**BYLAWS**

**OF THE**

**WHITEWATER MIDDLE SCHOOL**

**PARENT TEACHER ORGANIZATION**

**ARTICLE I: Name**

* 1. The name of the organization shall be the Whitewater Middle School Parent Teacher Organization (PTO), and shall here to for be referred to as PTO or the Organization.
  2. The mission statement shall be as follows:

“The PTO serves as the voice for all students, parents (or guardians) and educators. We support the educators while also representing the needs of students and parents.”

**ARTICLE II: Objectives**

2.1 The purpose of the PTO is to support the mission of Whitewater Middle School and to foster excellence in education at Whitewater Middle School by supporting and enriching the activities and programs that promote a positive environment through involvement of parents, school, and the community.

2.2 The PTO is organized and shall be operated exclusively for charitable, scientific,

literary and educational purposes as defined in section 501(c)(3) of the Internal

Revenue Code of 1986, or corresponding provisions hereafter in effect.

2.3 In the event of dissolution of this organization, after paying or adequately providing for the debts and obligation of the organization, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501 C and 170 C (2) of the Internal Revenue Code, or to the Federal, State or local government for exclusive public purpose.

**ARTICLE III: Policies**

3.1 This organization shall cooperate with the faculty and administration to support Whitewater Middle School and shall not seek to direct the administrative activities of the school.

3.2 This organization shall be non-commercial, nonsectarian and nonpartisan.

3.3 A list of job descriptions and standard operating procedures shall be maintained current at all times.

**ARTICLE IV: Members and Dues**

4.1 The organization shall have one class of members, consisting of those parents or

guardians of students enrolled at Whitewater Middle School, members of the faculty and

staff, and anyone else connected with the school and approved by the Executive

Board, who have contributed annual dues to the PTO.

4.2 The annual dues shall be set by the Executive Board by the last day of April of the

preceding year and will be stated in the standing rules.

4.3 The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

4.4 Each member of the PTO is entitled to one vote.

4.5 Only current members of the organization shall be eligible to participate and vote in the business meetings or to serve in any of its elective or appointive positions.

**ARTICLE V: Executive Board**

5.1 Definition and Members

a. The Board of Directors shall be called the Executive Board and shall consist of

the elected officers of the Organization, the Leaders of the standing committees and the principal of the school or a representative appointed by him/her.

b. The Principal and or their representative shall serve as non-voting members of the Executive Board.

c. Its duties shall be to transact business between General meetings of the Organization and such other business as may be referred to it by the Organization; to approve plans of work of standing committee chairmen; fill vacancies; and present a report at regular General meetings of the Organization for information and any necessary action.

5.2 Meetings

a. Regular meetings of the Executive Board will occur each month

b. A majority of the voting members of the Executive Board shall constitute a

Quorum.

c. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board upon one day's prior notice

being given.

5.3 General Duties of All Officers

1. The President (or a designated Vice President) shall preside at all meetings of the Organization and the PTO board and shall be a member of ex-officio of all committees. Shall appoint special committees, organize Open House events, serve as primary communicator with school administration, represent WMS at county-wide meetings/function and shall perform all other duties usually pertaining to that office.
2. The Vice President will act as aide to the President and will perform the duties of the President in absence of that officer. Further the Vice President will preside over the any committees appointed by the President at the beginning of each school year, and other duties as necessary.
3. The Secretary shall keep a written record of all meetings of the Organization and the PTO Board. The Secretary shall also be responsible for handling PTO Correspondence.
4. The Treasurer shall receive all monies of the Organization. Shall keep an accurate record of the receipts and expenditures. Shall pay out local funds only in such manner as authorized by the Organization and when requested by the PTO Board. The Treasurer shall also make an up to date report available monthly to distribute to members at meetings or upon request. All checks over $500.00 will require two signatures. One signature of the Treasurer and the other may be of any officer on the bank signature card.
5. All officers are required to sign a bank signature card on all PTO accounts.
6. Financial records must be reviewed annually by an outside auditor.
7. All officers should make efforts to attend all Executive Board meetings and general PTO meetings
8. All officers should maintain information pertinent to the office and deliver it to successors by May Board Meeting.
9. In the absence of chair or committee, the associated Executive Board officer will assume responsibility for that committee. Changes to the committee’s scope are subject to Executive Board approval.

**ARTICLE VI: Officers and Their Election**

6.1 Term of Office

a. All positions (The Executive Board, Board and Committee leads) shall be elected for a term of one year.

b. Officers and committee leads shall assume their duties June 1 after the election until May 31 of the following year.

c. Officers shall be limited to serving two successive terms in the same office. If another candidate for a certain officer position is not identified through an active search process, the officer in that position can serve an additional term for a

total of three successive terms in the same office.

