



Candia Parent Teacher Organization
Henry W. Moore School
12 Deerfield Road, Candia, NH 03034

ADOPTED March 13, 1995 AMENDED June 14, 2010 ~~May 8, 2006~~

BY-LAWS

ARTICLE #1 – NAME

The name of this organization shall be CANDIA PARENT TEACHER ORGANIZATION, hereinafter referred to as the “organization”.

ARTICLE #2 – PURPOSE

The purpose of the organization shall be to promote and support the teachers and students of Henry W. Moore Elementary School shall hereinafter be referred to as the “School”.

- a. The Organization will provide and /or promote community-oriented programs.
- b. The Organization will promote school and town spirit and the value of the education.
- c. The Organization will continue to be the chartering organization to the Candia Cub Scouts pack 120.
- d. The Organization will continue to support the Moore School volunteer program.

ARTICLE #3 – CODE OF ETHICS

Members shall:

1. Not use the Organization’s name or assets for personal gain.
2. Conduct themselves while participating in a group-related activity in a manner that will reflect credit upon the Organization and themselves.
3. Strive to perpetuate the organization.
4. Conform to the organization’s By-laws and polices.
5. Promote and support the school and Candia’s high school students.
6. Exhibit a spirit of good fellowship toward all members.

ARTICLE #4 – MEMBERSHIP

Member shall file a registration form and pay dues to the Organization Treasurer according to the time limits established in Article 6.

A member may:

- a. Be any parent/guardian with a child in the school or in the high school.
- b. Be any teacher or staff member of the school
- c. Be any interested Candia resident.
- d. Have voting privileges, if they are an active member. An active member is one who has attended at least three (3) meetings a year or has participated in the organization’s activities and is current with dues.



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ARTICLE #5 – CHARTER AND SPONSORSHIP

- a. The Organization shall be the chartering organization for the Candia Cub Scouts Pack 120. An Organization representative shall be appointed.
- b. The Organization will help to fund the Moore School Volunteer Program.

ARTICLE #6 – DUES

At the June ~~May~~ meeting, the board shall recommend to the Organization a schedule of dues to apply at the start of the next fiscal year. Such dues shall become assessable upon a majority vote of those members of the Organization present and voting.

ARTICLE #7 – OFFICERS AND DUTIES

- a. The governing body of the Organization shall be a board consisting of a President, President Elect, ~~Vice President~~, Secretary and Treasurer. The normal term of office for the President, ~~Vice President~~, Secretary and Treasurer shall be one (1) year. The President, ~~Vice President~~, Secretary and Treasurer may not hold the same office for more than three (3) ~~two and one-half (2 1/2)~~ years consecutively. Vacancies on the Board shall be filled by appointment of the board at a regular meeting.
- b. The board shall meet at the regularly scheduled meetings, but may also meet at the call of the President. It shall plan the policies, programs, and yearly fiscal budget of the Organization and may approve for payment routine bills (such as postage, stationary or phone calls) and for the replacement of Organization property. Such disbursements shall not exceed fifty (\$50) per transaction. The Board shall recommend new capital purchases to the Organization; approval of such purchases shall be at a regular meeting by a vote of majority of eligible voting members present. The Board shall appoint all necessary committee chairpersons and committee members. No appointment is valid for a period of exceed the current operational year.
- c. The president shall preside at all meetings of the Organization and the Board. She/he shall be empowered to the sign checks in the absence of the Treasurer; additionally, the president shall ensure that the duties of the other officers are performed in their absence.
- d. The President Elect shall preside in the absence of the President. She/he will be the fundraiser Chairperson and be the Board's advisor to all other committees. In the absence of both the President and President Elect, the meeting will be rescheduled.
- e. The secretary shall record all proceedings of the Organization (these are to be available to the membership 15 (fifteen) minutes prior to the meeting), maintain a list of all members, read and write required communications, and ensure notices of the meetings are posted.



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ARTICLE #7 OFFICERS AND DUTIES ... cont'd

- f. The Treasurer shall keep true and correct financial records of the Organization. She/he shall care for all the monies received and shall disburse funds on approval of the Board. She/he shall read, or cause to be read, a treasurer's report at each meeting of the Organization. The treasurer will receive and keep a record of all fundraiser money.
- g. All Organization officers and the auditors will be elected by a majority vote at the annual meeting. The method of election will be determined at the annual meeting. They will begin their term at the beginning of the next fiscal year following their election.
- h. The fiscal year of the organization shall be July 1 of the current year to June 30 of the next year. At this time all records will be transferred to incoming officers.
- i. Should it be deemed necessary the Board shall appoint a Public Relations person. Such person shall act in the best interest, notices of meetings, flyers, etc., as shall be determined to be necessary by the Board.
- j. The President Elect shall chair the Audit committee and be responsible for preparing the budget for the following fiscal year.

ARTICLE #8 – AUDITORS

One auditor shall be elected at each Annual Meeting for a term of two (2) years. Auditors may not hold the position for more than two (2) consecutive terms.

The auditor shall audit the treasurer's books, fundraiser records and prepare an inventory of the Organization property at the end of the fiscal year and at such other times as requested by the Governing Board. The report of the audit will be presented at the September meeting to the full membership. A copy will be submitted for inclusion into the Organization meeting minutes. The auditor will be responsible for preserving previous auditors' reports.

ARTICLE #9 – MEETINGS

- a. Meetings shall be held monthly or as called by the president, plus such special meetings as shall be approved by the majority of those present and voting at a regular Organization meeting. Meetings may be rescheduled at the direction of the Board.
- b. The annual meeting will be during the regularly scheduled June ~~May~~ meeting.
- c. Organization expenses in excess of fifty dollars (\$50) shall first be considered by the Board, then presented to the members before a scheduled meeting and then voted upon by the voting members at that meeting.



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ARTICLE #10 – FUNDRAISERS

The Organization shall vote each year to see if the members wish to continue the main fundraiser.

- a. The fundraiser Chairperson shall call committee meetings. No bills shall be paid without her/his approval. She/he shall submit to the Organization Secretary, at the second regular meeting following the fundraiser, a full written report with the format used and a listing of the delinquent accounts for inclusion in the Organizations records.
- b. The Fundraiser Chairperson must report to the Board at each Board meeting.

ARTICLE #11 – DISSOLUTION

Upon dissolution and after paying all liabilities, the remaining assets may be distributed only to the non-profit organizations or for student activities governed by the Administration at Henry W. Moore Elementary School in Candia, N.H.

ARTICLE #12 – AMENDMENTS

Proposed amendments to these By-Laws shall be submitted in writing to the Board for their recommendation. The amendments shall be discussed at a regular meeting of the Organization and voted on at the next regular meeting, provided a copy of the amendment has been posted at least seven (7) days before such meeting. To be adopted, the proposed amendment shall be approved by two-thirds (2/3) of the members present.

ARTICLE #13 – DISCRIMINATION STATEMENT

The Organization and/or members thereof will not prevent membership or participation in the Organization activities on the basis of age, sex, race, color, religious creed or national origin.