

**OPERATING BYLAWS  
of the  
ROBIN HOOD SCHOOL  
PARENT TEACHER ORGANIZATION (PTO)**

**ARTICLE I. Vision and Mission Statement:**

Vision: We envision a Robin Hood School community that is inclusive, safe, healthy, and equipped with the resources to promote excellence in learning and the social-emotional health of the staff, students, and families within the Robin Hood School Community.

Mission: The Robin Hood PTO is dedicated to improving the quality of educational resources for everyone in the Robin Hood School community by working collaboratively, inspiring community engagement, and providing support to the teachers and staff, as well as the students and their families.

Non-discrimination: The PTO recognizes the unique backgrounds of all our community members and does not discriminate based on ability, race, color, ethnicity, sexual orientation, gender identity, nationality, religion/spirituality, socioeconomic status, or family composition.

**ARTICLE II. Membership.**

The members of the PTO shall consist of any of the following: the principal, all teachers, staff, and parents/guardians of students at Robin Hood School. The voting members of the Robin Hood PTO will consist of the Executive Board and members in attendance at the time the vote is taken. The principal and any teacher/staff representatives of the Robin Hood School shall serve as non-voting members. In the event that a school employee is also a parent/guardian of a Robin Hood student, they may vote in their capacity as a parent/guardian.

**ARTICLE III. Executive Board.**

The Executive Board will consist of a President, Vice President(s), Treasurer, Clerk (secretary), and the Enrichments Officer(s). The board will be elected from the parent/guardian community of Robin Hood School. The Executive Board will number 5 individuals at minimum, with a maximum enumeration of 7. Consistent attendance is expected at all meetings.

Section 1. President. The President shall oversee the functioning of the Robin Hood PTO, and when present shall preside at all meetings. The President is responsible for monitoring PTO activities to ensure the actions of the organization are in accordance with the bylaws. The President will serve as the main point of contact between the PTO and the Robin Hood School principal, as well as other Stoneham elementary school Parent Teacher Organizations.

Section 2. Vice President(s). In the absence or disability of the President, the President's powers and duties shall be performed by the Vice President(s). The Vice President(s) will collaborate with the President in monitoring PTO activities to ensure the actions of the organization are in accordance with the bylaws. The Vice President(s) shall serve as financial auditor to the Treasurer position.

Section 3. Treasurer. The Treasurer shall have general charge of the financial affairs of the PTO and shall maintain accurate books of accounts. The Vice President shall serve as the auditing member. The Treasurer will hold and pay out all monies, subject to the approval of a majority of the voting members of the Robin Hood PTO, as well as ensuring nonprofit and tax compliance annually. A statement of the accounts will be made at each regular meeting. A written financial statement will be prepared and distributed to the membership at the final meeting of each year.

Section 4. Clerk (Secretary). The Clerk shall be a resident of Massachusetts and shall maintain records for the PTO, both paper and electronically in the PTO Google-drive; including, but not limited to, bylaws, **Board and committee chair term records**, and meeting agendas and minutes. The Clerk shall keep minutes of all votes and proceedings at meetings, and once approved by a majority of voting members at the following meeting, keep record of minutes both electronically and in a location accessible to the Robin Hood School community. The Clerk shall ensure that the bylaws are reviewed annually by the board, prior to the first meeting in September. In the event of an absence of the Clerk at any regular meeting a temporary Clerk shall be appointed by the board member presiding at the meeting, for the sole purposes of said meeting.

Section 5. Enrichments Officer(s).

The Enrichments officer(s) will serve as liaison between the Robin Hood school staff and the PTO to support school-wide and grade-level enrichment opportunities. This officer will seek and write grant applications, coordinate the logistics of in-school and field trip events, and research new opportunities through local organizations.

Section 6. Financial access.

The Treasurer and President and one additional board member shall have access to the PTO Bank account, with the exception of the Vice President who is functioning as auditor.

