

ATHENS PTO BYLAWS

8 May 2012

ARTICLE I. NAME

Section 1.01 FULL NAME

The full name of this organization shall be: Troy School District Athens High School Parent Teacher Organization.

Section 1.02 SHORT NAME

The short name of this organization shall be: Athens PTO.

ARTICLE II. PURPOSE

The Athens PTO is a non-profit organization of parents and/or guardians cooperating with the Athens administrators to give support to Athens students, parents, organizations and activities by:

1. Promoting Athens High School
2. Organizing volunteers
3. Procuring and distributing Athens PTO funds for the benefit of Athens students
4. Stimulating communication

ARTICLE III. MEMBERSHIP AND DUES

1. Any parent, legal guardian of one or more current or incoming students of Athens High School or Athens Staff member is eligible to become a PTO member.
2. If eligible, a person can become a PTO member by completing the annual membership form and paying the annual membership dues.
3. Paid memberships are active for one year for those eligible adults listed on the membership form.
4. Athens PTO membership dues will be set annually by the PTO Executive Board.

To prevent people from joining at the last minute for the sole purpose of allocating funds to their particular cause the following two articles are enacted:

5. Eligible persons (as defined above) may join the PTO during the annual fall membership drive that ends on 31 October of the current school year.
6. Late membership is allowed if a student enrolls or a teacher arrives after 31 October of the current school year and therefore, the person may join the PTO within two (2) months of the enrollment/arrival.

ARTICLE IV. MEETINGS

Section 4.01 GENERAL MEETINGS:

- (a) A minimum of two (2) general meetings will be held each fiscal year (1 July through 30 June) and these meetings will be for the purpose of conducting PTO business.
- (b) General meetings are open to all active members and those eligible for membership and shall be publicized as such.
- (c) All non-member groups and individuals desiring to address the PTO must present a request to a member of the Executive Board. A member of the Executive Board may approve or reject the request and a reply will be issued to the individual making the request.
- (d) Information from non-member groups or individuals may be distributed at PTO meetings with Executive Board approval and in compliance with Troy School District policies.

Section 4.02 SPECIAL MEETINGS:

- (a) Special meetings may be called any time by the President(s), by any two or more members of the Executive Board, or by a minimum of five PTO members.

ATHENS PTO BYLAWS

8 May 2012

- (b) The time and place of all Special Meetings shall be announced at least seven (7) calendar days prior to the meeting.

Section 4.03 EXECUTIVE BOARD MEETINGS:

Executive Board meetings can be held as needed throughout the calendar year.

Section 4.04 SUB COMMITTEE MEETINGS:

Sub-Committee Chairpersons can hold sub-committee meetings as needed throughout the calendar year.

Section 4.05 MEETING NOTIFICATION:

Official notification for General meetings and Special meetings will be communicated to the General Membership via PTO meetings, the Athens newsletter, and the Athens PTO website.

ARTICLE V. VOTING AND APPROVAL MAJORITIES

1. The privilege of making motions, debating and voting on PTO business shall be limited to active (paid) PTO members that are present.
2. Voting may be conducted by voice or written ballot at the discretion of the Executive Board member presiding (**exception:** voting must be by written ballot per the conditions stated in Article VIII, Section 8.01 Elections:)
3. To conduct PTO business, a simple majority of the members present is required.
4. To make policy decisions, a simple majority of the Executive Board is required.

ARTICLE VI. EXECUTIVE BOARD, TERM, DUTIES AND SUB-COMMITTEES

Section 6.01 EXECUTIVE BOARD:

- (a) The Executive Board is comprised of President(s), Vice-President(s), Secretary, and Treasurer, all of whom must be PTO members in good standing during their term of office.
- (b) The members of the Executive Board are also known as "Officers" and "Directors".
- (c) The Principal of Athens High School or his/her delegate and a faculty representative shall serve as advisors.

Section 6.02 TERM OF OFFICE:

- (a) All Executive Board member and chairperson positions shall be for one (1) year terms, unless a person resigns, is removed from office by a majority vote or a nominee cannot be found for the position for the next term, in which case the current position holder may be asked to serve until a replacement is found.
- (b) There shall be no limit on how many terms each person can serve.

