



# PMSA PTO BYLAWS

## Articles

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### Article I – Amendments

These bylaws were established by the PTO Officers but may be amended at any regular or special meeting, providing that notice was given in writing and then sent to all members of the organization two weeks before the meeting where voting will take place. Amendments will be approved by a two-thirds vote of those present.

### Article II – Name

The name of the organization shall be the PMSA Parent Teacher Organization (PTO), aka PMSA PTO.

### Article III – Purpose

The corporation is organized for the purpose of supporting the education of children at PMSA by being a liaison to the school, helping parents, faculty, staff and students. We have 3 primary goals:

- 1) To listen to the concerns of parents and be a unified voice to school leadership.
- 2) To assist the faculty, staff and students in obtaining needed supplies.
- 3) To support the students through the various clubs in which they participate.

## Article IV – Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, secretary, and treasurer. Each officer may only hold one position.

a. **President.** The president 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. The president will also send notices of meetings to the membership and prepare the agenda.

b. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The Vice President shall be responsible for entering Membership data into the spreadsheet and will provide the list to the President, Secretary and Treasurer. The original membership forms will be given to the Secretary for safe keeping in the event of a need to verify original information.

c. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and scheduling for meetings. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

d. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

### Section 2. Nominations and Elections.

Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present them at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if there is only one candidate nomination. If more than one person is running for an office, a ballot vote shall be taken after each candidate take the floor to address the members on why they should be voted into the office.

### Section 3. Eligibility.

Members are eligible for office if they are members in good standing.

### Section 4. Terms of Office.

Officers are elected for one year and may serve no more than four (4) consecutive terms in the same office. Each person elected shall hold only one office at a time.

### Section 5. Vacancies.

If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

### Section 6. Removal From Office.

Officers can be removed from office voluntarily or with cause from not performing the duties of their position or of any wrong doings that could cause harm to the PTO and all it stands for. Removal will be by a quorum vote of all PTO members where previous notice has been given to that officer and they have had a chance to explain themselves to the PTO Executive Board and if they desire, the PTO Members directly. The PTO Board will vote on the removal. If taken to the PTO Membership, they will be given a quorum vote which will collectively count as 1 PTO Board vote. No double voting allowed, so committee members will vote with the membership.

## Article V – Members

### Section 1. Membership

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, grade level principals and any teacher employed at the school may be a member and have voting rights.

### Section 2. Dues

Dues are required and the amount will be established by the executive board on an annual basis. The current amount for 2021-2022 is \$10. A member must have paid his or her dues before or at the current meeting to be considered a member in good standing.

### Section 3 Voting

Members with voting rights must be in good standing having paid their membership dues and any other requirements of being in good standing. Members may vote at the meeting, in advance of the meeting if written notice was given and they feel they have sufficient information to decide one way or another, and up to 5 school days after a meeting to allow those who could not attend the meeting a chance to voice their opinion. Votes must include membership number and signature. All submitted votes are final and will be kept on file. May be given to any PTO Officer or placed in the PTO Mailbox.

### Section 4 Participation

Members are expected to participate in meetings and events where the PTO is involved. Participation through volunteering as your schedule allows is appreciated but not a requirement of membership. Active participation is highly favored and may be rewarded at the discretion of the PTO Board.

### Section 5 Good standing

Good standing is granted to every member who has paid their membership dues for the year. As a member you are to respect the rights of other members and their opinions. This status may however be revoked if any member makes threatening statements, as well as displaying any other acts of unacceptable behavior toward the PTO Executive Board, any PTO members or guests at any meeting or event. Anyone displaying unacceptable behavior may be asked to step out to cool off or leave the building voluntarily. Refusal may result in the use of security to remove such members if a disturbance is made to meeting proceedings or events. Reinstatement of good standing may be granted by the PTO Executive Board upon an acceptable display to right the wrong for a first offense.

## Article VI – Meetings

### Section 1. Regular Meetings.

The regular meeting of the organization shall be at a time and place determined by the executive board at least two weeks before the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The president will notify the members of the meetings via the website, email, the phone and the school's electronic board at least two weeks prior to the meeting.

