

**Miscoe Hill Middle School PTO**

**April 3, 2024**

**By Law Review**

**APPROVED AMENDMENTS TO CURRENT BYLAWS**

**V. Membership and Dues**

**Proposed change:** remove highlighted portion

**VI. Executive Board**

**D.** Members of the Executive Board are expected to attend eight or more executive board meetings and eight or more general membership meetings per year unless prior arrangements are made. (see ITEM VII section C.)

**Proposed change:** remove the highlighted portion

**VII Officers and Roles**

**A.7. Volunteer Coordinator**

**Proposed change:** Remove this role as it has never been filled and we don't have the need.

**B.1. President:** The President will preside at all organization and Executive Board meetings. He/she shall be a member ex-officia of all committees. The President shall have the power to appoint a chair or hold election for all chairpersons nominated from the floor. He/she shall provide a written summary of the Miscoe Hill PTO activities at the annual, year-end Executive Board and General Membership meetings. The President shall have such authority as generally invested in the office, by correct parliamentary procedures. According to Massachusetts General Law, "Co-President" Officers are not permitted.

**Proposed change:** remove highlighted portion

**B.2. Vice President:** The Vice President shall assist the President in all his/her duties and shall be the presiding officer in the absence of the President at member and Executive Board meetings. He/she shall be the Chairperson of the Nominating Committee and shall announce the results of the elections and introduce the newly elected officers at the June meeting. He/she shall be the Chairperson of the Bylaw Committee, and will reconcile bank statements four times per year.

**Proposed changes:** 1) remove reference to Nominating Committee 2) change to reconcile four times per year to two times per year.

**B.3. Secretary:** The Secretary shall be responsible for recording, reporting and maintaining a record of the minutes of the Executive Board and monthly member meetings. He/she shall be responsible for handling all correspondence and maintaining copies of all written reports. The Secretary will ensure that a Newsletter is distributed at the Executive Board's discretion

**Proposed change:** remove highlighted portion

**B.4. Treasurer:** The Treasurer will be responsible for maintaining and recording all organization and related funds for distributing funds as authorized by the Executive Board and for preparing and presenting a budget for the fiscal year. He/she will issue a finance report at the monthly member meetings. This report will include an actual balance detailing expenditures, deposits and commitments. Detailed records shall be kept and copies of necessary information shall be made available to the Cultural Arts Chair for cultural arts/curriculum enhancing activities. The Treasurer is responsible for ensuring all financial information is made available to an accountant at the end of the school year and for ensuring the filing of all appropriate and required tax records in accordance with the current IRS Tax Laws. He/She is also responsible for ensuring filing of all appropriate Organization documents with the Secretary of State.

**Proposed change:** remove highlighted portion

**B. 6. Fundraising Chair:** The Fundraising Chair is responsible for raising funds to maximize support for the Organization's previously stated purposes and roles. The Fundraising Chair shall oversee the Fundraising Committee, if one exists, according to the Committee Guidelines found in ITEM IX. Fundraising responsibilities also include:

- a. Investigating available fundraising programs to determine which most closely match the financial goals and purposes of the Miscoe Hill PTO.

- b. Implementing all programs with the support of Miscoe Hill PTO volunteers including, but not limited to:
  - i. Sourcing all fundraising materials and pamphlets.
  - ii. Distributing all materials to the school community.
  - iii. Collecting all orders.
  - iv. Managing all funds that come in as a result of the fundraising activity.
  - v. Reporting and delivering all funds to the Treasurer, including daily tape and/or spreadsheet totals.
  - vi. Distributing all orders from the fundraising program.
- c. All money to be turned in to the Treasurer within 48 hours of collecting.
- d. All checks turned into Treasurer must be stamped **FOR DEPOSIT ONLY** prior to submission.
- e. All funds must be counted by two or more people excluding the Treasurer.
- f. Managing the Book Fair currently falls under the responsibility of the Fundraising Chair, however this can be changed as deemed necessary by the Executive Board.

