

BOWEN ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION, Inc.
280 Cypress Street
Newton, MA 02459

BY-LAWS
AS OF AUGUST 31, 2003

ARTICLE I - NAME

The name of this Organization shall be the Bowen Elementary School Parent-Teacher Organization ("Bowen PTO").

ARTICLE II - PURPOSE

The purpose of this Organization shall be to:

- * promote the educational, intellectual, social, emotional and physical growth of the Bowen Elementary School students and support the efforts of the staff in providing an optimal educational experience for students
- * promote the core values of the Bowen Elementary School by supporting an environment wherein the children will develop RESPECT for self, RESPECT for others, RESPECT for learning and RESPECT for environment
- * encourage cooperation, collaboration and communication between staff and parents and serve as a medium of contact between home and school
- * provide support and information to the parent and school community, i.e., keeping them abreast of city and state-wide educational issues and social issues of the elementary school age child

Bowen PTO encourages the participation of all Bowen Elementary School faculty, staff, parents and students in its activities.

ARTICLE III - POLICIES

Bowen PTO, organized under Chapter 180 of the Massachusetts General Laws, shall be non-commercial, non-sectarian, and non-partisan. Neither the name of Bowen PTO nor the name of its Executive Committee in their official capacities shall be used in connection with a commercial concern or with any political interest or candidate, or for any purpose other than the regular work of Bowen PTO. The principal office shall be located at 280 Cypress Street, Newton MA 02459, unless changed by subsequent filing with the Secretary of State of the Commonwealth of Massachusetts.

ARTICLE IV - MEMBERSHIP

Section 1

Parents, legal guardians, stepparents or other persons acting *in loco parentis* of any Bowen Elementary School student and faculty members and staff of the school are automatically members of Bowen PTO.

Section 2

Dues will be solicited annually, but the payment of dues is voluntary. The recommended dues will be established annually, presented and voted on during the Spring Annual Meeting. Upon receipt of dues, each member will receive a Bowen Elementary School Directory.

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ARTICLE V - MEETINGS

Section 1

There shall be no less than three regular meetings of Bowen PTO during the school year which include the first Fall meeting and the Spring Annual Meeting. During the school year's first meeting, the Executive Committee and committee chairpersons in attendance shall be introduced, and the Principal shall welcome the school community and present an overview of the school and the upcoming school year. At the Spring meeting the Nominating Committee will present its slate of the Executive Committee, and elections will take place. The Treasurer will present the proposed budget for review and a vote will be taken at the Spring Meeting for approval of said budget. A copy of the proposed budget shall be available to members upon request, prior to such meeting. Any special meetings, including workshops and programs, may be called by the Co-Chairs.

Section 2

Notice of each meeting of Bowen PTO shall be published either in the school newsletter or otherwise distributed through students, email or other methods customarily used for school communications.

ARTICLE VI - FINANCES

Section 1 - Fiscal Year.

The fiscal year of Bowen PTO shall be from September 1 to August 31.

Section 2 - Budget:

The annual budget, prepared by the Executive Committee, shall be presented for approval at the Spring Annual Meeting occurring prior to the beginning of each fiscal year. Any expenditure in excess of a mutually agreed upon amount and not contained in this budget must be approved by the majority of the Executive Committee prior to its disbursement. Any lesser amount can be approved by one of the Co-Chairs. This threshold amount for the Executive Committee vs. Co-Chair approval should be reviewed each year during the preparation of the budget.

Section 3 – Executive Committee.

The Executive Committee shall consist of the three Co-Chairs, the Treasurer, and the Secretary. This group will meet a minimum of two times during the year to review Bowen PTO's financial status and to prepare and approve the annual budget prior to its presentation at the Spring Annual Meeting.

Section 4 - Signatures.

The Treasurer and one Co-Chair are the authorized signatories for all expenditures, but only one signature is required.

ARTICLE VII – EXECUTIVE COMMITTEE, COMMITTEES AND COMMITTEE CHAIRS

The Executive Committee of Bowen PTO shall be the three Co-Chairs, a Secretary and a Treasurer. More than one person may be elected jointly to the offices of Secretary and Treasurer, in which event the office shall be held jointly as co-officers. Terms used in the singular in these By-Laws shall be deemed to include the plural for co-office holders.

The Executive Committee may create all standing committees or special committees required to carry on its work.

