

Bylaws
of the
Four Corners PTO
Parent Teacher Organization

I. **NAME.** The name of the organization shall be the Four Corners Parent Teacher Organization. Hereinafter referred to as FCPTO

II. **PURPOSE.** The purpose of the Four Corners PTO shall be to aid the students, faculty and staff of Four Corners in their educational and recreational needs. Through fund-raising and family activities, we will promote an open communication between the administration, faculty, parents and the community to enhance our children's educational environment.

The FCPTO is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

III. **MEMBERSHIP.**

A. Regular Membership. All parents and/or legal guardians and faculty of students who currently attend Four Corners may be eligible for membership in the FCPTO.

IV. **MEETINGS**

A. Meetings. Meetings shall be held on the second Tuesday of every month when possible. If a change is to happen, it must be in writing and posted 10 days prior.

B. Special Meetings. Additional meetings of the FCPTO may be called, either by vote of the Executive Committee or by petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.

C. Voting. A majority vote of the Voting Members present at any meeting shall be required for all action to be taken by the FCPTO - any member in attendance is considered a voting member.

D. Meeting Procedure. Rules contained in Robert's Rules of Order Newly Revised shall govern the FCPTO in all cases in which they are applicable, and in which they are not in conflict with these By Laws.

Meeting will include any or all of the following information:

- Welcome of Members
- Call to Order
- Reading / Distribution of minutes of the previous meeting
- Treasurer's report
- Principal's report
- Committee Reports
- Old Business
- New Business

-Announcements

-Adjourn

V. OFFICERS

A. Positions. The officers of the FCPTO shall consist of a President, Vice President, Secretary, Treasurer,

B. President. The President shall be the principal executive officer of the FCPTO and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the FCPTO. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Committee or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the FCPTO..

C. Vice President. The Vice President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such other duties as are assigned by the President or the Executive Committee including but not limited to maintaining the P.T.O. bulletin board.

D. Secretary. The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President/Vice President or the Executive Committee.

E. Treasurer. The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the FCPTO and shall receive and give receipts for monies due and payable to the FCPTO from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Vice President, Executive Committee, or membership in accordance with the budget adopted by the membership.

F. The Principal. The Four Corners Elementary School Principal retains final approval or veto power of any function, if said function will interfere with procedures, policy and/or the best interest of the school.

VI. ELECTIONS.

A. Procedure. The election of officers shall take place during the June Meeting each year. All Voting Members of the FCPTO may participate in the election.

B. Term of Office. The term of each officer shall be one year

C. Selection. A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

VII. FINANCES

A. Budget. The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.

B. Obligations. The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the FCPTO

C. Loans. No loans shall be made by the FCPTO to its officers and/or members.

D. Commercial Paper. The Treasurer shall sign all checks, drafts, or other orders for the payment of money on behalf of the FCPTO

E. Capital Expenses Any expenditures over \$250.00 for fixed assets or enhancements, must be approved by a vote of the Executive Committee.

F. Financial Report. The Treasurer shall present a financial report at each General Meeting of the FCPTO and shall prepare a final report at the close of the school year. The Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

VIII. AMENDMENTS. These Bylaws may be altered, amended or repealed and the Voting Members at any Regular or Special Meeting may adopt new Bylaws.

IX. AUTHORITY. If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Greenfield School Committee, they shall be deemed null and void and the decision of the Greenfield School Committee shall, in all cases, control.

These Bylaws were adopted by the membership by a majority vote during a meeting properly called in May 11, 2010 and shall take effect immediately.