

**By-Laws**  
**Bancroft School Parents-Teachers Organization, Inc.**  
**(Revised July 2016)**

**Article I – Name**

The name of the organization shall be the Bancroft School Parents-Teachers Organization, Inc., hereinafter referred to as the Bancroft PTO.

**Article II – Purpose**

The Bancroft PTO is organized for the purpose of supporting and enhancing the education of children at Bancroft Elementary School (the “School”) by:

1. Fostering relationships among the School, parents, teachers, and community; and
2. Providing financial support for programs funded outside of the School budget.

**Article III – Policies**

**Section 1.** The Bancroft PTO 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.** The policies of the Bancroft PTO are established to maintain a tax-exempt status as defined by Section 501(c)(3) of the Internal Revenue Code.

**Section 3.** The name of the Bancroft PTO and the names of any of its members in their official capacities shall not be used in any connection with any commercial concern or political interest or for any purpose not appropriately related to the Purpose described in Article II above.

**Article IV – Membership and Dues**

**Section 1.** Any parent, guardian, or other adult standing *in loco parentis* for a student at Bancroft Elementary School may be a member and shall have voting rights. The principal and any teacher employed at the School may be a member and shall have voting rights.

**Section 2.** Dues, if any, shall be established by the Executive Board.

**Section 3.** Each member shall have one (1) vote. Voting may take place by voice, electronic messaging, or, upon request, by written ballot.

## Article V – Officers and Elections

**Section 1. Officers.** The officers shall be a president, vice president, secretary, and treasurer.

**a. President.** The president shall preside over meetings of the Bancroft PTO and Executive Board, serve as the primary contact for the principal, represent the Bancroft PTO at meetings outside the organization, serve as an *ex officio* member of all committees except the Advisory Committee, and coordinate the work of the officers and committees.

**b. Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

**c. Secretary.** The secretary shall keep all records of the Bancroft PTO, transcribe meeting minutes, prepare meeting agendas, handle correspondence, maintain a comprehensive list of events planned by the Bancroft PTO, and send notices of meetings to members. The secretary shall bring the meeting minutes, by-laws, rules, and committee directory to all meetings.

**d. Treasurer.** The treasurer shall receive all funds of the Bancroft PTO, keep an accurate record of receipts and expenditures, and pay out funds in accordance with these by-laws. He or she shall present a financial statement at every meeting and at other times when requested by the Executive Board, and make a full report at the end of the year.

**Section 2. Nominations and Elections.** Elections shall be held at the Annual Meeting. If more than one person is running for an office, a ballot vote shall be taken.

**Section 3. Eligibility.** Members are eligible for office if they are in good standing at least fourteen (14) calendar days before such Annual Meeting.

**Section 4. Terms of Office.** Officers are elected for one (1) year. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** If there is a vacancy in the office of president, the vice president shall become the president. At the next regular meeting, a new vice president shall be elected. If there is a vacancy in any other office, members shall fill the vacancy through an election at the next regular meeting.

**Section 6. Removal From Office.** Officers may be removed from office with or without cause by a two-thirds (2/3) vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## Article VI – Meetings

**Section 1. Regular Meetings.** The Bancroft PTO shall have at least three (3) regular meetings, the dates of which shall be determined by the Executive Board at its first meeting of the fiscal year.

**Section 2. Annual Meeting.** The Annual Meeting shall be held in May or June. The Annual Meeting is for receiving reports, electing officers and chairpersons, and conducting other business that should arise.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two (2) members of the Executive Board, or any five (5) members submitting a request to the secretary. Notice of the special meeting shall be sent to all members at least four (4) days prior to the meeting.

**Section 3. Quorum.** The quorum shall be five (5) members of the Bancroft PTO.

## Article VII – Executive Board

**Section 1. Membership.** The Executive Board shall consist of the officers and chairpersons of standing committees other than the Advisory Committee.