Section 8a. Elections. Executive Board officers shall be elected by written ballot, by majority vote of the general PTO membership in attendance at the April meeting, with the intention of shadowing for the remainder of the school year. Notification of annual elections shall be made at the February meeting, and due diligence will be made by the Clerk to communicate this to the general membership, not less than twice prior to the elections. Position nominations should be submitted to the Principal at least 5 days prior to the April meeting. As a non-voting member, the Principal is responsible for tabulation and communication of voting results at the April meeting.

Section 8b. Terms. Executive Board members shall each hold office for one year starting at the beginning of the fiscal year, and thereafter until a successor is chosen and qualified. No person shall hold the same office for more than three (3) consecutive years unless no successor candidate is received.

Section 8b. Resignation and Vacancy. Any Executive Board member may resign by delivering their written resignation to the President and Clerk, and such resignation shall be effective upon receipt. Notification of resignation must be made to the general PTO membership within 3 business days of receipt. In the event of a vacancy of any board member, candidates shall be received at the first meeting opportunity and voted on by the general PTO membership present at the following scheduled meeting.

Section 8c. Removal. Any officer may be removed who does not perform the duties of that office or uphold the vision and mission of the PTO. Removal proceedings require notification to the general PTO membership at least one week prior to the next meeting. The entire Executive Board must be present in addition to an equal or greater number of the general PTO membership. Removal shall be achieved by written ballot by a vote of a super majority (80%) of the entire number of voting members then in attendance, provided that the officer has been given reasonable notice and opportunity to be heard by PTO members prior to action thereof.

#### **ARTICLE IV. Committees.**

The Robin Hood PTO shall maintain committees to further the mission of the organization. Any budget required for the completion of committee activities must be approved by majority vote of the general PTO membership in attendance at a meeting. Standing Committees include, but are not limited to:

- Hospitality/Social Events (Teacher Appreciation, Trivia Night, Halloween Party, 4<sup>th</sup> Grade Moving, Back to School Picnic, etc)
- Community Awareness (coat drives, holiday gifting, crayon/marker recycling, etc.)
- Fundraising (Dining Out Nights, Box tops, Fun Run, etc.)
- Specialist Assistance (library/art/tech)
- Garden Club
- Book Sales

The Board may appoint additional committees as need is identified or interest is expressed by a member.

Section 1. Membership, vacancies, and terms. Committee members, and where needed a Chairperson, may consist of general membership of the PTO as well as members of the Executive Board; preference shall be given to general members for any chair position. Chairpersons will be appointed by a majority vote of the general PTO membership at regular meetings. Interested members may join a committee at any time.

Section 2. Community Events. The PTO will strive to host events that are supportive of the diversity of the Robin Hood School community, as stated in Article I.

## **ARTICLE V. Communication**

Section 1. Email. The PTO shall maintain an email account which is used to facilitate communication and business that promotes the mission of the organization. As a professional standard, all constituent or member inquiries shall be responded to within 48 hours of receipt. The President and one additional board member shall have the responsibility for monitoring this account. At completion of term of office, all needed passwords and information shall be transferred to the incoming President.

Section 2. Communication of Agendas and Minutes. Current agenda and prior meeting minutes must be available online to the general membership 48 hours in advance of the meeting.

Meeting minutes for all meetings shall be maintained by the Clerk and be made available to any member of the general membership, upon request.

Section 3. Social Media. The PTO shall maintain any social media accounts as needed to further the mission of the organization. The vision and mission of the Robin Hood PTO shall be reflected in any usage of social media posting. A member of the Executive Board shall be assigned to monitor and update such accounts. If photographs of Robin Hood School students are posted, it is the responsibility of the poster to ensure children's guardians have signed the required district photo release forms.

### Section 4. Webpage

Should the PTO create an organizational webpage for the purposes of communicating events and business, it shall be maintained by the Clerk or a designated Board member.

## **ARTICLE VI. Meetings.**

Section 1. Meetings. Regular meetings shall be held on a recurring evening of every month, from September through June, except as notified otherwise. Special meetings may be called by five general members by submitting a written request to the Clerk, or by the president and two members of the Executive Board. Previous notice of all meetings shall be shared with members at least five days prior to the meeting, by the usual means.

