

**BYLAWS**

**OF**

**LINK, Incorporated**

**BERLIN MEMORIAL SCHOOL'S**

**PARENT TEACHER ORGANIZATION**

**BERLIN, MASSACHUSETTS**

**Adopted: June 7, 2001**

**Last Amended Date: November 5, 2009**

**BYLAWS  
OF  
LINK, Incorporated  
BERLIN MEMORIAL SCHOOL'S  
PARENT, TEACHER, COMMUNITY ORGANIZATION**

**ARTICLE I**

**NAME**

The name of the organization shall be LINK, Incorporated.

**ARTICLE II**

**OBJECTIVES**

- A. To become better informed about all aspects of Berlin Memorial School programs, curriculum and budge
- B. To assist in the coordination, organization and presentation of school and LINK, Incorporated activities.
- C. To foster parent and community involvement in Berlin Memorial School.
- D. To propose guest speakers and preview educational programs.
- E. To raise funds for the purpose of supporting the needs of the student, teacher, and parent programs at Berlin Memorial School, providing a minimum of two highly enriching programs per year.
- F. To act as the Chapter 1 Program Advisory Council as needed.

**ARTICLE III**

**MEMBERSHIP**

All parents, teachers, staff, and residents of Berlin are considered members. All members present at meetings are eligible to vote on all issues that arise at that meeting.

## **ARTICLE IV**

### **OFFICERS**

#### **SECTION 1: Officers and duties.**

- A. LINK, Incorporated officers shall consist of President, Vice President, Secretary, and Treasurer.
  
- B. Duties of officers shall be as follows:
  - 1. The President shall:
    - a. Schedule all meetings, create agendas, and facilitate all meetings of the general body.
    - b. Maintain proper lines of communication with the school administration.
    - c. Serve as First Director on the Executive Board.
  
  - 2. The Vice President shall:
    - a. In the absence of the President, assume all of his/her responsibilities.
    - b. Serve as Director on the Executive Board.
    - c. Perform other duties as needed.
  
  - 3. The Secretary shall:
    - a. Record and file all meetings' minutes.
    - b. Keep a copy of the by-laws available at all meetings.
    - c. Serve as Director on the Executive Board.
  
  - 4. The Treasurer shall:
    - a. Have custody of all funds belonging to LINK, Incorporated.
    - b. Keep a full and accurate account of all receipts and expenditures.
    - c. Present a monthly statement of account to all members.
    - d. Serve as Director on the Executive Board.

#### **SECTION 2: Nomination Procedure**

Nomination of officers shall be held open until the actual voting at the September LINK, Inc. meeting. All LINK, Incorporated members are eligible for nomination.

## **ARTICLE IV (continued)**

### **SECTION 3: Election Procedure and Term of Office**

- A. Election of officers shall be held during the September LINK, Inc. meeting. The election is to be conducted by paper ballot.
- B. Other elected positions shall include a Volunteer Coordinator, Parent Representative(s) to the School Council, an After School Programs Coordinator, and a Cultural Arts Coordinator. Other positions may be added to the ballot as the need arises.
- C. The term of office shall be one year, beginning on the day following the election.
- D. In the event that an officer is unable to complete his/her term, an election shall be held at the next scheduled meeting, or as soon thereafter as possible, to replace said officer.

### **SECTION 4: Limitations of Officers**

No officer or member of LINK, Incorporated shall represent themselves on behalf of LINK, Incorporated without a consenting vote at a LINK, Incorporated meeting.

## **ARTICLE V**

### **MEETINGS**

- A. Meetings shall be held at the Berlin Memorial School on a monthly basis during the school year.
- B. Meetings shall be open to the public.
- C. Five (5) members shall constitute a quorum for the transaction of business in any meeting of this organization. If a quorum is not present all business that requires a vote will be postponed until the next meeting.

**ARTICLE VI**  
**EXECUTIVE BOARD**

**SECTION 1: Board Composition.**

The Executive Board shall consist of the officers/directors of LINK, Incorporated.

**SECTION 2: Board's Duties and Powers.**

The Executive Board shall manage the affairs, activities and operation of the organization. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. The Executive Board must present any recommended expenditures to the general LINK, Incorporated meeting to be voted upon.

