



Mt. Solo Middle School Parent Teacher Student Organization
By-Laws
Adopted September 2005

Article I – Names

The name and location of this organization shall be Mt. Solo Parent-Teacher-Student Organization, 5300 Mt. Solo Road, Longview, WA 98632

Article II – Objectives-Mission

Our objective is to provide the students of Mt. Solo Middle School the opportunity to achieve their fullest potential in a stimulating environment through the cooperative interaction of parents, teachers and community and to support the educational goals of the Longview School District.

Article III – Policies

- a. This organization shall be non-commercial, non-sectarian and non-partisan.
- b. This organization shall not have the power to enter into any financial obligation binding the organization beyond the fiscal year (July 1)
- c. This organization shall not seek to direct the administrative activities of the school or to control it's problems.
- d. This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned. (i.e., students, teachers, administrators and parents.)

Article IV – Membership

- a. Any parent, guardian, or other person standing in “loco parentis”, with a child enrolled and attending Mt. Solo Middle School.
- b. Each member of the staff employed at Mt. Solo Middle School.
- c. Any member shall have the privilege of making motions and serving on committees.
- d. The Principal shall be considered as a sitting advisor and/or consultant.
- e. Only members of a local unit shall be entitled to participate in the business of that organization. To vote in any election or to be elected to any office, a person must be a member of the PTSO.

Article V – Officers and Elections

- a. The officers of the organization shall consist of President and/or Co-President, Vice president and/or Co-Vice President, Secretary and/or Co-Secretary, and Treasurer. New officers shall be elected in April and shall serve for a term of one year. The term of one year begins July 1. No person shall serve in the same office for more than two consecutive years except by vote approval of the membership for each additional year or until their successors are elected. An officer having served eight months or more shall be said to have served one year.
- b. The president shall be designated, as the primary contact for the principal and/or the administration.

Article VI – Duties of the Officers

- a. The president or president-elect shall preside at all meetings of the organization and shall appoint special committees, and shall perform all duties usually pertaining to the office of the president. The president-elect will be involved in all activities of the president for the purpose of “learning the job” with the understanding that they will assume the position of president the following year.
- b. The Vice-President or co-vice president shall perform the duties of the president in the absence or inability of that officer to serve. The duties include that of being chair or co-chair of the main fundraiser of the organization. In case of a vacancy in the office of president, the vice-president shall take over the president-elect’s duties.
- c. The secretary or co-secretaries shall record the minutes of all meetings of the organization and the executive board. The secretary shall keep a record of the standing and special committees. The secretary will keep all official minutes of meetings in an official notebook that is kept in a designated PTSO room/cupboard at Mt. Solo Middle School. The secretary will submit all meeting minutes for the school newsletter.
- d. The treasurer shall receive and issue receipts for all monies of the organization. The treasurer will keep the records and disburse all funds authorized by the budget and signed by the president. The treasurer will close the books at the end of the fiscal year and submit them for an audit to an auditing committee of not less than three members appointed by the president. The treasurer will keep all official monthly treasurer’s reports in an official notebook that is kept in the PTSO office/cupboard at Mt. Solo Middle School. At the end of the year, all records, including audit form, will be placed in the official notebook for the year. Notebooks will be kept for 3 years and then shredded and recycled. At any PTSO sponsored event, the treasurer, plus one board member or the chairperson of the event, must count the money together or accompany each other to the bank. The board member, or chairperson, must initial the deposit slip from the bank to verify the deposit.
- e. Student Store chairs will work closely with the treasurer. A daily inventory sheet of items sold will be kept for all shifts. All workers working that shift must sign the inventory sheet at the end of their shift. Weekly inventory sheets will be compiled and a deposit will be made weekly that will consist of sales minus \$100.00 to be kept in the student store as petty cash. The treasurer will keep weekly reconciliations in a notebook filed with the matching deposit slip.

