

**Fiske Elementary School Parent Teacher Organization (PTO)  
Revision of Bylaws and Articles of Organization**

**ARTICLE I                    NAME AND LOCATION**

The name of the organization shall be the Fiske Elementary School Parent Teacher Organization (hereafter referred to as “the Organization” or as “the PTO”). The principal location of the PTO shall be Joseph E. Fiske Elementary School, 45 Hastings Street, Wellesley MA 02481.

**ARTICLE II                    OBJECTIVES**

1. To advocate for the education and general well-being of the students of Fiske Elementary School.
2. To aid communication between Fiske Elementary School staff, principal, teachers, parents, legal guardians, students and the community.
3. To support the activities and needs of the school consistent with the PTO goals and objectives.
4. To provide services to the school that will support the social and educational climate.

These objectives will be pursued through meetings, committees, and projects.

**ARTICLE III                    MEMBERSHIP AND DUES**

1. All parents, legal guardians, teachers and principal of Fiske Elementary School children are members in the Organization. Membership coincides with the school year.
2. Voluntary membership contributions shall be established by the PTO Executive Committee. Eligibility for membership shall continue throughout the school year.
3. Voting privileges shall be granted to all members of the Wellesley Fiske Elementary School PTO for the current school year.

**ARTICLE IV                    POLICY**

1. The Organization shall cooperate with other parent-teacher organizations and/or with other community organizations and/or other groups or agencies to accomplish the objectives of the PTO.
2. The PTO shall operate for charitable, educational, nonpartisan, nonsectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.
3. No part of the net earnings of the Organization shall inure to the benefit of its members, officers, or other private persons, except when the

Organization is authorized to pay compensation for services rendered and to make payments and distributions in furtherance of the objectives in Article II.

4. Notwithstanding any other provisions, the Organization is organized exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue code and will not carry on any activities not permitted to be exempt from Federal income tax under IRC Section 501(c)(3) or corresponding provision of any subsequent Federal tax laws.
5. PTO fiscal year shall begin on August 1 and end on the following July 31.

#### ARTICLE V EXECUTIVE COMMITTEE

1. The Executive Committee of the Wellesley Fiske Elementary School PTO shall consist of the Advisor(s) (Ex-Presidents/previous year), President(s), Vice-President(s), Secretary(s) and Treasurer(s); all of whom shall be elected as described in ARTICLE VII.
2. The powers and duties of the Executive Committee, the chair(s) of which shall be the PTO President(s), shall be:
  1. To transact PTO business including scheduling, announcing, and holding general meetings for the purpose of budget approval and elections.
  2. To prepare and present a budget for approval at a general meeting for the following PTO fiscal year
  3. To create standing committees
  4. To approve expenditures within the limits of the budget
  5. To approve expenditures either (i) in excess of the budget or (ii) outside of the budget, provided that the Executive Committee may not approve expenditures that are more than \$500 in excess of the budgeted amount in any one instance or in excess of \$5000 in the aggregate in any fiscal year. The Executive Committee will inform the membership of any expenditures approved pursuant to this provision at the next regularly scheduled PTO meeting following approval.

#### ARTICLE VI NOMINATIONS

1. The Nominating Committee shall consist of the principal or his/her representative, the president(s), the vice president(s), one other executive committee member and one representative from the general membership. However, no person being considered for an officer's position should serve on the Nominating Committee. In the case that any of these listed persons is nominated for an Executive Committee office, that person shall then be excluded from the Nominating Committee.

2. The nominees shall be as generally representative as possible of the Fiske School community. Consideration shall be given to ensuring some continuity of Executive Committee membership.
3. The Nominating Committee should solicit candidates for office from the PTO membership one month or more before the spring meeting.
4. The consent of each candidate must be obtained before his or her name is placed in nomination.
5. The Nominating Committee will report its nominations to the Executive Committee, and an election will take place at the general spring meeting.

#### ARTICLE VII ELECTIONS AND VACANCIES

1. A slate of officers and other members will be presented by the Nominating Committee at the spring meeting. Officers and members shall be elected by a majority vote of those present at the spring general meeting.
2. Inability to Fill the 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 may continue to serve for one more year. Said action shall be voted upon and approved by a majority vote of the PTO members present at a general meeting.
3. Mid-year Vacancies: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining Officers to fill the vacancy until the end of the school year. Notice of such action shall be provided to the PTO membership.

