

By-laws of the
James L.
Mulcahey Middle
School
Parent Teacher
Organization

Article I. NAME

The name of the organization shall be the James L. Mulcahey Middle School Parent Teacher Organization, herein after referred to at the "PTO."

Article II. PLACE OF BUSINESS

The PTO is located in Taunton Massachusetts. Meetings are held at the Mulcahey Middle School, 28 Clifford Street, Taunton, MA or at other locations, on occasion, as determined by the PTO Organization and school administration.

Article III. PURPOSE

1. To facilitate and support a sense of community and promote open communication among students, parents/guardians, staff, faculty and administration of James L. Mulcahey Middle School, herein after referred to as "Mulcahey Middle School".
2. To aid the students of Mulcahey Middle School by providing support for their educational and recreational needs.
3. To enhance the school program and physical environment through monetary and volunteer efforts.

Article IV. MEMBERSHIP

1. All parents and/or legal guardians of students who currently attend Mulcahey Middle School and all current staff, faculty and administration of Mulcahey Middle School shall be eligible for membership in the organization without regard to race, color, creed, religion, sex, nation, origin, or sexual orientation under the rules and regulation provided by these bylaws.
2. All members of the organization shall be eligible to vote at meetings.
3. Only members of the organization *not* employed as current staff, faculty and administration of Mulcahey Middle School may serve in any of its elected positions.
4. Only members of the organization employed as current staff, faculty and administration of Mulcahey Middle School may serve on any of its appointed positions

Article V. POLICIES

1. The PTO shall be non-commercial, non-sectarian and non-partisan. It shall not endorse any commercial enterprise, or not endorse any candidate or take any political stand. The name of the organization or the names of any of its members shall not be used in connection with any commercial concern or with any partisan interest.
2. The PTO shall not discriminate on the basis of sex, race, religion, creed or national origin.
3. The PTO shall not participate directly or indirectly in any political campaign.
4. The PTO shall cooperate with Mulcahey Middle School to support the improvement of education in ways that do not interfere with the administration of the school.
5. Quorum. Those persons present at a properly called General Membership, Executive or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

6. Voting. A majority vote of the Voting Members present at any properly called meeting shall be required for all action to be taken by the organization.
7. Expenditures. Any expenditure greater than \$300.00 not in the budget must be approved by a quorum.

Article VI. MEETINGS

1. General Membership Meetings. At least four General Membership Meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting. Dates for General Membership Meetings will be scheduled at the last meeting of the year for the next school year.
2. Executive Committee Meetings. Executive Committee Meetings may be called at any time for emergency purposes. All Executive Committee Members shall be given the opportunity to attend.
3. Special Meetings. Additional meetings of the organization may be called, either by vote of the Executive Committee or by petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced by written notice five (5) to seven (7) days prior to the meeting.

Article VII. OFFICERS AND THEIR ELECTION

1. The officers of the organization shall consist of a President, Vice President, Secretary, Treasurer, Teacher Representative and Ex-officio Members. Two persons may be nominated and elected to fill any single elected position. (E.g. co-presidents). In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein.
2. Nominations: The nominations of officers shall take place at the May General Membership Meeting. The Nominating of persons for any office shall be made from the floor, including self-nomination, for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot. Only those who have consented to serve are eligible for nomination.
3. Elections. The election of officers shall take place in June the Last General Membership Meeting each year for the next School Year. All Voting Members of the organization may participate in the election.
4. Term of Office. The term of each officer shall be one year, beginning and ending after the last General Membership Meeting of the year.
5. Selection. A majority of the votes cast by the Voting Members present shall be necessary for election. Should no person receive a majority of the vote's cast, a run-off between the two (2) persons who received the largest number of votes?
6. Vacancies. The Executive Committee shall fill any vacancy in office because of death, resignation or inability to serve for the remainder of the term.

Article VIII. DUTIES OF OFFICERS

1. **PRESIDENT**: Oversees all PTO programs; chairs all General, Executive and Special meetings; serves as spokesperson for PTO and liaison to the Principal and School; prepares agendas for all meetings; collects and presents reports of any Board members who are unable to attend a general membership meeting; arranges for relevant guest speakers for PTO meetings; addresses membership through monthly letter; assures other Board positions are functioning effectively.

