

By-Laws of

The Mansfield Middle School Association

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ARTICLE I: Name

The name of this organization shall be the Mansfield Middle School Association (hereinafter the "MMSA") and its principal place of business shall be 205 Spring Hill Road, Mansfield, CT 06268.

ARTICLE II: Objectives

The MMSA has two main objectives:

1. The MMSA works to facilitate communication and community among students, parents, teachers and administrators of the Mansfield Middle School (hereinafter the 'School'), and the Mansfield Board of Education.
2. The MMSA supports the School through financial means and with volunteers to help organize and run events, and otherwise support the educational opportunities of the students and faculty.

ARTICLE III: Purpose

This MMSA shall not seek to direct the administrative activities of the School or to control its policies. The MMSA agrees to adhere to Mansfield Schools board policy.

The MMSA is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organization that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. This shall be a nonprofit, nonsectarian, nonpartisan, and nondiscriminatory organization. The use of funds and proceeds derived by this organization shall be for the improvement of the quality of education at Mansfield Middle School. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose clause hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code. 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, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a 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.

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ARTICLE IV: Membership

Any parent or guardian of an enrolled student, or a current faculty or staff member who subscribes to the purpose of the MMSA may become a member of the MMSA. Membership in the MMSA shall be available without regard to gender, age, race, culture, religion, disability, gender identity, sexual orientation or national origin. All members are voting members.

ARTICLE V: Executive Board

The Executive Board shall consist of the Elected Officers, Principal or Assistant Principal, and Principal-appointed teacher representative.

The duties of the Executive Board shall be to transact business of the MMSA, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve expenditures, and prepare reports and recommendations for future actions.

Section 1: Elected Officers

The Elected Officers of the MMSA shall consist of the following:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary

Two people may choose to serve as Co-Presidents, or the President and Vice-President may choose to serve as Co-Presidents.

A. The President shall preside over meetings of the MMSA and Executive Board, serve as the primary contact for the Principal, represent the MMSA in the community, and coordinate the work of all the officers so that the purpose of the MMSA is served.

B. The Vice-President shall assume all the duties of the President in the absence of the President and shall act as aide to the President.

C. The Treasurer shall receive all monies collected by the MMSA, keep an accurate record of receipts and expenditures, pay out funds only as authorized by the MMSA, present a financial report for approval at each monthly meeting and inform the Executive Board of special financial problems and budget considerations. Where an expense exceeds an approved budget line item by \$500 or more, MMSA members must vote to approve the expenditure. The Treasurer shall be responsible for preparation and submission of all Federal and State compliance filings. The Treasurer shall not be an employee of Mansfield Public Schools.

D. The Secretary shall record minutes of all meetings of the MMSA and shall distribute these minutes to the Executive Board in a timely manner. The Secretary shall keep a copy of all MMSA records, and these shall be published on the MMSA website. The Secretary will be responsible for receiving and writing correspondence pertaining to the MMSA's activities.

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Elected Officers will ordinarily be elected by a voice vote of all members present at the final meeting of the academic year.

Section 2: Standing Committees

The Executive Board may create standing committees as needed by a two-thirds (2/3) majority vote of a quorum of the Executive Board. Either one (1) or two (2) chairpersons shall manage each standing committee.

Section 3: Eligibility

Any parent, guardian or other adult standing in loco parentis for a student at the school is eligible to serve in any Elected Officer position on the Executive Board.

Section 4: Terms of Office

Members of the Executive Board shall serve for one (1) year commencing June 1. No Executive Board member may serve for more than three (3) consecutive terms in the same position.

Section 5: Vacancies

If there is a mid-year vacancy in the office of President, the Vice President will become the President. If there is a vacancy in any other Executive Board position, the general membership shall fill the vacancy through an election or ratification at the next meeting.

Section 6: Removal from Executive Board

If an Executive Board member has missed three (3) consecutive Executive Board meetings, or has not fulfilled the duties of their position, the Executive Board may remove the individual from their position by a simple (51%) majority vote of a quorum of the Executive Board at a regular meeting where previous notice has been given.

An Elected Officer may resign at any time by delivering written notice to the Secretary of the MMSA or the Principal of the School.

Section 7: Executive Board Meetings

The Executive Board shall meet once per month from September through May. The subsequent meeting will be scheduled by the close of each current meeting. Executive Board meetings shall be open to any interested member of the MMSA.

Section 8: Special Executive Board Meetings

The President or any two (2) members of the Executive Board may call special meetings. Notice of the special meeting shall be sent to the Executive Board members at least 24 hours prior to the meeting.

Section 9: Quorum

Quorum will consist of three (3) Executive Board members.

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Section 10: Voting

All members of the MMSA are voting members.

Section 11: Remuneration

No member of the Executive Board shall receive any compensation for their services. No member of the Executive Board shall profit financially from any of the MMSA's activities.

ARTICLE VI: Finances

Section 1: Fiscal Year

The fiscal year of the MMSA shall begin on July 1st and end on June 30th.

Section 2: Budget

A tentative budget of the MMSA shall be drafted by the Treasurer and approved by the Executive Board, at least ten (10) days prior to the first meeting of the school year. Any modifications to the budget must be approved at an Executive Board meeting.

Section 3: Records

The Treasurer shall keep accurate records of any receipts, disbursements, and bank account information of the MMSA. The bank account(s) shall be reconciled monthly.

Section 4: Restricted Funds

Restricted funds received by the MMSA for specific purposes (e.g. library, choir, etc.) will be accounted for separately by the Treasurer.

Section 5: Disbursements

Disbursements by the MMSA require an approved check request form. Check request forms for Executive Officers shall be approved by the Treasurer. Check request forms for standing committees must be approved by the committee chair and submitted to the MMSA Treasurer. Authorized signers shall be the President, President-Elect, and Treasurer.

Section 6: Reporting

The Treasurer shall prepare a monthly financial report of the MMSA for review and approval by the Executive Board. On an annual basis, the Treasurer shall prepare a consolidated End of Year financial report of the MMSA and its subgroups for review and approval by the Executive Board.

Section 7: Commitments

A. No contract or commitment binding the MMSA shall extend beyond the current school year. No contract or commitment shall be made which places the MMSA in a deficit position. No loans may be executed by the MMSA, the Executive Board or general membership of the MMSA.

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B. All contracts or binding commitments of the MMSA, or its sub-groups, must be approved by the Executive Board or authorized individuals of the sub-group. Approved contracts must be signed by two (2) members of the Executive Board or authorized individuals of the sub-group. All contracts entered must be in the name of the MMSA or appropriate sub-group, not under Mansfield Middle School.

C. Sub-groups entering into contract situations will be responsible for upholding said contract. Should any breach of contract arise, the signing sub-group will be liable.

D. Any individual signing a contract on behalf of the MMSA or sub-group without the approval of the Executive Board or sub-group will be held personally liable and responsible for any and all expenses incurred from any breach of the contract.

E. All contracts or binding commitments entered into by a sub-group must be reported at the next monthly Executive Board meeting.

ARTICLE VII: Amendments

These by-laws may be amended at any meeting of the MMSA by a two-thirds (2/3) vote of the members present, if notice of the proposed amendment shall have been given at least ten (10) days before the meeting.

ARTICLE VIII: Dissolution

Upon dissolution of the MMSA, any remaining funds should be used to pay any outstanding bills and with the General Membership's approval, spent for the benefit of Mansfield Middle School.

ARTICLE IX: Parliamentary Authority

Robert's Rules of Order shall govern meetings of the MMSA when they are not in conflict with the MMSA's by-laws.