6.2 Elections

a. The consent of each candidate must be obtained prior to being placed in

Nomination.

b. The officer slate shall be presented in writing to the Executive Board and then to the general PTO at least seven days prior to its May meeting. At that meeting,

nominations may also be made from the floor. Voting shall be by voice vote if a

slate is presented. If more than one person is running for an office, or if five or

more people make a request, a ballot vote shall be taken. Election of officers

shall be by majority approval.

6.3 Vacancies and Removal from Office

a. The President shall appoint a person to fill any vacancy in an office. The newly

appointed officer will hold the office until the next Executive Board meeting. The

Executive Board shall either approve the newly appointed officer or shall appoint

another person to fill the vacancy. In either case, the newly appointed officer

shall serve until election at the next general PTO meeting.

b. In the event of an inability to fill a Board position, the duties of the vacant

position will be distributed among other Executive Board members by the

President until the position is filled.

c. Any officer resigning prior to the end of his or her term shall notify the President.

d. The Executive Board may remove any elected officer from office for failure to

perform duties, unethical behavior, criminal misconduct, or failure to attend

three consecutive meetings by a two-thirds vote of the Board members voting,

provided there is a quorum present, at a special meeting duly called for that

purpose.

**ARTICLE VII: General and Special Meetings**

7.1 General meetings of the PTO shall be held monthly or at least a minimum of four times during the school year. The President and/or Executive Board shall establish the time, date and number of these meetings by June 30th. Five days notice shall be given if any change of date is needed for a general PTO meeting.

7.2 Special meetings of the PTO may be called by the President or by a majority of the

Executive Board with ten days notice having been given.

7.3 Ten members shall constitute a quorum for the transaction of business at any

general meeting or special meeting of the PTO.

**ARTICLE VII: Standing and Special Committees**

8.1 Standing committees represent activities that continue in the program of the PTO.

Such committees shall be created or abolished by the Executive Board as may be

required. No committee work outside the scope of the plan of work shall be undertaken

without approval from the Executive Board.

8.2 Committee chairs/leads shall be elected for a term of one year and shall be limited to serving two successive terms in the same office. If another candidate for a certain officer position is not identified through an active search process, the officer in that position can serve an additional term for a total of three successive terms in the same office.

8.3 Committee chairs/ leads shall assume their duties June 1 after the election until May 31 of the following year. When possible, committee chairs shall be nominated by the same nominating committee that selects the officers of the PTO prior to election. If more than one person is running for a chair position, or if five or more people make a request, a ballot vote shall be taken. Election of chairs shall be by majority approval. Officers and committee leads shall assume their duties June 1 after the election until May 31 of the following year

8.4 Special committees shall be appointed as deemed necessary by the President and/or Executive Board. The President, subject to the approval of the Executive Board, shall appoint chairs to serve for a designated period of time.

**ARTICLE IX: Financial Policies**

9.1 The fiscal year of the organization shall begin on July 1 and end on June 30.

9.2 An external audit should be conducted and a report made available to the PTO Executive Board and general PTO at a meeting not later than December of the

following fiscal year.

**ARTICLE X: Parliamentary Authority**

10.1 In the absence of a provision to the contrary, Robert’s Rules of Order, Newly Revised, shall prevail.

**ARTICLE XI: Amendments**

11.1 These bylaws may be amended at any general meeting of the PTO by two-thirds

vote of the members present and voting and constituting a quorum, provided that the

proposed amendment is also approved by a majority vote of the Executive Board and

that written notice of the proposed amendment shall have been made available to the

general PTO ten days prior to the general PTO meeting.

11.2 Standing rules may be amended by a majority vote of the Executive Board providing that written notice of the proposed changes shall have been given to the Executive Board seven days prior to the meeting.

**ARTICLE XII: Action without a Meeting**

12.1 Email voting by the Executive Board will only be used for special circumstances.

The stipulations are as follows:

* 1. There is a 48-hour deadline for responses (votes)
  2. Any necessary documentation for consideration will be scanned and attached to the emails so that all of the documentation may be viewed by the entire Board
  3. When responding you must REPLY TO ALL; if not replying to all, the vote will be discounted
  4. If anyone asks to meet in person for more discussion, the issue can no longer be voted on via email
  5. Votes require 100% participation and 60% approval; otherwise, the motion has to be discussed in person

f. Copies of the email threads will be kept in the Secretary’s binder for record keeping needs.

Whitewater Middle School PTO Bylaws - Revised: October 2014