#### ARTICLE VIII DUTIES OF THE OFFICERS

##### A. President or co-Presidents

1. Presides over PTO general meetings and Executive Committee meetings.
2. Prepares agendas for PTO general meetings.
3. Acts as ex-officio member of all committees.
4. Serves as senior representative to Central Council of PTOs.
5. Serves as a liaison to administration and spokesperson for PTO.
6. Serves as alternate to the Treasurer and may disburse funds as instructed by Executive Committee.
7. Attends Executive Committee meetings for the purpose of administrative decision making.

##### B. Vice President or co-Vice Presidents

1. Performs duties of President in her/his absence.
2. Acts as second and reporting representative to Central Council of PTOs.
3. Assists the President as needed.
4. The Vice President(s) may, but is not required, to stand for election for the role of President(s) for the following school year.

5. Attends Executive Committee meetings for the purpose of administrative decision making.

C. Secretary or Co-Secretaries

1. Records minutes of PTO general meetings.
2. Attends Executive Committee meetings for the purpose of administrative decision making.

D. Treasurer or Co-Treasurers

1. Maintains accurate records of PTO's receipts and expenditures (in accordance with applicable IRS regulations).
2. Disburses funds as instructed by the Executive Committee.
3. Collects and deposits all funds paid to the PTO.
4. Opens, maintains and reconciles all bank accounts deemed necessary by the Executive Committee.
5. Reports financial status of the PTO at meetings of the Executive Committee and the PTO general meetings.
6. Prepares (or arranges preparation of) and files all required tax returns and all required filings with the Division of Public Charities of the Massachusetts Attorney General's Office, the Massachusetts Department of Revenue (DOR), and the Internal Revenue Service (IRS),
7. Attends Executive Committee meetings for the purpose of administrative decision making.

ARTICLE IX                      TERMS OF OFFICE

1. The officers and all other members shall be elected for a term of one year. Officers may serve in their role for more than one year but not more than two years.
2. The entering Executive Committee shall take office at the last scheduled general meeting of the previous school year.

ARTICLE X                      MEETINGS

1. The PTO will hold general meetings at least bi-monthly throughout the school year. All general meetings shall be open to all Fiske PTO members.
2. Notices of general meetings will be made prior to general meetings via the PTO website and/or newsletter.
3. A minimum of 1 Executive Committee officer and additional 6 PTO members shall constitute a quorum at general meetings. All matters brought before the PTO shall be decided by a simple majority of the members present.

ARTICLE XI                    CENTRAL COUNCIL AFFILIATION

1. The Wellesley Fiske Elementary School PTO shall be a member of the Central Council of Wellesley PTOs and shall pay the required dues.
2. The President(s) and Vice President(s) shall be delegates to the Central Council.

ARTICLE XII                    APPROVAL OF THE REVISED BYLAWS

1. The approval of the revised bylaws shall require a minimum of 3/4 of the members present at the general meeting. The general membership shall be informed of the proposed revision, in writing, before said meeting. A text of the revised bylaws must be made available to the general membership one month prior to the vote.
2. Following approval of the revised bylaws, the revised bylaws shall become effective the next day.

ARTICLE XIII                    DISSOLUTION

1. Dissolution: The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled regular PTO meeting (a quorum must be present), and the dissolution is approved by a majority vote of those present.
2. Remaining Funds: Upon the dissolution of the Organization and after paying for all liabilities of the Organization then either: (a) a vote shall be taken by the PTO 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 PTO. If a new PTO is not formed within 24 months, the funds shall revert to Wellesley Fiske Elementary School and be used toward the benefit of the students under the discretion of the Principle.

Article XIV                    CONTRACTS AND LIABILITY

1. Executive Committee Officers, Standing Committee Chairs and Committee Representatives are authorized to sign contracts on behalf of the PTO with vendors when arranging services or support for activities that are authorized by the PTO Executive Committee. In this capacity, he/she is acting as an agent of the PTO.
2. The members, Executive Committee Officers, Committee chairs and Representatives shall not be personally liable for any debt, liability or obligation of the Organization. All persons, corporations or other entities extending credit to, contracting with, or having any claim against, the Organization, may look only to the funds and property of the Organization

for payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or any money that may otherwise become due or payable to them from the Organization.

**Fiske Elementary School Parent Teacher Organization (PTO)  
Revision of Bylaws and Articles of Organization**

**Signature Page**

Approved 1994  
Revised March 2017

Signatures:

Co-Presidents

Clida Chan Date: 3/16/2017  
Manisha Suthi Varma 3/16/2017

Co-Vice-Presidents

Anshul Chadda Date: 3/16/2017  
(ANSHUL CHADDA)

Co-Secretaries

Zoi Weisenborn Date: 3/16/17

Treasurer

Devi Weisenborn Date: 3/16/2017