BY-LAWS OF THE PARENT-TEACHER ORGANIZATION OF CABOT SCHOOL
229 Cabot Street
Newton, MA 02160
January 1997

ARTICLE I

NAME

Section 1. This Organization shall be called the Cabot Parent-Teacher Organization. It shall be an affiliate of the Newton Council of Parent-Teacher Organizations.

ARTICLE II

PURPOSE

The purpose of the Organization shall be to:

1. promote the Core Values of the Cabot School which are to support an environment in which all children prepare for life-long learning; develop respect for self and others; and develop a commitment to school and community;
2. support the efforts of the Cabot School staff in providing optimal educational, emotional, social and physical growth for students;
3. encourage involvement of parents in the life of Cabot School;
4. encourage cooperation, collaboration and communication between staff and parents;
5. generate interest in and understanding of Cabot School within the broader Newton community;
6. work collaboratively with the Cabot School Council.

ARTICLE III

MEMBERSHIP

The parents and/or guardians of the students and staff of Cabot School automatically shall be members of the Organization . Voluntary dues will be solicited annually. The amount will be determined at the Budget meeting.

ARTICLE IV

POLICIES

The policies of this Organization shall be non-commercial, non-sectarian, and non-partisan; and its name shall not be used in connection with any political interest or candidate.

ARTICLE V

AMENDMENTS

This constitution and by-laws may be amended at any regular meeting of the Organization by a two-thirds vote of the members present and voting, provided that written notice of the proposed

amendment has been given to the members of the Organization at least two weeks in advance of the meeting.

ARTICLE VI

BUDGET AND EXPENDITURES

Section 1: Fiscal year. The fiscal year of the Organization shall be from July 1 to June 30.

Section 2: Budget. The annual report, with line item narrative, shall be prepared by the Finance Committee and presented to the members of the Organization at a regular meeting of the Organization, before the beginning of each fiscal year. Written notice of this meeting shall be given to the members of the Organization at least two weeks in advance of the meeting. A copy of the proposed budget shall be made available to the members two weeks prior to the meeting. Any expenditure not contained in this budget must be approved at a meeting of the Organization with written notice of the expenditure given at least two weeks before the vote.

Section 3. Signatures. The treasurer and the president are the authorized signators for all expenditures, but only one signature is required.

ARTICLE VII

OFFICERS

The officers of the Organization shall consist of a president, three vice-presidents, a recording secretary, a treasurer, a communications secretary, and those past presidents who are members of the Organization .

Section 1. President. The president shall preside at all meetings of the Organization . The president shall be a member ex-officio of all committees and of the School Council. The president may appoint ad hoc committees and liaison persons throughout the year when necessary and shall perform all other duties pertaining to the office. The president shall serve as liaison of the Organization to the principal, to all committees, to the community, and to the Newton PTO Council. The office of president may be shared by two individuals who will be referred to as co-presidents.

Section 2. Vice Presidents. Three vice-presidents shall act as assistants to the president. The First vice-president will chair the Program Committee, which will assist the president in outlining programs for PTO meetings, and serve on the Finance Committee. The second vice-president will oversee fundraising and serve on the Finance Committee. The third vice-president will be the principal of Cabot School.

Section 3. Recording Secretary. The recording secretary shall cause to be kept a true record of all meeting of the Organization. The notes of each meeting shall be posted in a public place after each meeting.

Section 4. Treasurer. The treasurer shall receive all monies of the Organization and shall make authorized disbursements. The treasurer shall keep accurate accounts of the funds of the Organization and shall present a statement of account upon request of the president. The treasurer shall assist with the preparation of the annual budget. The treasurer will also serve on the Finance Committee.

Section 5. Communications Secretary. The communications secretary shall handle all correspondence of the Organization , shall acknowledge community efforts at Cabot School,

assist executive members with communications, convey notable activities at the Cabot School to the community, and shall perform all other duties usually pertaining to the office.

Section 6. Term. The officers shall hold office for one year and may not hold the same office for more than two consecutive years.

ARTICLE VIII

EXECUTIVE AND FINANCE COMMITTEES

Section I. Executive Committee. The Executive Committee of the Organization shall consist of the officers of the Organization . Meetings of the Executive Committee may be called by the president or three members of the Executive Committee. Five members of the Executive Committee shall constitute a quorum. The duties of the Executive Committee shall be to transact necessary business between meetings of the Organization and such other business as may be referred to it by the Organization . No meeting of the Executive Committee shall be held unless one week's prior notice shall have been given to all of the Committee members by the secretary or the president. All meetings of the Executive Committee shall be open to all members of the Cabot PTO.

Section 2. Finance Committee. The Finance Committee shall consist of the president, 1st vice-president, 2nd vice-president and the treasurer. This committee will meet a minimum of two times per year to review the Organization 's budget.

Section 3. Vacancies. Vacancies in any elected office shall be filled for the unexpired term by recommendations of the Executive Committee. Vacancies in any other committee shall be filled by recommendation of the president.

ARTICLE IX

NOMINATIONS; ELECTIONS

Section 1. Nominations. Nominations shall be made by a nominating committee of at least five members of the Organization . Notice of the Nominating Committee meetings shall be posted at least two weeks prior to the date. Any member of the Cabot PTO shall be welcomed at the meeting. The nominating Committee shall consist of the Executive Committee and any members of the Cabot School PTO.

Section 2. Elections. Election of officers and other committee members shall be held at the last regular meeting of the Organization in each school year. Notice of the election meeting shall be posted at least two weeks prior to the meeting. Nominations made be made from the floor with the consent of the nominee.

Section 3. Ballot. Election shall be by ballot when there is more than one nominee for an office. Officers shall assume their duties at the close of the school year. At any election, a plurality of votes cast shall be necessary to elect.

Section 4. School Council Elections. The Cabot School PTO shall be responsible for holding elections to fill any parent vacancies on the Cabot School Council.

ARTICLE X

Meetings; Notices

Section 1. Meetings. There shall be no less than five regular meetings of the Organization during the school year. In September where will be a State of the School meeting at which the principal will talk about class configurations, enrollment, curriculum, special programs, the general climate of the school, and the Organization officers will introduce committee members. The Budget meeting and the Organization election of officers will be held in the spring. Any special meetings may be called by the president of the Executive Committee.

Section 2. Notices. Notice of each meeting of the Organization shall be posted at the Cabot School office and published either in the school newsletter or otherwise distributed through students.

ARTICLE XI

Rules of Order

The rules contained in Robert's Rules of Order Revised shall govern this Organization in all cases not covered by these By-Laws.

RESOLUTION

The By-Laws of the Parent-Teacher Organization of Cabot School shall be amended, effective December 30, 1997, as follows:

Article II of said By-Laws shall be amended by numbering the existing paragraph as Section 1 and adding a new Section, Section 2, which will provide as follows:

Section 2.

A. The purposes for which the corporation is organized are exclusively charitable and educational within the meaning of section 510(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue law.

B. Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue law.

C. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purpose.

Dated as of the 30th day of December, 1997.

12/17/97

Treasurer

Co-President

Co-President