Section 6.03 DUTIES:

- (a) **THE PRESIDENT(S) SHALL:**
 1. Preside at all General Membership, Special and Executive Board meetings.
 2. Create an agenda for each meeting.
 3. Provide a roster of the Executive Board to Athens administration.
 4. Serve as a liaison to the Athens Administration.
 5. Represent Athens at the PTO/PTA Presidents' Council meetings or send a designee.
 6. Receive in, report on, respond to and maintain correspondence addressed to Athens PTO.
 7. Coordinate the fall membership drive at Registration, Open House and Conferences.

ATHENS PTO BYLAWS

8 May 2012

8. Coordinate/Delegate the fall Conference dinner for staff.
9. Coordinate/Delegate the staff appreciation events.
10. Be an alternate signatory on and have use of the PTO checking account.
11. Appoint, with approval from the Executive Board, a Nominating Chairperson.
12. Appoint, with approval from the Executive Board, any other sub-committee chairpersons, as needed.
13. See that the Bylaws are presented to the membership at the first annual PTO meeting.
14. See that the Bylaws of the PTO are reviewed annually and updated as needed.
15. See that the Bylaws of the PTO are upheld.
16. Perform all other duties usually pertaining to the office.

(b) **THE VICE PRESIDENT(S) SHALL:**

1. Maintain a complete PTO membership roster of parents and staff, including directory orders.
2. Lead or delegate and oversee the Athens Student Directory project.
3. Maintain and update the PTO Bylaws.
4. Perform the duties of the President(s) in his/her absence.
5. Perform such duties and have such power as shall be delegated by the President(s).
6. See that the Bylaws of the PTO are upheld.

(c) **THE SECRETARY SHALL:**

1. Keep a record of the minutes of all General, Special and Executive Board meetings.
2. Maintain a complete file of minutes and attendance records.
3. Provide a copy of the previous meeting's minutes at each meeting.
4. Perform such duties as may be delegated to the office.
5. See that the Bylaws of the PTO are upheld.

(d) **THE TREASURER SHALL:**

1. Present the annual budget to the membership at the first PTO meeting.
2. Submit a written financial report at each PTO meeting.
3. Have custody of the PTO funds and use of the PTO checking account.
4. Collect dues and miscellaneous assessments.
5. Deposit and disburse funds according to the approved budget and approved motions.
6. Keep a full and accurate account of receipts and expenditures at all times.
7. Provide all records to the Executive Board or designated auditor as requested for review and/or audit.
8. See that the Bylaws of the PTO are upheld.
9. Use the www.stayexempt.org website as needed to become familiar with tax exempt procedures by completing the free online workshop - Stay Exempt - Tax Basics for 501(c)(3)s which consists of five interactive modules on tax compliance topics for exempt organizations.

(e) **THE NOMINATING CHAIRPERSON SHALL:**

1. Contact existing Executive Board members to determine if they are eligible and willing to continue in their current position for the next year.
2. Contact possible candidates to ask if they are willing to become a nominee for any position; each candidate must give consent before his/her name is placed on the slate.
3. Present a slate of Executive Board members at a general meeting, preferably one (1) month prior to the election of Executive Board members.

Section 6.04 SUB-COMMITTEES:

- (a) The President(s) may create additional sub-committees to carry out specialized duties and shall appoint a chairperson to each sub-committee that is created, with approval from the Executive Board.
- (b) The chairperson of a sub-committee may recruit as many members as he/she chooses in order to have a sufficient number of members to accomplish its duties.

ATHENS PTO BYLAWS

8 May 2012

- (c) If any sub-committee is created in a fiscal year for: Finance and/or Audit, the Executive Board shall name three (3) or more persons to each sub-committee, consisting of a minimum of one (1) Executive Board members and a minimum of two (2) regular members.

ARTICLE VII. FUNDS

1. All funds accumulated will be deposited in the PTO checking account by the Treasurer.
2. The authority to withdraw funds shall be vested in the Treasurer or the President(s).
3. Funds must be dispersed according to the approved budget and approved motions.
4. In the event of a funding request that must be acted upon before next General Membership meeting, a simple majority of the Executive Board must approve such request.
5. Receipts must be submitted to document all disbursements.
6. The Executive Board shall create a budget before the first general meeting of the PTO for the current school year. A simple majority of the Executive Board is required to create the budget.
7. The budget must be voted on and approved by a simple majority of the members present at the first general meeting of the PTO for the current school year.
8. Modification to the approved budget can be made and must be voted on and approved by a simple majority of the members present.