2. **VICE-PRESIDENT:** Attends all monthly PTO meetings; substitutes as president whenever necessary; keeps record of upcoming events, has them approved by the Principal and recorded on the school calendar; collects and presents reports of any Committee Chairperson who is unable to attend a general membership meeting; works with Volunteer Coordinator and Committee Chairpersons to ensure that all school volunteer programs run smoothly.
3. **SECRETARY:** Attends all monthly PTO meetings; reads/takes minutes of meetings; keeps attendance; is responsible for overseeing all PTO correspondence; organizes and maintains PTO mailbox; notifies PTO board members of meetings one week in advance.
4. **TREASURER:** Attends all monthly PTO meetings; organizes/oversees all monetary aspects of PTO; organizes the PTO budget and keeps PTO checking account; submits monthly treasurer's report; prepares cash boxes for fundraising events; arranges to have yearly state and federal tax returns prepared; prepares a preliminary budget for the following year to be presented at the August/September meeting.
5. **FACULTY REPRESENTATIVE:** James L. Mulcahey Middle School faculty will appoint a faculty representative. His/her responsibilities are as follows: Attends PTO meetings; serves as a liaison between the faculty/staff and the PTO.
6. **EX-OFFICIO MEMBERS:** The Principal/Vice-Principal of the school shall serve as ex-officio members.

Article IX. EXECUTIVE COMMITTEE

1. General Powers. The Executive Committee shall manage the affairs, activities and operation of the organization. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.
2. Membership. The officers of the organization shall consist of a President, Vice President, Secretary, and Treasurer.
4. Meetings. Executive Committee Meetings may be called at any time for emergency purposes. All Executive Committee Members shall be given the opportunity to attend.
5. Any member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body. The Executive Committee may hold summer meetings for the purpose of planning.
3. Quorum. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business.
4. Voting. The act of the majority of the regular members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

Article X. STANDING AND SPECIAL COMMITTEES

1. Other Standing Committees. The Executive Committee may establish such other Standing Committees, as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees, who shall serve as ex-officio members of the Executive Committee. The chairperson of each committee shall recruit the members for his or her committee. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

2. Special Committees. The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed. The Executive Committee shall appoint the chairpersons of all Special Committees. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

Article XI. FINANCES

1. Budget. The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.
2. Expenditures All expenditures of PTO funds require the prior approval of the membership. All expenditures will be processed with proper documentation (billing invoices, receipts etc.). Funds acquired through fundraising are designed to target school needs that fall beyond the “usually and customary” items provided through the general school budget. PTO funds are not designed to support essential student/staff materials unless a denial of request is in place or if the school system’s allocation has been expended.
3. Obligations. The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority to enter into such agreements on behalf of James L. Mulcahey Middle School, nor should they hold themselves out as having such authority.
4. Loans. No loans shall be made by the organization to its officers or members.
5. Commercial Paper. The Executive Committee shall sign, by the Treasurer, or by any other person as authorized in writing, all checks, drafts, or other orders for the payment of money on behalf of the organization.
6. Deposits. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.
7. Financial Report. The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the year. The Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

Article XII. DISSOLUTION

The PTO may dissolve and terminate its affairs in the following manner:

1. The Executive Committee shall adopt a resolution recommending that the organization be dissolved and direct that the question of dissolution be put to a vote at a Special Meeting of the General Membership.
2. In the event of dissolution of the organization, any and all assets possessed by the organization after current indebtedness has been paid shall go to James L. Mulcahey Middle School.

Article XIII. AMENDMENTS

1. These Bylaws may be altered, amended or repealed and the Voting Members at any Regular or Special Meeting may adopt new Bylaws.

Article XIV. AUTHORITY

1. If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Taunton School Committee, they shall be deemed null and void and the decision of the Taunton School Committee shall, in all cases, take precedent.

These Bylaws were adopted by the membership by a majority vote during a General Membership Meeting called on May 14, 2008 Meeting and shall take effect immediately.