

Bylaws of the Summit Street Parent Teacher Organization, Inc.

The Articles included in the bylaws of the Summit Street Parent Teacher Organization, Inc. (The SSPTO) are:

- I. Name of the Organization
- II. Purpose
- III. Offices and Organizational Structure
- IV. Policies
- V. Membership and Voting Rights
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- VII. Officers and their Election
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Article I

Name:

The name of this organization shall be the Summit Street PTO, Inc., a Vermont Corporation which became effective on November 15, 2010 with its principal place of business in Essex Junction, Vermont. The organization is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Code.

Article II

Purposes and Dissolution:

The purpose of the Summit Street PTO, Inc. shall be:

To offer opportunities for parent and staff involvement that result in enhanced educational opportunities for Summit's students.

To encourage open communication between the home and the school so parents and teachers cooperate in the education of Summit's children.

To promote the healthy development of children in the home, school and community.

To develop a united effort between educators and the community that will allow all children to be challenged and educated to the best of his or her ability.

To provide an opportunity for all members of the Summit Street Community to explore new ideas in the field of education.

To be a resource for parents, wherein issues within the school can be brought forth and addressed.

To enhance the educational experience of the children at Summit Street School through the giving of grants and other donations.

In order to carry out and accomplish the purposes and goals set forth herein-above, the Corporation shall have the following powers in addition to, but not by way of limitation, those with which it is vested by law:

To do any and all things necessary or incidental to the foregoing purposes and aims, and to have and exercise the powers conferred upon nonprofit corporations by the State of Vermont.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to, its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the corporation shall be carrying on propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in, including the publishing or distribution of statements, any political-campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding the other provisions of these articles, the corporation shall not carry on any activities not permitted to be carried on by:

- a. A corporation exempt from the Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue law) or
- b. By a corporation's contributions which are deductible under Section,170(c)(2) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Code laws).

Upon dissolution of the corporation by the Board of Directors, the distribution of assets shall be as follows:

- a. All liabilities and obligations of the corporation shall be paid and discharged or adequate provisions shall be made thereof.
- b. Assets held by the corporation upon the condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements, if said conditions are exercised by an exempt organization or organizations, under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding divisions of any future United States Internal Revenue law).
- c. Upon the dissolution of the organization, any remaining assets shall be distributed to the Summit Street School. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.”

Article III

Offices and Organizational Structure:

The Summit Street PTO, Inc. shall utilize offices and receive mail at the address of the Summit Street School, 17 Summit Street, Essex Junction, VT 05452. The Summit Street PTO, Inc. supports the Summit Street School. The Summit Street PTO, Inc. shall not issue any capital stock. If and when the Summit Street PTO, Inc. dissolves, any assets remaining shall be paid to Summit Street School. No part of these net assets shall be paid or distributed to any officer, director, member, employee, or donor of the Summit Street PTO, Inc.

The fiscal year of the Summit Street PTO, Inc. shall begin on July 1 and end on the following June 30. Approved expenditures must be distributed by the end of June.

Article IV

Policies:

1. The policies of the Summit Street PTO, Inc. shall be developed through regular meetings, committee activities, and programs in accordance with the purposes set forth in Article II.

2. This organization shall operate without discrimination with respect to race, national origin, religion, age, color, sex, creed, political activity, handicap, marital status, sexual orientation, or any other factor for which discrimination is prohibited by law.

3. The Summit Street PTO, Inc. shall not endorse any commercial or political enterprise. The name of the organization or the names of any members in their official capacities shall not be used in any connection with any commercial or political concern or for any other purpose than the regular work of the Summit Street PTO, Inc.

4. The Summit Street PTO, Inc. shall work with the schools to provide quality education for all children and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Prudential Committee.

Article V

Membership & Voting Rights:

Any parent or guardian of a Summit Street School student, or any teacher, staff member, or administrator at Summit Street School may become a member of the Summit Street PTO, Inc.

Each member in attendance at a meeting shall be entitled to one vote on each matter submitted to a vote of the members at that meeting. At all meetings of members, a member may not vote by proxy.

