

**BYLAWS OF THE ESSEX PARENT-TEACHER ORGANIZATION, INC.**  
**Revised 2022**

**ARTICLE 1: NAME**

Section 1.

The name of this organization shall be the Essex Parent-Teacher Organization, Inc., *doing business as Friends of Essex Elementary School*.

Section 2.

The location of the principal office of the organization shall be located at 12 Story Street, Essex, Massachusetts, 01929.

Section 3.

The fiscal year of the corporation shall end on June 30th.

**ARTICLE 2: PURPOSE**

Section 1.

The Purpose of the Friends of Essex Elementary School shall be to promote the education and to enhance the welfare of children at home, in school and in the community of Essex and to provide a forum for communication and cooperation among and between the teachers and parents of the community.

**ARTICLE 3: POLICIES**

Section 1.

It is the policy of the Friends of Essex Elementary School not to discriminate on the basis of sex, race, religion, color, national origin and/or handicap as required by Title IX of the 1972 Education Amendments and Chapter 622 of the Acts of 1971 and Section 504 of the Rehabilitation Act of 1973.

Section 2.

The purposes of this corporation shall be solely educational and charitable, and no part of the net earnings thereof shall inure to the benefit of any private individual. No part of the activities of this corporation shall consist of the carrying on of any propaganda or otherwise attempting to influence legislation or intervention in any political campaign. In the event of dissolution, the corporation's property shall be applied to charitable purposes in accordance with the law in all respects as a court having jurisdiction in the premises may direct.

Section 3.

The Friends of Essex Elementary School may cooperate with other community organizations that have purposes in keeping with those of the corporation.

#### Section 4.

The Friends of Essex Elementary School shall sponsor programs, raise funds, and donate them to the Essex Elementary School to provide educational benefits and capital improvements to the EES community and to other charitable, scientific or educational organizations consistent with the requirements of the Federal Income Tax Section 501 (c) (3).

### ARTICLE 4: MEMBERSHIPS AND CONTRIBUTIONS

#### Section 1.

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. Dues, if any, will be established by the Executive Board at the Annual Meeting. Annual membership contribution fees shall be accepted throughout the fiscal year.

#### Section 2.

There shall be an Annual Meeting on the First Monday of June. Monthly meetings will be scheduled throughout the school year. Members will be notified at least one week prior to the date.

#### Section 3.

Propose amendment to change the wording to: "A quorum at the Annual Meeting shall consist of 5 voting members being present. In the absence of a quorum, a meeting may be adjourned by a majority vote of those present. When a quorum is present at any meeting, a majority of the members present thereat shall decide any question brought before such meeting unless the question is one upon which by express provision of law or these bylaws a different vote is required, in which case such express provision shall govern and control the decision of such question."

#### Section 4.

At all meetings of the corporation, each member shall be entitled to one vote, either in person, by virtual participation, or by proxy in writing under date within three weeks previous to date of meeting at which the proxy is to be used, which proxy shall be filed before the meeting with the Secretary.

### ARTICLE 5: OFFICERS (EXECUTIVE BOARD) COMMITTEE CHAIRPERSONS AND ELECTIONS

#### Section 1.

Officers of this corporation shall constitute the Executive Board. The officers of this corporation shall be a President and/or co-presidents, a Vice-president and/or co-vice presidents, a Secretary, a Treasurer, a Social Media Coordinator, an Enrichment Coordinator, and a Grant Writer. The Principal from the Essex Elementary School will act in an advisory capacity.

Committee Chairpersons shall be designated by the Executive Board.

Section 2.

All officers, exclusive of the Principal, shall be elected for a term of one (1) year and not more than three (3) consecutive years. The terms of service will be such that an officer serves for 2 years and in year 3 acts as a mentor to the subsequent officer. Terms may be extended beyond 3 years if no replacement can be identified.”

Section 3.

Annual nominations for officers shall be made by the Nominating Committee which shall consist of three (3) present Executive Board Members and one (1) to three (3) members. The Nomination Committee shall present a slate of officers at the Annual Meeting. Elections will be held at the Annual Meeting. If a Board Position remains vacant after a term has expired, the Nominating Committee may re-elect a former officer on a year by year basis.

