.O membership.

The Vice-President of Communications is responsible for taking notes, distributing minutes of each P.T.O. meeting and internal and external communications to the members.

The Citywide Parents Council member is responsible for representing the P.T.O. at the citywide monthly meetings. This member shall be responsible for reporting to the Executive Board on the status of City wide school affairs and any P.T.O. items presented to the Council. They should provide minutes from each meeting to the Vice President of Communications.

The Volunteer Coordinator serves as the point person to gather volunteers to staff the various events and activities.

Each Coordinator or Committee Chairperson is responsible for one or more activities during the year. The various coordinators and committees will change based on the needs of the school and are at the discretion of the Board. A list of the current coordinators and committees will be maintained by the Vice President.

All of these positions require a commitment, dedication and willingness to work hard on behalf of the Squantum Elementary School.

All Officers, Chairpersons, and Members attending P.T.O. meetings must be a dues paying member to have a vote.

All P.T.O. members must have children attending the Squantum Elementary School and/or must be a faculty/staff member of the Squantum Elementary School and be in good standing with the Quincy Public School system.

Squantum School Parent Teacher Organization BY-LAWS

ARTICLE I Name

The name of this organization is the Squantum School Parent Teacher Organization, (hereinafter referred to as the “P.T.O.”)

ARTICLE II Objective & Policies

1. The objective of the P.T.O. is to provide an arena for parents and teachers/educators to meet, discuss and coordinate efforts to promote enrichment activities that are above and beyond the standard school day for the benefit of all Squantum School students. The P.T.O. shall act to facilitate and coordinate information relating to the general activities of the Squantum School and the Quincy Public School system.
2. The policy of the P.T.O. shall be that any and all enrichment activities supported and/or funded by the P.T.O. shall be developed through conferences, committees and social projects. These activities shall be offered in an equal opportunity setting and must benefit a majority of the student body, either at the time of inception or over a longer period of time.
3. The P.T.O. shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the P.T.O., or the names of its officers in their official capacities shall be used in connection with any commercial concern or any partisan interest or for any purpose other than the regular work of the P.T.O.
4. The P.T.O. may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, and may enter into cooperative arrangements subject to review and approval by the Executive Board.
5. The P.T.O. shall not discriminate against any person based on race, creed, ethnicity, gender, color, religious affiliation or sexual orientation.

ARTICLE III Officers & Elections

1. The officers of this organization shall consist of a President, Vice-President, Vice President of Communications, and Treasurer. Officers shall be elected by ballot at the annual meeting held in May of each year. However, if there is but one candidate for any office, by motion from the floor, the election may be made by voice. Officers shall serve for a term of one year and shall remain in office no longer than two years,

unless, however, no other person elects to run for that office, that officer shall remain in office until a successor is elected.

2. If more than two people wish to run for an office then nominations for that office shall be made by a Nominating Committee consisting of at least three members of the P.T.O, selected by the P.T.O. prior to the election of officers. The Nominating Committee shall report at the annual meeting the name of at least one candidate for each office to be filled. The consent of each candidate must be obtained before a name is placed in nomination.
3. Additional nominations may be made from the floor provided consent of each candidate has been obtained before his or her name is placed in nomination. Voting for officers, shall be open to all P.T.O members.
4. Any vacancies that occur during a term of office shall be filled by vote of the Executive Board. The Executive Board shall consist of the Officers of the P.T.O., the Chairpersons of Standing Committees, the Principal of the school, and a member of the faculty. The member of the faculty that sits on the Executive Board shall be selected by the Board, so long as the consent of the candidate is obtained prior to selection on the committee.