### Section 2. Special Meetings.

Special meetings may be called by the president, any two members of the executive board, or a quorum of the general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 3 days prior to the meeting by email, the electronic board and phone.

### Section 3. Quorum. Half the number of members plus one constitutes a quorum.

## Article VII – Finances

### Section 1. Fiscal year

The financial fiscal year shall coordinate with the school year. Any funds left at the end of the year will be rolled over to the next year.

### Section 2. Records

The treasurer shall keep accurate records of any disbursements, income, and bank account information. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

### Section 3. Budget

A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

### Section 4 Request for Funds

Request for funds may be submitted at anytime to the PTO Executive board and must be on the Request for Funds form, however they will only be voted on at or after the meetings of the membership. A special vote may be held for requests with an urgent need but will require PTO Executive board agreement on its status.

### Section 5. Approval

The membership shall approval all request for funds via vote and board shall approve all other expenses of the organization. Approval may be given in totality or in partial amounts and may include restrictions.

### Section 6 Fund disbursements

The preferred method of fund disbursement is after the items have been purchased and receipts have been submitted. The funds will be disbursed via check within a week. In the event that the funds are required to make the purchase the requestor will need to make arrangements with the Treasurer.

### Section 7 Receipts

Receipts are required for all expenses and are to be submitted within 2 weeks after purchase is made. Submissions are to be made to the Treasurer or in the PTO Mailbox to the Treasurer attention.

### Section 8. Signatures

The Treasurer is responsible for signing all checks unless ill, out of town or otherwise not available within an acceptable amount of time to disburse approved funds for an event. Two authorized signatures shall be required on each check over \$200. Authorized signers shall be the Treasurer and the President.

### Section 9. Bank Deposits and Withdrawals

It will be the primary duty of the Treasurer to make deposits within 5 banking business days and withdrawals, when necessary from the bank. All PTO Officers will have the authority to make deposits, however withdrawals may also be made by the President in the absence of the Treasurer. The bank slips must be given to the Treasurer within 5 school days.

### Section 10. Check cashing

The Treasurer will submit all checks received to the bank within 5 banking business days. Any checks that are not cleared will be returned to the member or check writer with a request for the fees incurred, if any for the return check and the check amount in cash. Anyone who has 3 returned checks in a school year, will no longer be allowed to write checks for payment in that fiscal year.

### Section 11 Received funds & refunds

All funds received by the PTO for purchase or donations immediately become the funds of the PMSA PTO and will not be refunded unless approved by the Treasurer and specified as an exception in writing.

## Section 12. Dissolution

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

## Article VIII – Committees

### Section 1. Membership.

Committees may consist of members, students and board members, with the president acting as an ex officio member of all committees.

### Section 2. Standing Committees.

The following committees shall be held by the organization: Membership, Fundraising, Education, Nominating, and Auditing.

### Section 3. Additional Committees.

The board may appoint additional committees as needed by a vote.

### Section 4. Disband Committees.

The board may disband committees as they deem necessary by a vote.

## Article IX – Executive Board

### Section 1. Executive Board Membership.

The Executive Board shall consist of the PTO officers and principal or vice principal. Standing committee chairs will be invited to executive board meetings as necessary per their role and will be given a vote on any business directly related to their committee.

### Section 2. Duties.

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create or modify standing rules and policies, create or modify standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

### Section 3. Meetings.

Regular meetings shall be held monthly to be determined by the board. Special meetings may be called by any board member or standing committee chair, if the topic relates to their committee. A 48 hours notice must be given via phone.

### Section 4. Quorum.

Half the number of board members plus one constitutes a quorum.

## Article X – Parliamentary Authority

The President shall govern meetings when they are not in conflict with the organization's bylaws.

## Article XI – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

## Article XII – Dissolution

The organization may be dissolved with 30 days notice to all members, a meeting for the membership and a quorum vote of those present at the meeting and those that have requested an absentee vote before the meeting because they will not be able to attend.