Article VI

Meetings:

1. There shall be regular meetings open to all eligible members. The Executive Board shall decide the dates of the meetings. At least one week's notice shall be given prior to each meeting.
2. The privilege of introducing motions, approving the annual budget, approving fundraising and expenditures, debating, and voting shall be limited to those in attendance at the meeting.
3. The first regular meeting of the Summit Street PTO, Inc. shall be held at Summit Street School in September. The Executive Board shall submit to the Summit Street PTO, Inc. a budget for approval at this meeting.
4. The annual meeting shall be the last regular meeting of the school year. At this meeting, the Executive Board shall submit a proposed budget for the subsequent year, and officers for the subsequent year will be elected by the members present.
5. Special meetings may be called by the Executive Board, always allowing one week's notice. Special meetings may also be requested by a committee chair or by the majority of the members of a committee.

Article VII

Officers and their Election:

1. The officers of the Summit Street PTO, Inc. shall be the Chair (or Co-Chairs), Secretary, Treasurer (or Co-Treasurers), and Ex-Officio (when possible).
2. Any member who has been nominated and who has consented to serve is eligible for election.
3. Officers shall be elected annually at the last meeting of the school year for a term of one year and shall assume their duties at the close of the fiscal year on June 30.
4. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the members. In the case of co-chairs, the remaining co-chair may finish the term alone or request the members to fill the vacancy.

Article VIII

Duties of the Officers:

1. The Chair (or Co-Chairs) shall preside at all meetings of the Summit Street PTO, Inc. and of the Executive Board, and shall undertake all responsibilities as set forth in a separate document entitled "Duties of Officers." They shall coordinate the work of the officers and of the committees so that the Purpose (Article II) is promoted. The Chair(s) shall also perform such other duties as may be prescribed by these bylaws or assigned by the Summit Street PTO, Inc. or by the Executive Board.

2. The Secretary shall record the minutes of all meetings of the Summit Street PTO, Inc. and of the Executive Board and shall undertake all responsibilities as set forth in a separate document entitled "Duties of Officers." The secretary shall also perform such other duties as may be delegated to him/her by the PTO or the Executive Board.

3. The Treasurer(s) shall receive all monies of the Summit Street PTO, Inc. and shall undertake all responsibilities as set forth in a separate document entitled "Duties of Officers." The Treasurer(s) shall also perform such other duties as may be delegated to him/her by the PTO or the Executive Board.

Article IX

Executive Board:

1. The Executive Board shall consist of the officers of the Summit Street PTO, Inc.

2. The duties of the Executive Board shall be: a) to transact necessary business in the intervals between PTO meetings and such other business as may be referred to it by the committees; b) to create committees, as described in Article X, as necessary; c) to approve the plans of the work of these committees; d) to present a report at the regular meetings of the Summit Street PTO, Inc.; e) to prepare and submit to the Summit Street PTO, Inc. for approval a budget for the fiscal year; f) to approve requests for Summit Street PTO, Inc. funds within the limits of the budget; and g) to approve routine bills within the limits of the budget.

3. Meetings of the Executive Board shall be held as necessary. A majority shall constitute a quorum. Meetings of the Executive Board may be called by a chair or by a majority of the members of the committees.

Article X

Committees:

1. Committees shall be created by the Executive Board as necessary to carry on the work of the Summit Street PTO, Inc. Examples of such committees are: The Fundraising Committee and the Playground Committee. The chair of each committee shall be selected by the Executive Board.

2. The chair of each committee shall present the plans of work to the Executive Board for approval. No committee shall be undertaken without the consent of the Executive Board. No committee shall sign any contract without the approval of a member of the Executive Board.

3. The power to form committees and appoint their members rests with the Summit Street PTO, Inc. or the Executive Board. Since a committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

Article XI

Parliamentary Authority:

The rules contained in the Modern Edition of "Robert's Rules of Order" shall govern the Summit Street PTO, Inc. in all cases where they are not inconsistent with these bylaws and any special rules of order that the Summit Street PTO, Inc. may adopt.

Article XII

Amendments and Review:

These bylaws shall be evaluated at the first meeting of each school year. They will be ratified, or amended and approved, by vote at the second meeting. In addition, these bylaws may be amended at any regular meeting of the Summit Street PTO, Inc. by a two thirds vote of the members present, provided that previous notice of the amendment was given to members at least thirty days in advance.