A hybrid option shall be available at all regular meetings to accommodate diverse family schedules. At least one member of the Executive Board must attend any meeting in-person, to assist with logistics and hybrid meeting management. Any member who attends via remote option shall be considered present at that meeting. A reasonable standard for vote casting and counting shall be adopted and all members in attendance, both in-person and remotely, shall be able to vote in this manner on PTO business aside from Board elections. Board election ballots may only be cast by in-person attendees.

### Section 2. Executive Board Assembly/Votes.

In the event that time-sensitive action on governance matters or approval of funds must be taken prior to the next general meeting, the Executive Board may hold an ad hoc meeting. Any such meeting must be announced at least two days in advance and must allow for interested members of the general membership to attend. Such meetings shall meet quorum requirement or half the currently sitting board members, plus one. As with all meetings, minutes must be maintained by the Clerk and available, upon request, to any member of the general membership. Minutes must be presented at the next general meeting. Any decision-making conducted amongst Executive Board officers outside of meetings must be documented via the PTO email account.

Section 3. Emergency Meetings. In the event of an emergency, the date of any regular meeting may be changed by the vote of the Executive Board. All members will be notified in accordance with Section 1, above. The Robin Hood PTO shall use reasonable efforts to notify all members of an emergency meeting.

Section 4. Robert's Rule. Meetings of the members of the Robin Hood PTO will be conducted according to [Roberts Rules of Order](#).

Section 5. Agenda. The following will be the order of business of meetings of the Robin Hood PTO:

1. Call to order, expression of welcome by the Board, and introductions (when new members are present).
2. Review and acceptance of previous meetings' minutes.
3. New business.
4. Principal's report.
5. Treasurer's report.
6. Committee reports.
7. Unfinished business.
8. Adjournment.

## **ARTICLE VII. Indemnity and Dissolution.**

### Section 1. Indemnification

The PTO, as a Corporation shall indemnify each officer and director, including former officers and directors, to the full extent permitted by General and Business Corporation Law and General Not for Profit Corporation Law of the Commonwealth of Massachusetts.

Section 2. Dissolution of Coalition. Upon dissolution the Corporation will comply with Massachusetts General Law 180 Section 11A. The payment of its liabilities and any assets remaining shall be paid over and distributed to the organization or organizations who are qualified as a 501(c)(3) organization under the provisions of the Internal Revenue Code of 1954, as then in effect, and engaged in activities which substantially carry out the purpose of the Corporation. The recommendation of such designated organizations shall be made by a two-thirds (2/3) majority vote of the general membership duly qualified to vote.

**ARTICLE VIII. Bylaws**

The Robin Hood PTO Bylaws shall be reviewed every two years, at minimum, by a Bylaws Committee, and revised, as needed. Approval of revisions shall occur in the spring, requiring a majority vote of the general membership in attendance at the May meeting, and shall take effect at the new fiscal year. The Executive Board shall read and sign the bylaws annually. A record of reviews, revisions, and annual readings shall be maintained by the Clerk.

<b>Established</b>	3/2001
<b>Review/Revision</b>	
Revision	2005
Revision	

**OPERATING BYLAWS  
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ROBIN HOOD SCHOOL  
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**Annual Executive Board Signatures: (Year)**

President (*name*): \_\_\_\_\_

*Signature*: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President (*name*): \_\_\_\_\_

*Signature*: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President (*name*): \_\_\_\_\_

*Signature*: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer (*name*): \_\_\_\_\_

*Signature*: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk (*name*): \_\_\_\_\_

*Signature*: \_\_\_\_\_ Date: \_\_\_\_\_

Enrichments Officer (*name*): \_\_\_\_\_

*Signature*: \_\_\_\_\_ Date: \_\_\_\_\_

Enrichments Officer (*name*): \_\_\_\_\_

*Signature*: \_\_\_\_\_ Date: \_\_\_\_\_