**Section 2. Duties.** The Executive Board shall transact business between regular meetings, create rules and policies, create standing and temporary committees, prepare and distribute budgets, approve invoices for payment, conduct biennial reviews of these by-laws, and prepare reports and recommendations to the members.

**Section 3. Meetings.** Executive Board meetings shall be held at least every two (2) months, the dates of which shall be determined by the Executive Board at its first meeting of each fiscal year. Additional meetings may be called by any two (2) Executive Board members with twenty-four (24) hour notice.

**Section 4.** The quorum shall be five (5) members of the Executive Board.

## Article VIII – Committees

**Section 1. Standing Committees.** The following standing committees shall exist for the purpose of carrying out specific duties:

- a. Advisory Committee.** The Advisory Committee shall act as a liaison between the School and the Bancroft PTO, and shall consist of (i) the principal, (ii) a teacher who teaches kindergarten, first grade, or second grade, (iii) a teacher who teaches third grade, fourth grade, or fifth grade, and (iv) any other teacher or specialist of the School.

- b. Communications Committee.** The Communications Committee shall maintain the Bancroft PTO website, maintain other Bancroft PTO social media accounts, and distribute the weekly newsletter.
- c. Community Awareness Committee.** The Community Awareness Committee shall encourage respectful communication and awareness relative to areas of difference among all members of the Bancroft community.
- d. Environmental Committee.** The Environmental Committee shall encourage students, staff, faculty and parents to think and act responsibly and aggressively in matters relating to natural resource consumption, processing and disposal, and shall maintain environmental projects and efforts throughout the school year.
- e. Fundraising Committee.** The Fundraising Committee shall oversee individual fundraising events that support academic enrichment, cultural arts programming, teacher/staff discretionary funds, other Bancroft PTO initiatives, and shall ensure that all fundraising events adhere to the guidelines set forth in (i) Mass. Gen. Laws ch. 28, §§ 18-33 and (ii) *The Attorney General's Guide for Board Members of Charitable Organizations*, Commonwealth of Massachusetts Office of Attorney General Martha Coakley (July 2007).
- f. Hospitality Committee.** The Hospitality Committee shall manage Bancroft PTO social events and community care and outreach.

**Section 2. Chairpersons.** Elections of chairpersons of all standing committees other than the Advisory Committee shall be held at the Annual Meeting. If more than one person is running for chairperson, a ballot vote shall be taken. An officer may also act as chairperson of up to two standing committees.

**Section 3. Chairperson Duties.** The chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow such records to be passed along to future chairpersons. These records shall be shared with the secretary.

**Section 4. Contracts & Purchases.** No person shall secure any contract in the name of the Bancroft PTO without either approval from the President or the Executive Board, provided, however, that (i) any contract between the Bancroft PTO and a company with which the Bancroft PTO has not entered into a contract in three (3) of the last five (5) fiscal years and (ii) contracts reflecting purchases in excess of budgetary restrictions must be approved by the Executive Board.

**Section 5. Attendance.** Committee chairpersons shall attend Executive Board and monthly Bancroft PTO meetings to report on the activities of their committees.

## **Article IX – Finances**

**Section 1.** A tentative budget shall be drafted by the Executive Board prior to the first regular meeting of each fiscal year and approved by a majority vote of the members present at said meeting.

**Section 2.** Upon dissolution of the Bancroft PTO, any funds remaining after payment of outstanding obligations shall be donated to the School.

**Section 3.** The fiscal year shall begin on September 1 and end on August 31.

## **Article X – Parliamentary Authority**

Robert's Rules of Order shall govern all meetings to the extent that said Rules do not conflict with these by-laws.

## **Article XI – Amendments**

These by-laws may be amended at any regular or special meeting, provided that notice was given by the amendment sponsor to all members at least one (1) month in advance of said meeting. Amendments shall be approved by a two-thirds (2/3) vote of those present, assuming a quorum.