

# Voss Middle School Parent Teacher Organization BYLAWS

## Mission Statement:

*The Voss Middle School Parent Teacher Organization (PTO) is a nonprofit organization whose mission is to establish and strengthen a strong partnership between parents and teachers in order to promote a safe, loving middle school environment while improving and enriching the Voss Middle School experience for every current and future student. We will assist in delivering the highest quality of education possible with a steadfast focus on the students' best interests both educationally and socially. We will also provide transparent communication to parents and teachers and create a place where volunteers are valued, respected and greatly appreciated.*

## **ARTICLE I. NAME-IDENTITY**

The name of this organization is the Voss Middle School Parent Teacher Organization (Voss PTO). This organization is an independent non-profit corporation and is not in any way associated with any other PTO or any other organization whatsoever.

## **ARTICLE II. PURPOSES**

The objectives of the Voss PTO are:

- 1) To promote the welfare of children in the home, school, and community;
- 2) To promote a closer relationship between the home and the school in order that the parents and teachers may cooperate intelligently in the education of our children; and
- 3) To develop, between educators and the general public, a united effort to secure for all children the highest advantages in academic, physical, and social education.

## **ARTICLE III. BASIC POLICIES**

The following are basic policies of the Voss PTO:

- 1) The organization shall be noncommercial, nonsectarian, and nonpartisan;
- 2) The organization shall work with the school to enhance the education of all children through volunteer service, fundraising and other efforts;
- 3) No part of the net earnings of the organization shall be distributed to its members, directors, or other private persons, except when the organization shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in accordance with the approved budget and/or bylaws, and policy and procedure guidelines;

- 4) Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more campus organizations which shall, at the time, qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or the 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; and
- 5) When money is collected at any PTO sponsored event, two PTO members are required to tally and document monies collected immediately following the event.

#### **ARTICLE IV. MEMBERS AND DUES**

- 1) Membership in Voss PTO shall be made available to any parent, guardian, teacher or administrator of Voss Middle School who subscribes to the objectives and basic policies of this organization, without regard to race, color, creed, or national origin;
- 2) This PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time; and
- 3) Annual dues shall be established prior to each school year by the incoming Executive Board.

#### **ARTICLE V. DIRECTORS AND THEIR ELECTION**

- 1) Each director shall be a member of this PTO.
- 2) The directors of this PTO shall consist of a President, Treasurer, Secretary, Vice President of Fundraising, Vice President of Volunteers, Vice President of Staff Appreciation, and a Vice President of Program Services.
- 3) Nomination Committee:
  - A. The Nominating Committee shall be composed of at least three members. The committee may consist of representatives from the exiting Executive Board, school staff, and non-board PTO members. Neither the current President nor any individual seeking an executive board position may serve on this committee.
  - B. The members of the Nominating Committee shall be chosen by the Executive Board.
  - C. The Nominating Committee shall promote the election and assemble the list of nominees for each office to be filled and report the nominees in writing to the PTO members at least two weeks prior to election of directors in April.
  - D. Only persons who signified their consent to serve, if elected, may be nominated.

#### 4) Election of Directors

- A. Directors shall be elected in a general meeting in the month of April.
- B. The Nominating Committee shall present the list of candidates for each office at the general meeting.
- C. Voting shall be by voice vote for positions with only one nominee. If more than one person is running for an office, a ballot vote shall be taken.
- D. Directors shall assume their duties following the close of the meeting in May and shall serve for a term of one year.
- E. No director shall serve in one board position for more than two consecutive terms.
  - i. One who has served more than one-half of a term shall be credited with having served that term.
  - ii. An exception may be made to allow a director to serve additional consecutive terms when:
    - 1. The director position is unchallenged, and
    - 2. Two-thirds majority vote of the membership present at the time of election approve of the appointment.
- F. No member may serve more than six consecutive terms on the Executive Board.

#### 5) Vacancies

- A. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the general membership with notice of such election having been given 2 weeks in advance.
- B. If a vacancy occurs in the office of President, the Executive Board may appoint a director to fill the vacancy for the remainder of the term.

#### 6) Removal from Office

- A. By two-thirds vote of the Executive Board, a director or chairperson may be removed from office for failure to perform duties.
- B. A director who misses three consecutive meetings may be removed from office.

### ARTICLE VI. DUTIES OF DIRECTORS

#### 1) The President shall:

- a. Coordinate the work of the directors and committees of the organization in order that the purposes (see Article II) may be promoted;
- b. Confirm that a quorum of directors is present before conducting any business at any meeting of the organization;

- c. Preside at all meetings of the organization;
  - d. Coordinate membership communications with Secretary;
  - e. Call a meeting of the directors for the purpose of selecting standing committee chairpersons;
  - f. Be a member ex-officio of all committees except the Nomination Committee;
  - g. Be authorized to sign on bank accounts;
  - h. Communicate with the Principal or designated administrator prior to and after each meeting; and
  - i. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
- 2) The Treasurer shall:
- a. Have custody of all the funds and financial records of the organization;
  - b. Ensure that monies are efficiently collected and accurately accounted for during any sale, fundraiser, or event;
  - c. Make disbursements as authorized by the Executive Board and in accordance with the budget adopted by the organization;
  - d. Maintain records, including bank statements, receipts, budgets, invoices and cancelled checks during the term of office and, in conjunction with his/her predecessors and successors, for a period of at least seven years;
  - e. Present a financial statement at general meeting, Executive Board meeting, and at other times when requested by the organization or Executive Board;
  - f. Submit books to an auditing committee if requested;
  - g. Be authorized to sign on bank accounts;
  - h. Prepare a budget for each fiscal year; and
  - i. Perform other duties as assigned by the President of the organization.
- 3) The Secretary shall:
- a. Record the minutes of all meetings of the organization and provide a copy of the minutes to the President within a two-week period after each meeting;
  - b. Have a current copy of the bylaws and current edition of Robert's Rules of Order Newly Revised available at all meetings of the organization;
  - c. Address all record of the minutes of all meetings of the organization and provide copy of minutes to assigned correspondence;
  - d. Assist the President with membership communication;
  - e. Be authorized to sign on bank accounts; and,
  - f. Perform other duties as assigned by the President of the organization.
- 4) The Vice President of Fundraising shall:

