

Wellesley High School PTSO BY-LAWS

ARTICLE I. NAME and LOCATION

The name of the organization shall be the Wellesley High School Parent Teacher Student Organization (PTSO). The principal location of the PTSO shall be Wellesley High School (WHS), 50 Rice Street, Wellesley, MA 02481.

ARTICLE II. PURPOSE and OBJECTIVES

Section 1. Purpose. The purpose of the PTSO shall be to support and enhance the educational experiences of WHS students by providing an organization through which the PTSO can work cooperatively and provide financial support for educational programs outside the school's annual budget.

Section 2. Objectives. The PTSO shall pursue the following objectives:

- (a) To act as an advocate for the education and general well-being of WHS students;
- (b) To provide services to the school that will support the educational climate of the school, providing financial support for programs outside the annual school budget;
- (c) To serve as a channel for communication between the WHS staff, parents, students and community;
- (d) To sponsor and financially support activities and programs directed to the needs of the school community;
- (e) To cooperate with other organizations and agencies active in the welfare of youth as deemed appropriate by the PTSO membership;
- (f) To do everything necessary and proper to accomplish the foregoing objectives.

ARTICLE III. LIMITATIONS ON ACTIVITIES

Section 1. The PTSO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2. Notwithstanding any other provision of these articles, the PTSO is organized exclusively for the purpose as specified in Section 501(c)(3) of the Internal Revenue Code and shall not carry on activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code or corresponding provision of any subsequent Federal tax laws.

Section 3. No part of the net earnings of the PTSO shall inure to the benefit of, or be distributable to, the PTSO membership, PTSO Officers or other persons,

except that the PTSO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the objectives set forth in Article II hereof.

Section 4. The name of the PTSO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or for any purpose not appropriately related to the objectives of the PTSO.

Section 5: The PTSO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

ARTICLE IV. PTSO FISCAL YEAR

The PTSO fiscal year shall begin on August 1st and end on the following July 31st.

ARTICLE V. PTSO MEMBERSHIP

Section 1. Membership. Members of the PTSO shall consist of WHS parents, administrators, teachers and students (“PTSO Members or PTSO Membership”).

Section 2. Dues. Annual dues may be recommended by the Executive Board and approved by a majority vote of the PTSO Members in attendance at the Annual Meeting in held May. WHS students, teachers and administrators are not subject to dues, but shall enjoy the full privilege of membership.

Section 3. Vote. Each PTSO Member has one vote. Voting may take place by voice or, upon request, by written ballot.

ARTICLE VI. MEMBERSHIP MEETINGS

Section 1. Regular Meetings. Regular Meetings of the PTSO (“Regular PTSO Meetings”) shall be held monthly through the school year. Regular PTSO Meetings are open to all PTSO Members. Dates and times shall be pre-established by the Executive Board and shall be presented by the President to the PTSO Membership at the first Regular PTSO Meeting held in September. Notice of each Regular PTSO Meeting shall be provided to PTSO Members at least five (5) days prior to such meeting.

Section 2. Special Meetings. Special PTSO Meetings (“Special PTSO Meetings”) may be called at any time during the school year by the President or upon written request to the Secretary by at least five (5) PTSO Members. The objective(s) of such Special PTSO Meetings must be set forth in writing and presented to PTSO Members as soon as possible prior to the meeting.

Section 3. Quorum. The quorum for Regular PTSO Meetings shall be ten (10) PTSO Members, not including members of the Executive Board. A quorum must be met in order for any vote to take place. The quorum for Special PTSO Meetings shall be the same as for Regular PTSO Meetings as set forth herein.

Section 4. Annual Meeting. The Regular PTSO Meeting held in May shall be the Annual Meeting (“Annual Meeting”).

Section 5. Notice of Meetings. Notice of all meetings shall state the time, place and purpose of such meeting.

ARTICLE VII. EXECUTIVE BOARD

Section 1. Membership. The Executive Board shall consist of the Officers and the Principal or the Principal’s designee.

Section 2. Duties. The Executive Board shall have general charge and supervision of the affairs, funds and property of the PTSO. Except as reserved to the PTSO Membership by these By-Laws, the Executive Board shall be charged with implementing the objectives of the PTSO as set forth in Article II hereof.

Section 3. Meetings. The Executive Board will meet monthly at a time and place mutually agreed upon by its members. Additional meetings may be called at the discretion of the Principal or the President. Topics for discussion shall include PTSO budget developments, speaker topics for Regular PTSO Meetings, and other PTSO business. Decisions made by the Executive Board shall be decided by a vote of a simple majority of the members present.

ARTICLE VIII. OFFICERS

Section 1. Officers. PTSO Officers shall consist of an elected President, Vice President, Secretary, and Treasurer. Any Officer position may be a shared position between two individuals, thus acting equally as Co-Presidents, Co-Vice Presidents, Co-Secretaries or Co-Treasurers.

Section 2. Term of Office. Officers shall be elected for a term of one calendar year beginning July 1st and ending on the following June 30th. Officers may be re-elected, however, no Officer shall serve more than three (3) consecutive years except as set forth in Article X hereof. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees

Section 3. Duties. All Officers shall act in the best interest of the PTSO.

