**Bylaws of Roger Williams Middle School PTO**

**Article I**

The name of the organization shall be Roger Williams Middle School PTO. The PTO is located at 278 Thurbers Ave, Providence, RI 02905

**Article II**

Purpose

The PTO is organized for the purpose of supporting and enhancing the education of students at Roger Williams Middle school by fostering relationship among the school, parents/guardians, teachers and community.

1. To develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Roger Williams Middle School through volunteer and financial support.
2. Membership shall be automatically granted to all parents, guardians, school administrators and any teacher employed at the school or adult standing in loco parentis for a student at the school may be a member and have voting privileges.
3. There are no membership dues.

**Article III**

Officers

1. Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communication Secretary, and Treasurer. Officer position can be shared. The School principal, or his/her designee, is a voting member of the Executive Board.
2. The terms of officer shall be one year not to exceed two, beginning September and Ending August of first term.
3. Qualifications-Any PTO members in good standing may become an officer of Roger Williams PTO.
4. Duties
5. Executive Board- Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than $100.
6. President-Chair at the PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.
7. Vice President-Oversee the committee system of the PTO, assist the President, and chair meeting in the absent of the absence of the President.
8. Recording Secretary-Record and distributes minutes of all Executive Board meetings and all general PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO.
9. Communications Secretary-Manage communications and marketing for the PTO, including but not limited to PTO newsletters, email broadcasts, websites, bulletin boards, etc
10. Treasurer-Serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses follow all financial policies of the school and hold all financial records. Also, the treasurer shall share records every other month with the Executive Board.
11. Board meetings- The Executive Board shall meet monthly during the school year or at the discretion of the President.
12. 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.
13. Vacancy- If a vacancy occurs of 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

1. Regular Meetings- The regular meeting of Roger Williams PTO shall meet monthly during the school year beginning at 5:30pm or at a time and place determined by the executive board at least one month before the meeting. The annual meeting shall be in May. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings through email or phone text at least one week prior to the meeting.
2. Special Meeting-Special meeting may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by phone calls or text.
3. Quorum- The quorum shall be 4 members of the PTO.

**Article V**

Committees

1. Membership-Committees may consist of PTO members and executive board members, with the president acting as an ex officio member of all committees.
2. Standing Committee-The following committee shall be held by the PTO, (fundraising, hospitality, membership, communications, volunteer, enrichment, family events, nominating and auditing.
3. Additional Committee- The executive board may appoint additional committees as needed.

**Article VI**

Finances

1. A tentative budget shall be drafted in the fall for each school year approved by majority vote of the members present.
2. The treasurer shall keep accurate record of any disbursement, income, and bank account information.
3. The executive board shall approve all expenses of the PTO.
4. Two authorized signatures shall be required on each check over the amount of $200. Authorized signers shall be the president, treasurer, and Principal.
5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by an Audit Committee.
6. Upon the dissolution of the PTO, any remaining funds should be used to pay any outstanding bills and, with the membership’s approval, spent for the benefit of the school.
7. The fiscal year shall coordinate with school year.