

**Essex North Shore Agricultural & Technical School  
Parent Teacher Organization  
Bylaws**

**ARTICLE I**

Name

This organization shall be called Essex North Shore Agricultural & Technical School Parent Teacher Organization (ESN PTO).

**ARTICLE II**

Mission Statement

The mission of this PTO is to support educational, social and enrichment programs that benefit all students, faculty and staff. As parents/guardians of students attending Essex Tech, we encourage you to attend our meetings. It is a great way to get involved and stay informed.

**ARTICLE III**

Policies

(Section 1) This organization shall be a non-profit organization. Voted by the Board, the use of funds, and proceeds derived by this organization shall be for the benefit and to support faculty, staff and organizations. The funds may not be used to support any political or sanctioned drive.

(Section 2) In the event of the dissolution of the organization, the Board shall immediately put all remaining funds into a trust at Salem Five for scholarships for graduating Essex Tech students. Two (2) \$1000.00 scholarships per year is to be awarded until the funds are depleted. Scholarships will be selected by the guidance department. Such disbursement shall be for the benefit of the student, under the laws of the State of Massachusetts.

**ARTICLE IV**

Officers and Their Election

(Section 1) The officers of the organization shall be at least 1 President and 1 Co-Vice Presidents with possibility of 2 in either position, 1 Secretary, and 1 Treasurer, keeping Board membership at an odd number for voting purposes and will be limited to 5 officers. In a year that there is not a Co-President or Co-Vice President, a Member at Large position will be added as the fifth seat. New Board members will be chosen from applications received from parents or legal guardians of current ENSATS students.

(Section 2) The Board may make decisions on an ad hoc basis between meetings.

(Section 3) Offices can be held for consecutive years, but must be voted on at end of the academic year by the existing Board. Officers may choose to stay in their current position or move to another position on the Board. Once the returning Board members are determined, open positions shall be announced in the spring. Officers shall assume their duties immediately following the close of the school academic year. Officers may hold any position or combination of positions on the Board, but may not exceed six years on the Board.

(Section 4) Any vacancy may be filled by a majority vote of the existing Board. The newly appointed officer(s) would serve for the remainder of the current term.

(Section 5) Removal of Board Members: An elected officer may be removed prior to the end of the term for cause, after reasonable notice by a unanimous vote by the Board. Examples of cause would be non-attendance of three consecutive meetings without notice, stealing, failure to do duties, or unethical behavior.

## **ARTICLE V**

### **DUTIES OF OFFICERS**

(Section 1)

#### **PRESIDENT:**

- a. To prepare agendas in cooperation with the principal prior to the meeting.
- b. To convene meetings.
- c. To preside at meetings.
- d. To facilitate any group discussions.
- e. To call for members for committees.
- f. To review the minutes and send to administration for posting.
- g. To work closely with school administration in matters that relate to the PTO.
- h. To make presentations to various groups and school board, if requested.
- i. To orientate the new President.
- j. To plan the annual calendar.
- k. Sign checks in absence of the

Treasurer. (Section 2) **VICE-PRESIDENT:**

- a. To act as aid to the President.
- b. To perform the duties of the President in the absence of that officer, i.e., hold meetings.
- c. To coordinate special projects as they arise.
- d. In absence of Secretary, will take meeting minutes and record votes of the PTO. Will submit minutes to President.

(Section 3)

#### **SECRETARY:**

- a. To attend all meetings and record proceedings and votes of the PTO.
- b. To submit minutes of the monthly PTO meetings to President prior to the next scheduled meeting.
- c. To make any necessary revisions to the monthly PTO meeting minutes and distribute to President within two weeks of the meeting when the revisions were discussed.
- d. To assist the President in handling any necessary

correspondence. (Section 4) **TREASURER:**

- a. To keep an accurate record of receipts and expenditures updating through the month with the record keeping software.
- b. Along with the President, to make payments as authorized in the approved budget, or by the Board.
- c. To present a detailed report of activity at each meeting.
- d. To keep a historical record of fundraising to help with planning of future fundraising events.

- e. Meet with school administration on project or budget information.
- f. In the absence of the President and Vice President, perform duties of President.

(Section 5) MEMBER AT LARGE:

- a. Act as an aid to Vice President
- b. Special projects.
- c. Step into Secretary role as needed

## **ARTICLE VI**

### Meetings

(Section 1) The Board will meet on a regular basis, on the second Tuesday of every month. The dates of the meetings shall be flexible so as to adjust to the school calendar.

(Section 2)

- a. Board meetings shall be called as needed by the President or Treasurer to vote on PTO business or take other action that cannot wait until a regular PTO meeting.
- b. Board meetings shall be authorized to be conducted via electronic means, with the Secretary keeping hard copy record of any votes taken.
- c. Only the Officers of the Board shall be eligible to vote at Board meetings.

