

# Flat Rock Middle School PTO By-laws

## Article I - Name

The name of the organization shall be the Flat Rock Middle School PTO, Inc.

## Article II - Purpose

The corporation is organized for the purpose of supporting the education of children at Flat Rock Middle School by fostering relationships among the school, parents, and teachers.

## Article III - Members

**Section 1.** 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 and any teacher employed at the school may be a member and have voting rights.

**Section 2.** Membership (as outlined in Section 1) does not require a fee, instead members are asked to make a direct donation in any amount they desire. The PTO Executive Board should decide on a particular amount to request each year to publicize to the members.

## Article IV - Officers and Elections

**Section 1.** Officers. The officers shall be a president, vice president/president-elect, secretary, and treasurer.

**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, prepare the agenda, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

**b. Vice President (President Elect).** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. Since this is a president elect position, the vice president will take on the duties of president the following year.

**c. Secretary.** The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of

meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, and any other necessary supplies, and brings them to meetings. A copy of the minutes and other pertinent information as determined by the executive board should be publicized for accessibility for all members, e.g. use organization's website.

**d. Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts, bank account information, and expenditures, and pay out funds in accordance with the approval of the executive board. Receipts (duplicate receipt books should be used) must be written for any cash received (specifically donations and major sales). Sales from cash activities such as concessions and sponsored events (ticketed or not) are exceptions to this rule. However, a tracking document should be used to record the inventory on hand and the amount sold. This document (form) should be maintained by the treasurer and distributed when requested. The form should be completed by the coordinator of the activity and verified at the end of the activity by at least two members appointed by the president. The completed form and funds received should be given to the treasurer within 24 hours following the end of the activity. Receipts should be issued for any payment form if requested by the donor/buyer. Electronic receipts can be used; any mechanism used to collect funds, e.g. online donation/sales websites, should be capable of issuing details of the transaction to the donor/buyer. A financial report shall be presented at every regular meeting depicting the financial activity since the last regular meeting and record of sales inventory. A summary report of all receipts and expenditures shall be submitted at the end of the fiscal year. Shall participate in any planning meetings for the upcoming fiscal year for the purpose of receiving input for budget planning.

**Section 2. Nominations and Elections.** Elections will be held at the second to last meeting of the school year, generally in April. The nominating committee shall receive requests from volunteers willing to serve in any open office and present the slate at the April meeting. At that meeting, nominations may also be made from the floor. Once nominations are closed, a ballot vote shall be taken.

**Section 3. Eligibility.** All members are eligible for office. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office.

**Section 4. Terms of Office.** Officers are elected for a complete term of one year and may serve no more than two (2) consecutive terms in the same office, with the exception of the president and the vice president (president elect). These officers shall serve for only one term. Officers shall assume their official duties at the conclusion of the

current school year and serve until the election and qualification of their successors. 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 by a majority vote of the PTO Executive Board. If there is a vacancy in any other office, the vacancy will be filled through an election at the next regular meeting by majority vote of the PTO Executive Board.

**Section 6. Removal from Office.** Officers can be removed from office with cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## Article V -Meetings

**Section 1. Regular Meetings.** The regular meeting dates of the organization shall be determined by the executive board but may be no less than 8 times per year.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be made available to the members at least 10 days prior to the meeting using resources that can distribute information to large groups with minimum cost to the organization.

**Section 3. Quorum.** Half the number of executive board members plus one constitutes a quorum.

## Article VI – Executive Board

**Section 1. Membership.** The Executive Board shall consist of the officers, the principal, and standing committee chairs.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create 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, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two executive board members, with 24 hours' notice.

**Section 4. Quorum.** Half the number of executive board members plus one constitutes a quorum.

## Article VII - Committees

**Section 1. Membership.** Committees may consist of members and executive board members, with the president acting as an ex officio member of all committees, except nominating.

**Section 2. Standing Committees.** The following committees shall be held by the organization: Fundraising, Hospitality\Teacher Appreciation, Membership, Nominating, Volunteer Coordinator, Teacher Liaison, Bylaws, Student Recognition\Awards, and Audit.

**Section 3. Additional Committees.** The executive board may appoint additional committees as needed.

## Article VIII - Finances

**Section 1.** A tentative budget shall be drafted in the spring for the following school year, and approved by a majority vote of the members present.

**Section 2.** A reconciliation of the actual financial activity to the bank statement shall be performed monthly and included with the financial report of the treasurer. Payees with outstanding checks more than 6 months old should be contacted as to the status of the check. Writers of checks returned by the financial institution for insufficient funds shall be contacted to request the declined funds including any service charge incurred. If funds are not received, the executive board should determine what should be done.

The treasurer will make financial information available for review within 30 days of a request from any member. The request must be in writing and identify what is being requested.

**Section 3.** The executive board shall approve all expenses of the organization. Request for funds (e.g. grants, projects, etc.) and reimbursements shall be submitted in writing to the executive board using forms and procedures established by the executive board.

**Section 4.** Two authorized signatures shall be required on each check over the amount of \$500. Authorized signers shall be the president and treasurer.

**Section 5.** The treasurer shall prepare all applicable financial records within 3 months of the end of the fiscal year, to be reviewed by the Audit Committee.

**Section 6.** 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.

**Section 7.** The fiscal year shall coordinate with the school year.

## Article IX - Parliamentary Authority

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

## Article X - 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 XI - Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

## Article XII - Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.