ARTICLE IV

Duties of Officers

1. The President shall preside at all meetings of the organization and of the Executive Board shall be a member ex-officio of all committees except the Nominating Committee; and shall perform all other duties usually pertaining to the office of President.
2. The Vice-President shall act as aide to President and shall perform the duties of the President in the absence of that officer.
3. The Vice-President of Communications shall keep an accurate record of all meetings of the P.T.O. and of the Executive Board. They also handle all internal and external communications to the members and shall perform such other duties as may be delegated to him or her.
4. The Treasurer shall receive all monies of the organization and shall keep an accurate record of receipts and expenditures. The Treasurer shall present a statement of account at every meeting of the Executive Board and when requested by the Executive Board. The Treasurer shall make a full financial report at the annual meeting. The Executive Board and Treasurer shall have the option to designate a Controller to work with the Treasurer. The President and Treasurer together may spend an amount no greater than \$300.00 between meetings, without a vote of the Executive Board unless an annual renewal of a subscription.

ARTICLE V

Executive Board

1. The Executive Board shall consist of the officers of the P.T.O., the Chairperson of the Committees and the Principal of the school.
2. The duties of the Executive Board shall be;
 - (a) To transact the necessary business in the interval between P.T.O. meetings and such other business as may be referred to the P.T.O.;
 - (b) To prepare an agenda for the conduct of regular meetings;
 - (c) To prepare and submit to the P.T.O., the necessary expenses of the Officers and P.T.O. for approval
 - (d) To make motions and vote on all business of the P.T.O., including the amendment of the By-Laws.
 - (e) To appoint an auditor prior to the annual meeting to audit the treasurers accounts.
3. Regular meetings of the Executive Board shall be held monthly during the school year with the exception of December and June, the time to be fixed by the Committee at its first meeting of the year to be held in September. All meetings shall be open to all P.T.O. members in good standing. Matters that are subject to votes such as elections may be voted upon by general members twice a year, in September and May. All other matters during the year shall be decided by a majority vote of the Executive Board only.
4. A majority vote of the Executive Board shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of members of the Board.

ARTICLE VI

Standing Committees

1. Standing committees shall be created by the Executive Board as may be required to promote the objectives and interest of the P.T.O. The Executive Board shall elect the chairperson of the Standing Committees. Chairpersons of Standing Committees shall serve for a term of one year and shall remain in office no longer than two years, unless, however, no other person elects to run for that Chairperson position, then that Chairperson shall remain in office until a successor is elected.
2. The Principal of the school shall be ex-officio member of all Standing Committees, including the Nominating Committee.
3. The Chairpersons of all Standing Committees shall present any and all plans, programs and activities of its Committee, to the Executive Board.

No Committee plans, programs or activities may be undertaken without the prior approval of the Executive Board.

ARTICLE VII Removal of Officers

If during the course of the school year it becomes apparent to the President that a member of the Executive Board is failing to execute his/her duties of office, the President may recommend, to the Executive Board, with the reasons therefore, that the non-performing Officer be replaced. If the President is failing to execute his/her duties of office, then the Executive Board may recommend with the reasons therefore, that the non-performing Officer be replaced by the Vice President.

ARTICLE VIII Meetings

1. The P.T.O general membership is required to hold formal meetings twice during the school year, at a date and time that shall coincide with the September Executive Board meeting and the annual meeting in May. General members shall be eligible to vote at both such meetings. When necessary, the Executive Board may call special meetings.
2. The annual meeting of the P.T.O. shall be held during the month of May. At the annual meeting, any and all annual reports shall be presented and received, and officers shall be elected and installed.

ARTICLE IX Citywide Parents Council

1. The City-Wide Parents Council was formed for the purpose of being a strong advocate for the Quincy Public School System.
2. The Executive Board shall elect, at its annual meeting, a city-wide representative from the Squantum School to represent the views of our school at the citywide monthly meetings.
3. The citywide representative shall provide a full report to the Executive Board at its monthly meetings.

ARTICLE X Amendments

The By-Laws of the P.T.O. may be amended at any of the Executive Board monthly meeting by a majority vote of the Executive Board.

Accepted & Amended: April 2018