## **ARTICLE VII**

### FINANCES

#### 1. Financial Prohibitions

- As a volunteer organization, the ENS PTO shall not pay or provide any remuneration to the Board, Committee Chairpersons, Committee Members or any other member of the organization for their volunteer service to the organization.
- There shall be no commingling of ENS PTO funds with the personal, professional, or business accounts of any individuals, groups or businesses. This shall include use of personal accounts: Venmo, Square, etc. to process transactions, and prohibition against providing ENS PTO funds as a loan to anyone for any purpose.

#### 2. Financial Institution

- The financial institution used by the ENS PTO is Salem Five Bank.
- The authorized signatures of the account shall be the President(s) and the Treasurer. Any one of these individuals, and only these individuals, are authorized to withdraw funds, write checks, drafts, or other expenditures for the payment of money on behalf of the organization.
- Withdrawal of cash for cash fundraisers is to be done by the President(s) and/or Treasurer. With documentation in the monthly minute notes for withdrawal amount and usage.
  - Cash for cashbox for fundraisers: \$600.00 limit, unless otherwise noted in meeting minutes.

- Cash for another purpose: \$200.00 limit, unless otherwise noted in meeting minutes.
- An authorized disbursement to any of the authorized signatories to the account requires the consent and action of another signatory. For example, the Treasurer cannot write a check made out to the Treasurer the President(s) must sign the check.
- The Treasurer and President(s) are responsible for ensuring all monies of the ENS PTO are deposited in a timely manner into the account.

### 3. Annual Budget

- The Fiscal Year shall run from September 1 through August 31.
- Starting budget of at least \$10,000.00 for beginning of the next academic school year.
- During the school year, a balance of at least \$5,000 must be maintained.
- At the last scheduled regular PTO meeting of the year, the Treasurer shall prepare and present a proposed budget for the following year. At a minimum, the Budget shall include:
  - Current balance as of the date of the meeting.
  - Expected and reasonable expenditures through the remainder of the fiscal year.
  - A listing of non-discretionary funds committed to the next fiscal year (for example, Scholarship awards committed to the recipients).
  - A listing of recommended discretionary expenditures proposed for the next fiscal year.
- The proposed budget must be in balance, meaning the Projected Balance is nonnegative.
- The Board may discuss the proposed budget as needed. Changes to the proposed budget may be made as determined by the discussion.
- The President(s) shall not allow a vote on a proposed Budget that is not in balance.
- Approval of the budget is by majority vote. The Board must vote to approve a Budget at this meeting.

### 4. Changing the Approved Budget

- The Treasurer and President(s) shall keep track of actual expenditures vs. budget items.
- The Treasurer shall not reimburse an expense that exceeds the Approved Budget for that budget item.
- All expenditures must be backed up by receipts.
- A proposal to modify the approved budget may be made by any Board member (including the Treasurer) at any scheduled regular PTO meeting. If the majority of the eligible Board membership votes to accept the proposed change, the Treasurer will update the approved budget prior to the next report.
- By majority vote, the Board may, at any time, vote to modify the approved budget. This vote shall be included in the Secretary's report at the next regular PTO meeting.

### 5. Reporting

- The Treasurer and President(s) shall keep track of all actual deposits and expenditures.

- At every Regular PTO Meeting, the Treasurer shall provide a written financial report that the Secretary keeps with the minutes of the meeting. At a minimum, the report shall contain:

- All income received and deposited since the previous Treasurers report, organized by budget item.
- All expenditures made since the previous Treasurer report, organized by budget item.
- The remaining balance of all budget items.
- At a minimum of two regular PTO meetings each year, the Treasurer shall provide an updated estimate of the end-of-year balance. The estimated end-of-year balance is the current closing balance plus the reasonable estimated income from all remaining fundraisers minus all estimated expenditures.
- The Treasurer shall complete an End-Of-Year report of all financial activities within 31 days of the end of the Fiscal Year. Additional copies of the report shall be distributed to the principal of the school and to the other Board members.

#### 6. Dissolution

- Should the ENS PTO be dissolved for any reason, the following shall dictate how remaining assets shall be disbursed:
  - The Treasurer shall be responsible for ensuring all outstanding debts are paid off and adequate time to clear has passed.
  - The Treasurer shall present an inventory of all remaining assets to the Board.
  - The Board shall put all remaining monies in a trust at Salem Five Bank towards two senior scholarships of \$1000.00 each, until the remaining funds are depleted.

### **ARTICLE VIII**

#### Amendments

These bylaws may be amended at any regular meeting of the Board by an 80% vote of the members present and voting provided the proposed amendment has been presented through the Board and has been read at the previous meeting of the organization.