ARTICLE VIII. ELECTIONS, VACANCIES AND REMOVALS

Section 8.01 ELECTIONS:

- (a) Elections shall be held at an annual Spring general meeting.
- (b) The nominating chairperson shall present a slate of candidates for the Executive Board at a general meeting, preferably one (1) month prior to the election of Executive Board members.
- (c) Additional nominations may be made from the floor, provided the proposed candidate is present and consents to the nomination.
- (d) If the slate contains only one candidate per position, the vote may be by voice for the entire slate, but if the slate contains more than one candidate for any one position, the vote will be a secret written ballot to be read aloud/tallied by the Nominating Chairperson or designated delegate. The secret written ballots are then to be presented to the President(s) for verification and retention after the tally is completed.
- (e) The candidates receiving the highest number of votes are the winners and will begin their duties on July 1.

Section 8.02 VACANCIES:

A vacancy occurring during a term of office shall be filled by appointment by the President(s) with the approval of the Executive Board.

Section 8.03 REMOVAL OF AN EXECUTIVE BOARD MEMBER OR CHAIRPERSON

- (a) Any member can make a motion to remove an executive board member, chairperson or sub-committee chairperson due to any of the following causes:
 - i. Absenteeism: Absent from three (3) or more consecutive meetings (pre-arranged absences can be excused if approved by a majority vote of the Executive Board excluding the Executive Board member who is having the pre-arranged absence).
 - ii. No confidence: Due to a person's failure to fulfill duties, a perceived diminished ability to fulfill duties, or conduct which the PTO determines to be distracting or harmful to their position, the school, the students, or the PTO organization and its purposes.

ATHENS PTO BYLAWS

8 May 2012

- (b) The motion of removal of a person from office can be made at any regular or special meeting called for that purpose, however the vote on the motion must be held at a subsequent regular or special meeting.
- (c) Any person subject to a motion of removal shall be entitled to written notice (via U.S. Mail using Certified Mail), at least five (5) calendar days prior to the meeting date at which such motion is to be voted upon and shall be entitled to appear before and be heard by the members present at that meeting.
- (d) The motion of removal will either pass or fail in accordance with the voting requirements (see Article V).
- (e) If a motion passes resulting in a person being removed from office all records, binders, and other materials pertaining to the position shall be turned over to an Executive Board member in a timely manner.

ARTICLE IX. AMENDMENTS AND OVERRIDES

- 1. These bylaws may be amended by a two-thirds majority of the members present at any general or special meeting in accordance with the voting requirements (see Article V).
- 2. In the event of unusual and extraordinary circumstances, the Executive Board may make a motion to temporarily override these Bylaws and if the motion passes with a majority vote of those present at any general meeting or special meeting, the temporary override will be in effect and noted in the meeting minutes.

ARTICLE X. GENERAL POLICIES AND PROCEDURES

- 1. Athens PTO is non-commercial, non-sectarian, and non-partisan.
- 2. Athens PTO shall neither seek to direct the administration of the school nor seek to control its policies.
- 3. No person or organization may use the name of Athens PTO or the name of any of its Executive Board members for any purpose without the expressed approval of the Executive Board, such approval must be recorded in Secretary's minutes.
- 4. Athens PTO will cooperate with other organizations and agencies concerned with the well-being of Athens students and Parents.
- 5. Persons representing the Athens PTO shall not make any commitments or representations that bind the Athens PTO in any way unless authorized to do so by the Executive Board and such authorization must be recorded in Secretary's minutes.
- 6. The direction of the PTO and control of its funds, records, and property are vested in its Executive Board, but all PTO records shall be available to membership in a reasonable manner.
- 7. In the event that the PTO is dissolved, its assets shall revert to the general operating fund of Athens High School without restriction.
- 8. *Robert's Rules of Order* shall govern this organization in all ways that are not in conflict with these Bylaws and amendments; if a conflict exists, the Bylaws shall govern.