

Bylaws of TWKDMS PTO and Boosters

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME—The name of the organization shall be T.W.K. Dirigo Middle School (TWKDMS) Parent Teacher Organization (PTO) and Boosters. The PTO is located at T.W.K. Dirigo Middle School at 45 Middle School Drive, Dixfield ME 04224.

Section 2: DESCRIPTION—The PTO is a nonprofit organization that exists for charitable and educational purposes including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code. As an entity of RSU 56, the PTO complies with all RSU 56 School Board policies and procedures under the supervision of the building Principal.

Section 3: PURPOSE—The purpose of the PTO is to enhance and support the educational experience at TWKDMS, to develop a closer connection between school and home by encouraging parent involvement, to improve the environment at TWKDMS through volunteer and financial support in the areas of school based co-curricular activities, extra-curricular activities and general education.

ARTICLE II: MEMBERSHIP

Section 1: MEMBERSHIP—Membership shall be automatically granted to all parents and guardians of TWKDMS students, plus all staff at TWKDMS. There are no membership dues. Members have voting privileges, one vote per household when present for a meeting.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD—The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared. The school Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE—The term of office for all officers is one year, beginning July 1 and ending June 31 of the following year. There are no term limits.

Section 3: QUALIFICATIONS—Any PTO member in good standing may become an officer of the PTO.

Section 4: DUTIES—The following roles and duties are established to organize the PTO.

- a. Executive Board: Establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote expenditures of no more than \$250. Expenditures in excess of this sum requires consensus of the Executive Board. Although the full membership present at a PTO meeting may be invited to vote on financial matters, the final authority for all expenditure and appropriation rests with support of the Executive Board and the approval of the Principal.

- b. President: Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.
- c. Vice President: Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President.
- d. Secretary: Record and distribute minutes of all Executive Board meetings and all general PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO. Manage communications and marketing for the PTO, including but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.
- e. Treasurer: Serve as custodian of the PTO's finances, facilitate and be responsible for the collection of revenue, pay authorized expenses, follow all financial policies of the PTO and RSU 56, and hold all financial records.
- f. General Members: Attend PTO meetings, participate in PTO committees, support PTO events and enjoy voting status whenever present at a PTO meeting.

Section 5: BOARD MEETINGS—The PTO shall meet monthly during the school year, or at the discretion of the President or Principal.

Section 6: REMOVAL—An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY—If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV: MEETINGS

Section 1: PTO MEETINGS—PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the President or Principal.

Section 2: VOTING—Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes on financial matters are not allowed. Although decisions can be discussed and planned outside of a formal PTO meeting, formal expenditure and appropriation can only be approved during a formal meeting. Committee level decisions do not require a formal meeting or vote but require the approval of the assigned Committee Chair.

Section 3: QUORUM—Three members of the PTO present and voting constitute a quorum for the purpose of voting.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR—The fiscal year of the PTO begins July 1 and ends June 31 of the following year.

Section 2: BANKING—All funds shall be kept in the TWKDMS Student Activity Account managed by RSU 56, requiring one signature of an Executive Board member and the Principal.

Section 3: REPORTING—All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall abide by all RSU 56 School Board policies and procedures.

Section 4: ENDING BALANCE—The organization shall leave a minimum of \$1,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS—Authority to sign contracts is limited to the President or the President’s designee with approval of the Principal.

ARTICLE VI: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting with approval by the Principal is required to adopt an amendment to the bylaws.

ARTICLE VII: DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to TWKDMS.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert’s Rules of Order Newly Revised.

These bylaws were adopted on August 22, 2018.

Melanie Prescott

Jessica Libby

Jessica Robbins

Leah Weston

Principal: Jason Long