Section 4.

The Executive Board shall have the entire management, control, and direction of the property, business, and affairs of the corporation. It shall have the power to employ, fix the compensation of, and at its discretion remove such officers, agents, and employees as it may deem expedient. It may exercise all such powers and do such things as it deems proper consistent with the Articles of Organization, these bylaws, and the Laws of the Commonwealth of Massachusetts to effectuate the purposes of the corporation as set forth in the Articles of Organization.

Section 5.

Meetings of the Executive Board shall be held at such time and place on the call of the President or any two members of the Executive Board after consultation with the President.

Section 6.

Notice of the time and place of meetings of the Executive Board and any member who wishes to attend shall be given by notice on the Friends of EES website, social media accounts, or by email.

Section 7.

The presence of two-thirds of the members of the Executive Board acting at a meeting duly assembled shall constitute a quorum for the transaction of business, and the act of majority of the Executive Board plus voting members present at a meeting at which a quorum exists shall be the act of the Executive Board. If, at any meeting of the Executive Board, less than a quorum shall be present, a majority of the Executive Board present may adjourn the meeting without further notice, to a time until a quorum shall have been obtained.

Section 8.

The Executive Board may act without a meeting by a writing executed by all of the Executive Board. Such action shall have the same force and effect as action taken at a meeting of the Executive Board at which a quorum was present and voting.

## ARTICLE 6: DUTIES OF OFFICERS

### Section 1.

The President and/or Co-Presidents shall preside over meetings of the organization and Executive Board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

### Section 2.

The Vice President shall perform the duties of the President in his/her absence. The Vice president will serve as a liaison to the staff and parent volunteers. The vice president will preside over Friends of EES meetings, keeping said meetings on task and on time.

### Section 3.

The Secretary shall keep accurate records of all meetings of the corporation, provide all Friends of Essex Elementary School information to the public, and perform such other duties ordinarily incident to this office.

### Section 4.

The Treasurer shall receive all monies of the corporation, shall keep an accurate record of receipts and expenditures, and shall pay out funds only as authorized by the corporation. The Treasurer shall present a statement of accounts at every meeting of the corporation and at other times as requested by the Executive Board. At the Annual Meeting a Proposed Budget shall be submitted for the upcoming year and an Annual Report shall be submitted for the current year.

### Section 5.

The Social Media Coordinator is to disseminate information, as assigned, through various media and social media channels.

### Section 6.

The Enrichment Coordinator shall oversee all Friends of Essex Elementary School sponsored enrichment activities, investigate new enrichment opportunities and act as chair of the Enrichment Committee.

### Section 7.

A teacher representative shall act as a liaison between the Friends of Essex Elementary School and the School Staff when possible.

### Section 8.

The Principal shall act as a liaison between the Friends of Essex Elementary School, school administration and the school committee.

### Section 9.

Any officer may resign at any time by delivering a resignation to the corporation at its principal office or to the President or Secretary. Such resignation shall be effective at the time or upon the

happening of the condition, if any specified therein, or, if no such time or condition shall be specified, upon its receipt.

Section 10.

Officers may be removed from office with cause by an affirmative vote of two-thirds of the Executive Board plus voting members at a meeting where a quorum exists, called at least in part for the purpose of considering removal. Removal may be affected with cause only after reasonable notice and the opportunity to be heard by the body proposing removal.

Section 11.

The Executive Board shall fill vacancies among the officers for unexpired terms, unless the members of the corporation, at a special meeting called for such purpose, choose to fill such vacancies prior to the meeting of the Executive Board following the resignation or removal of said officer.

ARTICLE 7: AMENDMENTS

Section 1.

These bylaws may be amended at any meeting of the Executive Board by a two-thirds of the voting members present. Bylaw changes must be posted for three (3) weeks before being voted upon. OR, a committee may be appointed to submit a revised set of bylaws by a majority vote at the Annual Meeting of the Friends of EES, or by a two-thirds vote of the Executive Board.”