- (a)** The President(s) shall:
- (1) Preside over Regular Meetings and Special Meetings of the PTSO and the Executive Board;
 - (2) Act as primary liaison between parents, school administration and the community;
 - (3) Represent the PTSO at Central Council meetings and other meetings outside the PTSO;
 - (4) Oversee planning and budgeting for the PTSO;
 - (5) Serve as an ex officio member of all committees;
 - (6) Coordinate the work of all Officers and Standing Committees so that the purpose of the PTSO is served.
- (b)** The Vice President(s) shall:
- (1) Assist the President and carry out the President's duties in his or her absence or inability to serve;
 - (2) Attend monthly Central Council meetings;
 - (3) Attend Standing Committee Meetings as deemed necessary by the President or Executive Board;
 - (4) Perform other duties as may be assigned by the President or the Executive Board.
- (c)** The Secretary shall:
- (1) Keep accurate records of all PTSO Regular, PTSO Special and Executive Board meetings and of any action taken at such meetings;
 - (2) Report said minutes at the request of the Executive Board;
 - (3) Provide PTSO members with notifications of all meetings;
 - (4) Perform such other duties as may be assigned by the President or the Executive Board.
- (d)** Treasurer shall:
- (1) Receive all funds of the PTSO;
 - (2) Keep accurate records of receipts and expenditures;
 - (3) Disburse funds in a manner as instructed by the Executive Board;
 - (4) Present a financial statement at PTSO Regular Meetings, Executive Board Meetings and at any other time as requested by the Executive Board;
 - (5) Ensure that tax returns for the PTSO are filed in a timely manner;
 - (6) Work with the Executive Board to prepare a budget to be presented to the PTSO Membership as set forth in Article XII hereof.
 - (7) Make a full report at the end of the year.
 - (8) Perform such other duties as may be assigned by the President or the Executive Board.

Section 5. Compensation. No Officer shall be compensated by the PTSO for their service.

Section 6. Attendance. Each Officer shall attend PTSO Regular, Special PTSO and Executive Board Meetings.

Section 7. Removal from Office. Any Officer can be removed from office, with or without cause, by a two-thirds vote of the PTSO Membership in attendance at a PTSO Regular or Special Meeting. Advance notice of the vote shall be given to PTSO Members at least one week prior to the meeting.

Section 8. Nominations. Each Officer shall assist in the nomination of incoming Chairpersons of Standing Committees.

Section 9. Resignation. Any Officer may resign at any time by submitting his/her resignation in writing to the President.

ARTICLE IX. STANDING COMMITTEES

Section 1. Standing Committees. Standing Committees shall exist for the purpose of carrying out a specific set of relative duties to further the purpose of the PTSO set forth in Article II hereof. Additional Standing Committees may be formed at any time either at the discretion of the Executive Board or by a majority vote of PTSO members in attendance at a Regular PTSO Meeting.

Section 2. Standing Committee Chairs. PTSO Standing Committee Chairs will be elected annually as set forth in Article XI hereof.

Section 3. Standing Committee Budget. Standing Committees are authorized by the PTSO to spend funds allocated to them in the annual budget as approved in Article XII hereof. In the event a Standing Committee requires additional funds, the Standing Committee Chair shall submit a written request to the Executive Board for approval. Any requested amount in excess of \$2500 will be subject to PTSO Member approval at the next Regular PTSO Meeting.

Section 4. Record Keeping. Each Standing Committee Chair shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. A copy of these records shall be made available to the Secretary who will maintain a comprehensive file of all events planned by the PTSO and make them available to future Chairs. Said records will be made available to the Executive Board upon request.

Section 5. Committee Members. Standing Committee Chairs may solicit and appoint additional members to serve on their respective committees as necessary.

Section 6. Contracts and Purchases. No Standing Committee Chair shall secure any contract in the name of the PTSO without the approval to do so by the Executive Board. Any approved purchases must be made within budgetary restrictions as dictated by the PTSO.

Section 7. Term of Service. Standing Committee Chairs serve a term of one (1) year starting July 1st and ending the following June 30th.

Section 8. Attendance. Standing Committee Chairs shall attend Regular PTSO Meetings and report on the activities of his/her committee if requested to do so by the Executive Board.

Section 9. Nominations. Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

ARTICLE X. NOMINATIONS

Section 1. Nominating Committee: There shall be a Nominating Committee that shall be a permanent Standing Committee of the PTSO.

Section 2. Membership: The Nominating Committee shall consist of two Chairs and currently elected Officers. The Nominating Committee Chairs shall be elected as set forth in Article XI hereof. The Nominating Chairs may not serve consecutive terms.

Section 3. Nominations. The Nominating Committee shall solicit candidates for Officers and Standing Committee Chairs from the PTSO membership and from parents with students entering WHS the following year. Nominees shall be as generally representative of the WHS community as possible. The Nominating Committee shall present a slate of candidates of Officers and Standing Committee Chairs to the PTSO membership at the April Regular PTSO Meeting. Notice of said slate of candidates will be presented to the PTSO membership following the April meeting and prior to elections held at the PTSO Annual Meeting. Said notice shall be posted on the PTSO website. PTSO members may also nominate candidates from the floor at such time. Each candidate must give consent before his or her name is placed on the slate for election.

