

Norwell High School PTO By-Laws

I. Purpose: The purpose of the Norwell High School Parent Teacher Organization (“NHS PTO”) is to support the educational needs of students and teachers at NHS and to promote communication among NHS parents, teachers and administrators. The NHS PTO is a not-for-profit organization.

II. Membership: All parents and guardians of students attending NHS and all current faculty and administrators of NHS will be considered voluntary members of the NHS PTO. All members shall have the right to attend and participate in all meetings and activities of the organization and to vote on matters brought before the PTO.

III. PTO Board: The operation and activities of the PTO shall be managed by a PTO Board consisting of the following officers: President, Vice President, Secretary and Treasurer. These officers shall be elected in accordance with section “X: Elections” of these by-laws. Members may serve for no more than two consecutive years in any single officer position on the Board.

IV. President: The role of the President shall be to schedule and run the meetings of the PTO, which will usually be held monthly from September through June. The President shall set the agenda for each meeting in conjunction with the Board and the NHS Principal. The President shall recruit committees and leaders as needed to carry out the activities of the organization. He/She shall liaise as needed with the Norwell Public Schools administration, other Norwell schools, the NHS School Improvement Council, the Norwell School Committee and other groups whose activities relate to those of the NHS PTO. The President shall be one of two signatories on the NHS PTO’s bank accounts and regularly review its bank account statements.

V. Vice President: The Vice President shall fulfill the role of the President at any time the President is unable to do so. The Vice President shall also be charged with coordinating requests for PTO funds from teachers, students or others. The Vice President shall fulfill this role in accordance with the NHS PTO's Donation Guidelines, as detailed in Appendix A to this document. The Vice President will assist the President as needed.

VI. Secretary: The Secretary shall collect the names and e-mail addresses of PTO members who wish to be included on the PTO E-mail Distribution List and oversee the establishment of this E-mail Distribution capability. The Secretary shall prepare minutes for all PTO meetings and post them on the PTO/NHS website. He/She shall also arrange to e-mail these minutes to PTO members on the E-mail Distribution List.

VII. Treasurer: The Treasurer shall have responsibility for all funds of the PTO and shall receive monies, make payments and deposit/withdraw funds from the NHS PTO's bank account(s) as needed. The Treasurer shall prepare the PTO's annual budget in consultation with the other Board officers and present this to the membership for approval at the September meeting. The Treasurer will maintain records of all income, expenses, and balances of the PTO and report the status of these at each PTO meeting. The Treasurer will be a signatory (along with the president) on all NHS PTO bank accounts. He/She shall review, together with the president, all bank statements and ensure accuracy in the PTO's financial records. The treasurer shall ensure that no loans are made by the PTO to its officers or members and, conversely, that the PTO shall accept no loans from any source.

VIII. PTO Meetings: The PTO will meet monthly from September to June or as and when determined by the Board. Meetings will be held at NHS on school day mornings or as determined by the Board. All meeting dates shall be posted on the PTO/NHS website as soon as scheduled; reminders of upcoming meetings, as well as the agendas therefor shall be e-mailed to the PTO E-mail Distribution List at least 2 days prior to each scheduled meeting. Meetings will include reports from the Treasurer, Principal, any active committees and other appropriate presenters as approved by the

Board. Those persons present at a properly called NHS PTO meeting shall comprise a quorum. Any decisions to be made at the meeting shall require a majority vote of the members in attendance.

IX: Donations: Donations and grants made by the PTO with its funds shall be made in accordance with Appendix A of this document.

X. Elections: In April of each year, the Board shall announce, via the PTO website and E-mail Distribution List, the upcoming elections for the following year's Board officers. It shall provide appropriate application instructions/forms for applicants. Applications for the NHS PTO board positions shall be due two weeks prior to the May PTO meeting. For any positions with only one applicant, the position may be voted upon by a voice vote at the May PTO meeting. For any positions with more than one applicant, the then current board shall conduct an election using a secret written ballot at the May meeting. Members may serve for no more than two consecutive years in any single officer position on the Board. Applicants receiving the highest number of votes shall become the board members for the following year, which runs July 1st through June 30th. Any unfilled Board officer positions may be filled by a majority vote of the PTO members at any properly announced meeting.

XI. PTO Committees: PTO committees may be established at the request of the Board or other members of the PTO. Members of the PTO may volunteer to serve on one or more committees as they desire. Committees shall be created on an ad hoc basis as needed for such things as fundraisers, staff appreciation events, support for school programs and activities, preparation of a student directory, and/or other purposes as deemed necessary by the Board or the membership. Committees shall report on their activities at monthly PTO meetings.

XII. Changes to By-Laws: These by-laws may be changed by a majority vote of the members at any meeting.