

Tower Heights Middle School

PARENT-TEACHER ORGANIZATION

BYLAWS

ARTICLE I: NAME OF THE ORGANIZATION

The name of this organization shall be Tower Heights Middle School Parent-Teacher Organization (Herein to be called "THMS PTO"). THMS PTO is a voluntary, non-profit, unincorporated association, in which it may, within the limits of the applicable law, do all things necessary or desirable in order to attain its stated objectives.

ARTICLE II: OBJECTIVES AND POWERS

Section 1: Objectives. The objectives of the organization are: (1) to promote the welfare of our children in the home, school, and community; (2) to work collectively with parents, teachers, and the community to enhance and support the learning environment; (3) to encourage parent and public involvement at Tower Heights Middle School. The THMS PTO is organized exclusively for charitable, educational, and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2: Powers. In order to accomplish these objectives and to finance programs in support thereof, the organization is empowered to solicit and accept membership dues and voluntary contributions, to receive, invest, and distribute funds, and to hold property in furtherance of these objectives. The objectives of the organization are further promoted through educational programs, directed toward parents, teachers, students, and the general public; are developed through conferences, meetings, projects, and programs, and are governed by the basic policies set forth in these bylaws.

ARTICLE III: ORGANIZATION POLICIES

- Section 1: Promotion of Objectives. The objectives of the PTO shall be promoted through (a) service, educational, and recreational activities directed toward parents, teachers, students, and the general public, (b) through social events to foster better school-parent-community relationships, and (c) through fund-raising activities to generate funds to acquire needed materials and equipment that are not funded and/or fully funded in other ways. They shall be developed through conferences, committees, and other projects, and shall be governed and qualified by the basic policies set forth in this Article.
- Section 2: Use of THMS PTO Name Regarding Commercial Concern. This organization shall be noncommercial, nonsectarian, and nonpartisan and shall not endorse any commercial enterprise or candidate for political office. School levies and issues shall be dealt with at the discretion of the Board. The name of the organization or the name of any members in the official capacities shall not be used in connection with any commercial concern or with any partisan interest or for any other purpose other than the regular work of this organization.
- Section 3: Cooperation with Similar Organizations. This organization may cooperate with other groups/organizations with similar objectives and may send delegates to conference groups or coordinating committees as long as the delegate makes no commitments that bind the organization without a vote of the membership. This organization may cooperate with other organizations and agencies active in the welfare of children, such as conference groups and coordinating councils, providing its representatives make no commitment that bind the group he/she represents.
- Section 4: Direction. This organization shall not attempt to direct the administration or policies of the school.

Section 5: Use of Funds. No part of the net earnings of the organization shall inure to the benefit, or be distributed to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause as long as it does not violate the Conflict of Interest.

Section 6: Consistency with Section 501(c)(3) of the Internal Revenue Code. The organization shall not participate in activities that are not permitted by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding sections of any future federal tax code, or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 7: Dissolution. In the events of the dissolution of this organization, the assets of the organization shall be distributed, for one or more exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to state or local government for a public purpose.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1: Eligibility. Membership in the PTO shall be open to those individuals who subscribe to its purpose and objectives, and have expressed their desire to be members.

Section 2: Annual Dues. The annual dues shall be determined by the Board. The record of membership and dues shall be kept by both the treasurer and the membership chairperson.

Section 3: Additional Members. Additional members shall be accepted at any time during the year.

Section 4: Members in Good Standing. A member in good standing has paid annual dues. Only members in good standing shall have the privilege of making motions, voting, holding office or serving on committees. THMS PTO shall maintain throughout the school year, a list of current members.

ARTICLE V: BOARD AND ELECTIONS

Section 1: Composition. The Board shall consist of the president, the vice president, the executive vice president (who shall be the Tower Heights Middle School Principal), the recording secretary, the corresponding secretary, and the treasurer. Up to two individuals will be permitted per office except the executive vice president.

Section 2: Duties. The property, affairs, and business of this organization shall be managed by the Board who shall set and determine the policies of the organization. The board shall have the power to adopt an annual budget, disburse funds, approve plans and programs to raise funds, and perform all other duties as may be necessary or desirable to carry out the stated objectives of the organization. All officers are held accountable to the organization. Upon expiration of the term of office or in the case of resignation, each officer shall return all records, books and other related material to the president.

Section 3: Eligibility. Each officer of the organization shall be a member of the THMS PTO. A person shall not be eligible to serve more than two (2) consecutive terms in the same office, the second year only after being re-nominated and reelected. The only exception to this rule is the executive vice president who shall be the principal of Tower Heights Middle School. Should the occasion arise, if there is no one willing to serve in an elected position, only then a third term would be in order.

Section 4: Nominations. Nominations may be taken from the floor. Only a member of the THMS PTO who has consented to serve if elected shall be eligible for nomination either by the board or from the floor. If there is but one nominee for any elective position, upon adoption of a motion from the floor, the election for that elective position (or positions) may be by voice.

Section 5: Elections. Candidates for office shall be nominated and voted for at the regular meeting during the last quarter of the school year. Notice shall be given to the general membership that elections will take place at this time. Officers shall be elected by a majority of the voting members present at a meeting provided that a quorum is established and maintained throughout the voting.