ARTICLE VIII - DUTIES OF EXECUTIVE COMMITTEE

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Section 1

There will be three Co-Chairs, who will share and/or divide responsibilities for individual communications, fundraising, and community building activities. This sharing/division of responsibilities will occur before the school year begins. The Co-Chairs will also advise and coordinate committee chairpersons.

Section 2

The Secretary shall handle all correspondence of Bowen PTO, including maintaining the permanent record of the meetings of Bowen PTO and the Board of Directors, and excluding BoweNotes. The Secretary shall provide a typed copy of the minutes of each meeting for approval at subsequent meetings, assist the Executive Committee and the Board of Directors with communications and shall perform all other duties usually pertaining to the office, including sending a notice of meetings to the Executive Committee and the Bowen Community, as deemed necessary by the Co-Chairpeople.

Section 3

The Treasurer shall be the chief fiscal officer of Bowen PTO and shall receive all monies of Bowen PTO, shall keep an accurate record of receipts and expenditures, and shall make authorized disbursements in accordance with the budget. The Treasurer shall serve on the Executive Committee. The Treasurer shall provide regular reports of Bowen PTO's finances, prepare an annual budget for approval of Bowen PTO at its annual meeting, and shall prepare or oversee the filing of all fiscal reports of the Bowen PTO as may be required to be filed with federal and state agencies from time to time.

ARTICLE IX – BOARD OF DIRECTORS

Section 1

The Board of Directors shall include the Executive Committee of Bowen PTO and the Principal, who shall represent and communicate with faculty and staff.

Section 2

The Board of Directors shall meet no less than three times during the school year. Meetings of the Board may be called by the Co-Chairs with at least three days notice given to all Board members. One or more directors may participate in any annual, regular, or special meeting of the Board by means of conference telephone or similar communications equipment by which all persons participating in the meeting are able to hear each other at the same time. Such participation shall constitute presence in person at such meeting.

Section 3

A majority of the Board shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 4

The duties of the Board of Directors shall be to transact administrative business referred to it by the Co-Chairs or by Bowen PTO through the Co-Chairs, or by the Principal.

ARTICLE X - NOMINATIONS

Nominations shall be made by the Nominating Committee for the Executive Committee. The Nominating Committee shall consist of members of Bowen PTO: one member of the Board of Directors, selected by the Board, and volunteer members.

Notice of Nominating Committee meetings shall be announced to Bowen PTO members through the newsletter, email or other method(s) customarily used for school communications. Any member of Bowen PTO shall be welcomed at the meetings.

The Committee shall solicit recommendations for the Executive Committee through Bowen PTO newsletters, email or other method(s) customarily used for school communications. The Committee shall finalize its slate of the Executive Committee for an election by ballot in April. The results will be officially presented at the annual Spring

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meeting in May. All nominees shall be members of the Bowen PTO. At any election, a plurality of votes cast shall be necessary to elect. The Executive Committee shall be elected for a term of two years. The term of office shall begin September 1 of the given year, and last for two fiscal years. The officers may serve no more than two consecutive terms in the same office.

All effort shall be made to nominate AT MOST two Co-Chairs in any given year, so that Bowen PTO shall benefit from consistency and historical knowledge in programming and organizing events and fundraisers.

ARTICLE XI – ELECTIONS

Section 1

Elections shall be held at the Spring Annual Meeting of Bowen PTO. Notice of this meeting shall be announced to Bowen PTO members at least one week prior to the meeting. Election shall be by ballot when there are more nominees than allowed under Article VII of these By-Laws. Votes will be tabulated by the members of the Executive Committee.

Section 2

Vacancies of any elected office during the school year shall be filled for the unexpired term by appointment of the Board of Directors. Vacancies in committees shall be filled by recommendation of the Executive Committee.

ARTICLE XI - AMENDMENTS

These bylaws may be amended or repealed by a majority vote of the entire Board of Directors, except with respect to any provision thereof which by law, the articles of incorporation or these by-laws require action by members.

ARTICLE XII - RULES OF ORDER

The rules contained in Robert's Rules of Order Revised shall govern this Organization in all cases not covered by or inconsistent with these By-Laws.

ARTICLE XIII - MISCELLANEOUS

Section 1. Transactions with Interested Parties

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, Executive Committee, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these By-Laws. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. Dissolution

Upon the dissolution of the corporation, any remaining assets shall be distributed 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

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in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.