**Proposed change:** remove highlighted portions

**B. 7. Volunteer Coordinator:** Volunteer Coordinator is responsible for all activities required to encourage the participation of volunteers, providing information to committees regarding volunteers who are interested, assisting in the follow up notification of volunteers and any other related duties that encourage and coordinate participation in the Miscoe Hill PTO.

**Proposed change:** remove entire position.

**C.1.** Any officer or chairperson may resign by submitting their resignation in writing.\*\* Any Miscoe Hill PTO property must be returned to the Executive Board upon resignation. The Nominating Committee shall fill any vacancy in office because of death, resignation or inability to serve for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice President shall assume the President's responsibilities until a new President is elected by general membership (see ITEM VIII - Elections).

**Proposed change:** Remove reference to the Nominating Committee as we don't have one.

## VIII Elections

**A. Eligibility:** Executive Board positions shall be open to any member who has attended at least two monthly meetings during the current school year. However, a majority vote of the general membership will allow a member to be exempt from the two monthly meetings if that member is in good standing. Parents and legal guardians of incoming students enrolling in the MURSD in the upcoming school year are also eligible to run for an Executive Board position for the upcoming year, but are exempt from meeting attendance requirements mentioned above.

**Proposed change:** remove highlighted portion

**B. Process:** Except as noted, all officers are nominated by the Nominating Committee or from the floor at the April meeting of each year. The election will be held every year at the May meeting. Election to be decided by majority vote. If a candidate cannot attend the nominating meeting a written acceptance letter must be submitted to the Vice President.

**Proposed change:** Interested parties show their intention for a board position to the President. The election will be held every year at the May meeting. Election to be decided by majority vote. If a candidate cannot attend the meeting a written acceptance letter must be submitted to the Vice President.

**IX. Committees:** Committees may be created on an annual basis by the President, the Executive Board, and/or recommendations from the general membership. Committees exist to support the purpose of the organization and only if the volunteer participation is at the appropriate level to support the needs of the committee as deemed by the committee chairperson. Committees shall be created for a specific time and/or task and shall cease to exist when that time or task is completed. Committee chairpersons shall recruit members for the committee with the assistance of the Volunteer Coordinator. The chairperson is responsible for all functions of their committee and shall report the plans and activities of the committee to the Executive Board, which presents all plans and funding requests to the general membership for approval.

**Proposed change:** Remove the highlighted portion.

## **X Meetings**

**X.A.1. Notification:** Members are notified of meetings and agendas through a wide range of available resources, such as: verbal notice at the general meetings, <social media posts>, written notice in the Miscoe Hill PTO Newsletter, and on the Miscoe Hill PTO website. The means used to communicate the meeting schedule may change based on resources available, however all appropriate effort will be taken to ensure the general membership is aware of the meetings.

**Proposed change:** Add social media as a means of notification.

**X.D.2 In the fall:** meeting will include verification of: filing of all appropriate tax documents as required by the IRS and the Commonwealth of Massachusetts.

**Proposed change:** By the end of quarter 1

**X.D.5 June:** at the end of the operating year, the Executive Board will hold an annual meeting for the purpose of reviewing the Miscoe Hill PTO and other end of year business.

**Proposed change:** We don't have a specific end of year report. Do we want to define one (end of year budget, summary of what we have done for the year) or remove it?

## **XI. Voting**

**C. Electoral Voting:** In order to be eligible to vote at the May elections, the attendee must have attended at least two general meetings during the current school year. <Exceptions can be made, with Board approval, in the event that there are no qualifying candidates.>

**Proposed change:** Add highlighted portion

## **XIII Expenditures and Finances**

**B.3** Any organization-related non-budgeted expenditures up to \$500 that may arise and require action between meetings may be spent at the discretion of the Executive Board. A full account of such expenses will be made at the following monthly meeting.

**Proposed change:** The Executive Board has the authority to vote up for up to \$500 without having to bring it to general vote. A full account of such expenses will be made at the following monthly meeting.

**C.2. Financial Reports:** An accounting shall be made at the end of the operating year, with estimates for income and expenses projected but not yet received and presented at the May meeting.

**Proposed change:** remove the May estimate.

**Thank you for your time!**