Section 4. Inability to Fill Slate of Candidates. In the event the Nominating Committee is unable to find a nominee willing or able to serve for the next school year, the presiding Officer or Standing Committee Chair may continue to serve for one more year. Said action shall be voted upon and approved by a majority vote of the PTSO members present at the Annual Meeting.

ARTICLE XI. ELECTIONS

Section 1. Elections. A slate of Officers and Standing Committee Chairs, having been prepared by the Nominating Committee as set forth in Article X hereof, shall be voted on by the PTSO members present at the Annual Meeting. Election shall be accomplished by a majority vote of the PTSO members present at the meeting. Elected Officers and Standing Committee Chairs shall take office on July 1st following their election to office.

Section 2. Candidate Speeches. If there is more than one candidate for Officer or Standing Committee Chair, nominees may make a brief statement as to their candidacy at the Annual Meeting prior to the vote

Section 3. Vacancies. In the event a vacancy occurs during the school year, either by Officer or Standing Committee Chair, the Nominating Committee shall nominate a person who shall be approved by the Executive Board to fill the vacancy until the end of the school year. Notice of such action shall be provided to the PTSO membership.

ARTICLE XII. FINANCES

Section 1. Use. PTSO funds shall be used for programs, events, and items in accordance with the purpose of organization set forth in Article II hereof.

Section 2. Budget: The Executive Board will prepare a budget at the beginning of each school year. The budget will be presented to the PTSO Membership at the September Regular PTSO Meeting and shall be approved by a majority vote of PTSO Members present at the October meeting.

Section 3. Income. All funds raised for the PTSO shall be documented by the PTSO Treasurer within ten (10) days of receipt. All funds received by the Treasurer shall be deposited into the PTSO bank account.

Section 4. Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been vetted, documented, and approved by the PTSO Treasurer. Reimbursement requests should be submitted to the PTSO Treasurer either within thirty (30) days of the incurred expense or no later than three (3) weeks prior to the end of the fiscal year. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTSO Treasurer immediately following the purchase.

Section 5. Reallocation of Budgeted Items. The Executive Board shall have the authority to reallocate budgeted line items as needed throughout the school year.

Section 6. Non-Budgeted Funding Requests. Monetary requests for non-budgeted items may be submitted to the Executive Board for consideration. Non-budgeted monetary requests in excess of \$2,500 shall require prior authorization

of the PTSO Membership and shall be voted upon at the next Regular PTSO Meeting. Advance notice of the upcoming vote shall be publicized to the PTSO Membership at least one (1) week prior to the vote. Officers shall have discretionary authority to approve non-budgeted requests, not to exceed \$2,500 per PTSO fiscal year.

Section 6. Reporting. An updated financial report shall be made available in printed form to each PTSO member at each PTSO meeting.

Section 7. Carry-Over. The PTSO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.

ARTICLE XIII. CENTRAL COUNCIL

The PTSO shall be a member of the Central Council of the Wellesley Parent Teacher Organizations (Central Council) and shall pay the required dues. The PTSO shall send delegates to Central Council from the Executive Board.

ARTICLE XIV. ADOPTION AND AMENDMENTS OF BY-LAWS

The adoption, amendment or repeal of these By-Laws shall be accomplished by an affirmative vote of two-thirds of the PTSO members present at a Regular PTSO Meeting. PTSO members must be notified at least one week prior to such meeting and said notice shall specify the recommended adoption, amendment or repeal of the By-Laws. A text of the By-Laws and/or any amendments must be made available to the PTSO membership prior to the vote. Said notice may be made via email or posted on the PTSO website.

ARTICLE XV. EXECUTION AUTHORITY

The President, Vice President or Treasurer have full authority to execute any contracts, notes, checks or other obligations or agreements made, accepted or endorsed by the PTSO or by the Executive Board. The Executive Board may authorize another individual not named herein, however, such authorization shall be voted upon and approved by a majority of the Executive Board.

ARTICLE XVI. PARLIAMENTARY AUTHORITY

Robert's Rules of Orders shall govern meetings when they are not in conflict with the PTSO bylaws.

ARTICLE XVII. DISSOLUTION

Section 1: Dissolution. The PTSO may be dissolved provided prior notice is given to the PTSO Membership, a vote is taken at the next scheduled Regular

PTSO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the PTSO, the remaining PTSO funds shall first be used to pay any outstanding PTSO debt and then either: (a) a vote shall be taken by the PTSO Membership to spend remaining funds on an item or items that benefit the students; or (b) the remaining funds be held in escrow by the Principal for use by a future School PTSO. If a new PTSO is not formed within 24 months, the funds shall revert to WHS and be used toward the benefit of the students under the discretion of the Principal.

Adopted: October, 1982

Amended: June 1, 1983

Amended: May 27, 1987

Amended: June 14, 1988

Amended: April 14, 2004

Amended: May 13, 2015