- f. An office shall be declared vacant if an officer shall be absent three consecutive meetings, unless excused by the executive board.
- g. All officers will keep a notebook that contains a job description, which they will update annually before passing on to their replacement.
- h. A copy of “Money Matters”, a PTA publication will be placed in all notebooks to be read by each officer annually.

Article VII – The Executive Board

- a. The executive board shall consist of the officers of the organization, the principal of the school, a staff representative and the chairman of the standing committees. A quorum of five officers and/or standing committee chairs is needed for voting to take place at a board meeting.
- b. The executive board shall transact necessary business between the regular monthly organization meetings and such other business as may be referred to it by the organization. Recommendations of the executive board shall be presented to the membership for action.
- c. Regular meetings of this board may be held monthly during the school year. A special meeting of the board may be called by the president of five members of the board.

** No Board member may vote upon a matter coming before that body in which he or she has a direct financial interest. Immediately upon becoming aware that such a conflict may exist, a Board member must disclose the existence of the potential conflict to the remaining Board members, withdraw from further deliberation on the issue, and refrain from voting on the matter. Any such disclosure and withdrawal shall be fully documented in the organization minutes.

Article VIII – Committees

- a. The term of office of a committee chairman shall be one year, except by vote approval of the membership for each additional year.
- b. No chairman or committee shall undertake any action without the approval of the executive board.
- c. Retiring chairman shall relinquish to their successors or to the newly elected president all books, records and supplies immediately upon leaving a chairmanship. They will update their job description notebook so that the person coordinating the event in the next year will know what they need to do for the event and when it needs to be done.
- d. If funds are generated from a PTSO sponsored event, the disbursement of the funds will be voted on by the general membership annually, either before or after the event takes place.
- e. Chair people will report on the event at a meeting of the general membership after the event is completed and submit an article to be printed in the following newsletter.

Article IX – Procedure for Changing By-laws

- a. By-laws shall be reviewed annually by the executive board.
- b. By-laws may only be amended by the majority vote of those present at a regularly scheduled meeting of the general membership. A notification that changes to the by-laws are being

proposed must be published in the school newsletter prior to the meeting in which the proposed changes are set to be reviewed.

- c. By-law changes must be presented and reviewed by the general membership at a regular PTSO meeting at least one month prior to being voted on.

Article X – General Meetings

- a. The general meeting agenda shall be as follows:

Call to Order
Approval of Minutes
Treasurer’s Report
Committee Reports
Old Business
New Business
Principal’s Report
From the Floor
Adjournment

- b. A quorum must exist to vote on any items brought forth during a general PTSO meeting. The quorum will consist of no less than 11 members, including the president and president-elect.
- c. Any emergency situation that cannot wait until a general meeting, pertaining to the finances of this PTSO must be discussed in a meeting with all executive board members and approved by a simple majority vote. The amount may be no more than \$100.00, up to a maximum for the year of \$500.00.
- d. Robert’s Rules of Order shall be the standard operating guidelines for all board meetings and general meetings.

Article XI – Annual Operating Budget

- a. This local unit will carry over no less than \$2000.00 in various accounts from the fiscal year July 1 to June 30.
- b. The existing executive board, and the board elected for the new school year in April, shall together prepare an operating budget to present to the general membership at the May meeting. The general membership will vote on the new operating budget for the next school year no later than June 30. The budget is a living and changing document and can be amended by a vote of the general membership at any time.
- c. Staff must fill out a Grant request form when asking for money for items not budgeted. Grant requests must be approved by the Site Based group before being presented to PTSO for consideration. Expenditures for Grant requests must be voted on at a general meeting of the PTSO.

Article XII – Dissolution of Organization

- a. Should the Mt. Solo Middle School Parent Teacher Organization dissolve, any remaining funds or assets will be transferred to any new educational organization being formed to benefit the students

at Mt. Solo Middle School, providing such organization has the appropriate tax status. If there is not an appropriate organization being formed, any remaining funds will be transferred to the general fund of Mt. Solo Middle School to be used solely for educational purposes directly benefiting the students attending this school.