- a. Manage community outreach and all fundraising events held throughout the school year;
  - b. Act as liaison and delegate responsibilities to subcommittees; and
  - c. Perform other duties assigned by the President of the organization.
- 5) The Vice President of Volunteers shall:
  - a. Manage PTO membership and volunteers;
  - b. Act as liaison and delegate responsibilities to subcommittees; and
  - c. Perform other duties assigned by the President of the organization.
- 6) The Vice President of Staff Appreciation shall:
  - a. Manage all staff appreciation initiatives held throughout the school year;
  - b. Act as liaison and delegate responsibilities to subcommittees; and
  - c. Perform other duties assigned by the President of the organization.
- 7) The Vice President of Program Services shall:
  - a. Manage all PTO-sponsored, non-fundraising events held throughout the school year;
  - b. Act as liaison and delegate responsibilities to subcommittees; and
  - c. Perform other duties assigned by the President of the organization.
- 8) All directors shall:
  - a. Perform the duties outlined in these bylaws and those assigned from time to time; and
  - b. Deliver to their successors (or the President) all official materials within 15 days following the meeting at which their successors assume their duties.

## **ARTICLE VII. EXECUTIVE BOARD**

- 1) The Executive Board shall consist of the directors of the organization (see Article V, Section 2).
- 2) Duties of the Executive Board shall be to:
  - a. Attend board meetings and general meetings of the organization;
  - b. Transact necessary business in the intervals between organization meetings;
  - c. Create committees and appoint committee chairpersons;
  - d. Approve the plans of work of all directors and committee chairpersons;
  - e. Prepare annual goals;
  - f. Prepare and submit a budget to the membership for adoption;
  - g. Approve routine expenditures within limits of the budget; and

- h. Fill vacancies of chairpersons.
- 3) Meetings:
- a. Regular meetings of the Executive Board shall be fixed by the board as deemed necessary;
  - b. A majority of the Executive Board members shall constitute a quorum; and
  - c. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board, and three days' notice shall be given. However, the three days' notice requirement may be waived by unanimous consent.

#### **ARTICLE VIII. STANDING AND SPECIAL COMMITTEES**

- 1) Only members of the organization shall be eligible to serve in any elected or appointed position.
- 2) The Executive Board may create such standing committees as it deems necessary to promote the purposes (see Article II) and carry on the work of the organization. The term of each chairperson shall be one year.
- 3) The newly elected President shall call a meeting of the directors for the purpose of selecting standing committee chairpersons.
- 4) The chairperson of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
- 5) The President shall have the ability to appoint special committees subject to the approval of the Executive Board.
- 6) The President shall be a member ex-officio of all committees except the Nominating Committee.

#### **ARTICLE IX. MEETINGS**

- 1) Regular meetings of the organization shall be held for the purpose of informing the membership of plans and purposes of the organization at least two times throughout the year. Time and date will be established by the Executive Board.
- 2) Notice of regular meeting shall be given at least three days in advance.
- 3) Special meetings of the organization may be called by the President, principal, or by a majority of the Executive Board, and three days' notice shall be given.
- 4) A quorum is established when three members are present at a meeting.
- 5) All members have the right to vote. A motion can be passed by a majority vote of the members present.

## ARTICLE X. FINANCES

- 1) The fiscal year of this organization shall begin July 1 and end June 30.
- 2) A tentative budget shall be crafted in the spring for the upcoming school year and approved at a fall meeting by a majority vote of the members present.
- 3) The Executive Board shall have power to disburse funds in accordance with the adopted budget.
- 4) Two authorized signatures shall be required on each check written. Authorized signers shall be the President, Treasurer, and Secretary.
- 5) Disbursement of funds not specifically allocated in the budget may be approved by a quorum of the Executive Board, not to exceed \$5000 per item.

## ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and special rules of order the organization may adopt.

## ARTICLE XII. AMENDMENTS

- 1) These bylaws may be amended at any regular meeting of the organization provided a quorum is present, by two-thirds vote of the members present and voting. Notice of the proposed amendment shall have been given at least five days prior to voting and time allowed for discussion before a vote is taken.
- 2) A committee may be appointed to submit a revised set of bylaws as substitute for the existing bylaws only by a majority vote at a meeting of the organization or by two-thirds vote of the Executive Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of amendment.

*Adopted by two-thirds affirmative vote of charter members on April 12, 2019.*

*Amended on July 22, 2019 for preparation of 501(c)(3) filing. Accepted by two-thirds affirmative vote of charter members on July 29, 2019.*

*Pending membership vote at first general meeting for acceptance and implementation.*