Section 6: Term of Office. Officers shall serve in that capacity for one (1) year, unless elected for a subsequent term. All persons elected shall assume their duties at the close of the school year during which they are elected, with the exception of the treasurer who must hand over all materials on July 1.

Section 7: Board Meetings. Board Meetings may be conducted during the year at the discretion of the Board.

Section 8: Quorum. A majority of the Board shall constitute a quorum.

Section 9: Vacancies. A vacancy in any elective position shall be filled for the unexpired term by a member elected by a majority vote of the remaining members of the Board. In case of a vacancy in the office of president the first vice president shall assume the duties of the president. The new president shall appoint a first vice president for the completion of the term only.

Section 10: Removal from Office. A member of the Board may be removed from office for failure to perform duties, criminal misconduct, or unethical behavior in organization business by two-thirds (2/3) vote of the Board.

ARTICLE VI: DUTIES OF THE EXECUTIVE OFFICERS

Section 1: President. The president shall preside at all general and Board meetings of the organization and shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the Board, and shall coordinate the work of the officers and committees, in order that the objectives may be promoted. The president shall be an ex-officio member of all committees.

- Section 2: Vice President. The vice president shall act as an aide and supporter of the president and shall in the absence or inability of the president, perform the duties of that office. The vice president shall also perform other such duties as assigned. He/she shall also be invited to attend planning meetings of standing committees. The vice president shall be given the opportunity to succeed to the presidency the following year.
- Section 3: Executive Vice President. The executive vice president shall be the principal of Tower Heights Middle School.
- Section 4: Recording Secretary. The recording secretary shall attend all meetings and keep an accurate record of all meetings of the organization and of the Board. The recording secretary shall have possession of all books and records pertaining to the organization except those of the treasurer. The recording secretary shall have a current copy of the bylaws. He/she shall distribute minutes of all meetings at least one week prior to the next scheduled meeting. The secretary shall perform other duties as assigned.
- Section 5: Corresponding Secretary. The corresponding secretary shall attend to the general correspondence of the organization and shall perform such duties as assigned. The corresponding secretary shall organize and distribute teacher and staff birthday gifts.
- Section 6: Treasurer. The treasurer shall (a) have custody of the funds of the organization, (b) keep a full and accurate record of receipts and expenditures, (c) deposit all funds in the name and to the credit of the organization, (d) present an accurate account of all transactions and report on the financial conducting of the organization at each meeting, (e) prepare the financial books for audit, (f) arrange for an annual audit to be performed within thirty (30) days after the close of the fiscal year, (g) prepare and submit all required forms for income and sales taxes, and (h) keep track of membership dues. Those expenditures that have been budgeted and are within budget limits may be disbursed by the treasurer without the approval of the Board. Non-budgeted items must be included on the monthly agenda and may be disbursed upon two-thirds (2/3) majority approval of the members in attendance at the monthly PTO meeting. The fiscal year of this organization shall be

from 1 July to 30 June. The annual financial statement of the organization shall be dated 31 July.

Section 7: All officers shall: (a) perform all duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time; (b) deliver to their successors all official materials following the meeting at which the successors assumed their office.

ARTICLE VII: MEETINGS

Section 1: General Meetings. General meetings of the members shall be held during the school year, day and time to be set annually by the Board. General meetings may be cancelled or rescheduled by the Board to avoid conflicts with holidays or other local meetings and/or for such other reasons as the Board finds necessary.

Section 2: Election Meeting. The election meeting of the members shall be held during the general meeting during the last quarter of each school year. The meeting shall be held for the purpose of electing officers, and for the transaction of any business which needs to be brought before the membership.

Section 3: Special Meeting. Special meetings may be called by the president at the request of a simple majority of the Board, or at the request of five percent of the members.

Section 4: Notice. Three day notice shall be required for any general, special, or election meeting. Notice for all meetings shall indicate a time, date, and place of the meeting and maybe given both orally or in writing.

Section 5: Quorum. A simple majority of board members shall constitute a quorum for the transaction of business in any meeting of the organization. Any item of business included in the agenda and properly brought before the meeting may be transacted and voted on during the meeting. The order of business to be followed shall be determined by the president.

Section 6: Voting. The privilege of holding office, introducing a motion, debating, and voting shall be limited to members of the organization whose current dues are paid. Voting shall be by voice unless the president shall deem it necessary to have a written ballot.

ARTICLE VII: STANDING AND SPECIAL COMMITTEES

Section 1: Eligibility. Only members of the THMS PTO shall be eligible to serve in any elective or appointive position.

Section 2: Standing and Special Committees. The Board may create and/or delete both standing and special committees, as it deems necessary to promote the objectives of the organization. The Board shall appoint the chairpersons of the current standing and or special committees. Their term shall be one (1) year.

Section 3: Duties of Chairpersons. The chairpersons of the standing and special committees shall, upon request, prepare a plan of work for the approval of the Board as deemed necessary. No work shall be undertaken without the approval of the Board.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws. The president is either to serve as the Parliamentarian or will appoint a Parliamentarian.

ARTICLE X: AMENDMENTS

Section 1: These bylaws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the members present. A written notice of the proposed amendment shall have been given to the general membership.

Section 2: A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only at a majority vote at a meeting of the organization, or by a two-thirds (2/3) vote of the Board. The procedure for action on amendments in Section 1 should then be followed.

REVISED AND APPROVED November 2012.