

LUDLOW ELEMENTARY SCHOOLS PTO BYLAWS

Reorganized and bylaws amended on October 14, 2009

EIN# 04-3270001

Article I. Name

This organization shall be known as Ludlow Elementary Schools Parent's and Teacher's Organization, and referred to in this document as LES PTO.

Article II. Objectives

The object of the LES PTO will be to bring about a closer relationship between the home and school by developing a united effort between teachers and parents that will secure the highest advantages of education for each child. We will foster a spirit of cooperation between Ludlow Elementary Schools.

We will make every effort during the school year to supply volunteers as requested for school activities. The PTO's main focus will be to support financially and otherwise the students of the Ludlow Elementary schools by providing enrichment programs, field trips, transportation and other essentials that may not be generally afforded by the school or school department.

We (the PTO) are not responsible for school improvements or needs that are considered the responsibility of the building Principal, School Department or Superintendent. It will be the discretion of the Officers and committee members should a specific need arise.

Article III. Policies

This organization will be noncommercial, non-sectarian and nonpartisan. It will not seek to control school policies nor direct administrative activities.

Article IV. Membership and Dues

All parents, guardians, teachers, and administrators of the students of the Ludlow Elementary Schools are eligible for active membership. These members have the right to vote, hold office, and serve on committees with the exception of administrators. These members must pay annual dues if required. The amount of annual membership dues will be voted on and set by the membership at the last meeting of the previous year.

If membership dues are required, the privilege to hold office, introduce motions, debate, and vote shall be limited to paid members.

Any interested resident of Ludlow may be an associate member. These members are not able to vote or hold office and are not required to pay annual dues if required.

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Article V. Officers & Executive Board

Section 1) Officers - The officers of the LES PTO will be: President, Vice President, Secretary, and two Treasurers. These offices may be held jointly as Co-Presidents, Co-Vice Presidents, etc. The above mentioned officers plus the school Principal and teacher representatives (no more than 5) constitute the executive board.

Section 2) Term - An Officer's term will become effective July 1 and expire on June 30 of the following year. There is a 3-year limit for which a member may hold office. Members may be re-elected to the same or different office, provided election procedures have been followed as stated in Article 6.

Elections will take place during the annual May meeting and are elected by the majority vote of attending members. An officer whose term has expired may be elected to another position.

Section 3) Resignation An Officer may resign from his/her position by giving a letter of resignation to the President (or to the Vice President, if the President is the one resigning). The resignation shall be announced at the next regular PTO meeting. Any member, elected by a majority of the LES PTO members, may fill the remainder of any vacancy of office.

Article VI. Election of Officers

The officers of the Ludlow Elementary School PTO shall be elected by a simple majority vote at the annual meeting in May. Nominations for office may be made by any member, teacher or principal of the Ludlow elementary schools. If two or more members are nominated for one office, a vote will be counted. The person with the most votes will be officially appointed, if they accept the office. In case of a tie, a vote will be taken of the executive board and the person with the most votes shall be appointed.

If for any reason a vacancy should come about in any office (except the President), the executive board shall appoint someone to fill the post until the next election.

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Article VII. Duties of Officers

Section 1.) The President – Shall serve as leader and key contact for the LES PTO. President shall preside at all LES PTO meetings and of the Executive Board. He/She shall appoint the chairpersons of special committees. He/She should coordinate the work of the officers and committees so that the objectives of the LES PTO can be met. He/She shall act as ex-officio member of such committees and shall perform other duties as needed. The outgoing President shall act as advisor to the Executive Committee for the following year.

Section 2.) The Vice-President – The Vice-President shall act as an aide to the President and perform the duties of the President in the absence or inability of that officer to serve. He/She shall act as chairperson of the Program Committee and Publicity.

Section 3.) The Secretary – The secretary shall keep the minutes of all general and executive board meetings. He/She shall prepare correspondence and perform all duties assigned. He /She shall maintain a master documents file and keep the calendar of events for the LES PTO. He/She shall help recruit committee chairpersons for all vacant standing committees of the board.

Section 4.) The Treasurers – The Treasurers shall receive all moneys of the PTO and will keep an accurate record of all receipts and expenditures and assure that PTO policies and best practices are followed with regards to funds. The Treasurer's accounts will be audited annually. He/She shall have the authority to pay routine bills as authorized by the President, and such bills as authorized by the Ludlow Elementary PTO. No amount in excess of \$150.00 shall be paid from the general fund without the majority vote of the LES PTO. He/She shall prepare and present a report for each monthly LES PTO meeting and an annual report for the last LES PTO meeting (May or June). The account for which all funds are held will consist of at least (4) officer's signatures: President, Vice President and Treasurers. A debit card attached to the account will be issued to the same officers. Purchases made using this account without pre-approval from the members during a monthly meeting must be cleared/approved by two other officers. All receipts/approvals following a meeting vote must be signed by the President. He/She shall act as chairperson of the Budget Committee.

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Article VIII. Meeting Notices

The regular meetings of the LES PTO shall be held monthly: September, October, November, December*, January, February, March, April, May, and June*. *These months are optional, if deemed necessary by the Officers.

The President may call special meetings at any time with prior notice given to all members.

Any members wishing to add an item to the agenda must first send it to the President either in writing or by calling prior to the scheduled meeting.

Article IX. Committees

- A. The following committees shall be appointed annually:
 - 1. Fundraising Committee
 - 2. Budget Committee
- B. Miscellaneous committees, as needed, shall be appointed by the President.
- C. The Chairperson of each committee shall keep an accurate record of its activities and be responsible for current reports to the general membership. Prior to spending non-budgeted funds, the Chairperson shall obtain written approval from at least two (2) officers if the amount is less than \$150.00 or shall obtain a majority vote at a LES PTO meeting for any other amount.
- D. Duties of the Required Committees
 - 1. FUNDRAISING COMMITTEE – shall be responsible for the entire fundraising process from the selection of a fundraising company through the successful delivery of product and collection of funds, including scheduling of volunteers to work throughout.
 - 2. BUDGET COMMITTEE – shall meet after the fundraiser is completed to set a preliminary budget to be presented for approval at the next regular meeting of LES PTO. The committee shall consist of at least eighteen members plus the chairpersons (the treasurers), with at least three faculty members (preferably one from each school)

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E. Duties of some Optional Committees

3. BOOKFAIR COMMITTEE – shall be responsible for research and selection of a book fair company, scheduling of dates and time for fair to be open, scheduling of volunteers to work, set up, and process ending inventory. The chairperson shall work with the librarian and/or teachers in selection of free books.
4. FIELD DAY COMMITTEE – shall be responsible for coordinating field day with the physical education instructor for all students. This shall include scheduling of volunteers and purchasing of any supplies needed – staying within allocated budget. This may include ribbons, water, and/or a snack.
5. COMMUNITY AFFAIRS COMMITTEE- shall send thank you notes, bereavement gifts, retirement gifts, flowers, etc. on behalf of the Ludlow Elementary Schools PTO.

Article X. Amendments

These bylaws may be amended at any regular meeting by a two-thirds vote of the members present, provided notice of the proposed amendment has been given, in writing, at the previous meeting.

These bylaws and name change were approved by a two-thirds majority vote at the regular meeting of the LES PTO on October 14,2009

These bylaws were amended and approved by a two-thirds majority vote at the regular meeting of the LES PTO on May 12, 2010

Article XI. Rules of Order

The rules of order shall follow a modified Roberts Rule of Order.