**SECTION 3: Board Meetings.**

Regular meetings of the Executive Board shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Board. Any LINK, Incorporated member may attend a meeting of the Executive Board, but shall not be entitled to vote on matters before the body.

**ARTICLE VII**  
**COMMITTEES**

- A. Standing and/or special committees, including fundraising, shall be formed annually, or on an as needed basis, by the President or by a majority group vote.
- B. The committee chairperson shall be appointed by a majority group vote and shall be responsible to perform duties as assigned.
- C. The committee chairperson shall make a general report updating all activities at each applicable meeting and shall make a final report upon completion of the committee's task(s).

## **ARTICLE VIII**

### **POLICIES**

- A. LINK, Incorporated shall be non-profit, non-partisan and non-discriminatory.
- B. All money raised in fund raising activities or grants, donations received by private donation or through LINK, Incorporated sponsorship, must be expended by a majority vote of the members present at the meeting.
- C. All programs and fund-raisers shall be brought to the Principal for approval of content and/or dates.
- D. LINK, Incorporated shall not permit any candidate for public office to use this organization in conjunction with his/her campaign for the purpose of implying endorsement.

## **ARTICLE IX**

### **AMENDMENTS AND REVISIONS**

- A. These bylaws may be amended at any regular meeting of the organization by a majority vote of the members present, provided that notice of the proposed amendment(s) be given to the President to be posted at the school at least 3 school days prior to the meeting.
- B. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the organization.

## **ARTICLE X**

**DISSOLUTION**

Upon the dissolution of this body and after paying any debts outstanding, the remaining assets shall be distributed to educational non-profit foundations or organizations as voted on at a LINK, Incorporated meeting.

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Signed (Officers):

\_\_\_\_\_  
President (Maureen Norvold) Date

\_\_\_\_\_  
Vice President (Janet Lamey) Date

\_\_\_\_\_  
Treasurer (Angela Yildiz) Date

\_\_\_\_\_  
Secretary (Amy Cummings) Date

**Bylaw Amendments**

Amendment Date                      Amendment

As Amended November 5, 2009

November 1, 2001	<ol style="list-style-type: none"> <li>1. The Title "Chairperson" is now "President"</li> <li>2. The Title "Vice-Chairperson" is now "Vice-President"</li> <li>3. Formation of Executive Board (Article VI)</li> <li>4. Addition to officers' duties to serve as Directors on the Executive Board.</li> </ol>
June 2, 2005	<ol style="list-style-type: none"> <li>1. Delete "and the principal of the School" from Article VI, Section 1.</li> <li>2. Add After School Programs Coordinator to elected positions under Article IV, Section 3, B.</li> <li>3. Replace "Chairperson" with "President" under signature line.</li> <li>4. Replace "Vice Chairperson" with "Vice President" under signature line.</li> <li>5. Update board members' names under signature lines.</li> </ol>
September 28, 2005	<ol style="list-style-type: none"> <li>1. Delete "The Chairpersons of all Standing Committees shall serve as ex-officio members and shall be entitled to vote." From Article VI Section 1</li> <li>2. Replace names of past board members with current names, Article X, Dissolution</li> </ol>
June 8, 2006	<ol style="list-style-type: none"> <li>1. Delete "Nomination of officers shall be held during the May LINK, Incorporated meeting." from Article IV, Section 2.</li> <li>2. Replace with "Nomination of officers shall be held open until the actual voting at the September LINK, Inc. meeting." to Article IV, Section 2</li> <li>3. Delete "A. Election of officers shall be held during the June LINK, Incorporated meeting." from Article IV, Section 3.</li> <li>4. Replace with "A. Election of officers shall be held during the September LINK, Inc. meeting." to Article IV, Section 3.</li> <li>5. Delete "C. The term of office shall be one year, beginning on the day following the last day of school." from Article IV, Section 3.</li> <li>6. Replace with "C. The term of office shall be one year, beginning on the day following the election." to Article IV, Section 3.</li> </ol>

Amendment Date

Amendments

November 5, 2009

1. Replace names of past board members with current

names, Article X, Dissolution.