

AMHERST JUNIOR HIGH SCHOOL PTO BYLAWS

Effective immediately as voted and approved by members on: 12/2/2022

Article I: NAME

The name of this organization shall be Amherst Junior High School (AJH) Parent Teacher Organization or AJH PTO.

Article II: OBJECTIVES

The purpose of this organization is to provide a forum for parents and staff to work together for the benefit of the children, the teachers and the school. This organization shall seek neither to direct the administrative activities of the school nor to control its policies.

Article III: MEMBERSHIP

Section I. Any parent or legal guardian (or a family member with the approval from AJH PTO board) of a current AJH student, school district employee or school board member that is interested in the objectives of the AJH PTO who is willing to subscribe to its bylaws is eligible to become a member.

Section 2. The annual dues shall be in the amount of \$5.00 per family or staff member. A membership drive will be conducted in the fall of the school year.

Section 3. Fifth grade parents who have a paid membership into Nord PTO shall have voting privileges at the final AJH PTO meeting (May), only for the purpose of electing officers for the following year's AJH PTO term.

Section 4. Privilege of paid membership:

- (a) Holding an office, chair, or co-chair position
- (b) Voting on motions

Section 5. Termination of membership for any one of the following reasons:

- (a) Receipt by the Executive Board of the written resignation of a member.
- (b) The death of a member
- (c) For cause, inconsistent with the membership as determined by the majority vote of members.

Article IV: MEETINGS

General membership meetings will be held once a month during the school year. The first general membership meeting will be held in September and the last one in May. Special meetings may be called by the Executive Board.

Article V: OFFICERS AND THEIR ELECTIONS

Section 1. The officers of this association shall be a President, Vice-President, Secretary and Treasurer, also known as the Executive Board. These officers shall be elected for a period of one year.

Section 2. Nominating Committee

- (a) The President shall appoint a Nominating Committee in April for the purpose of nominating new officers. The Nominating Committee will consist of two general members and be chaired by the Vice President. The Nominating Committee will work with the current Nord PTO President to solicit candidates for the AJH Executive Board from the Nord fifth grade class.
- (b) The Nominating Committee will also solicit volunteers to fill the Chairperson positions for the following year. Any position unfilled by the start of the school term will be the responsibility of the Executive Board to fill.

Section 3. Officers shall be elected by written ballot in May. However, if there is but one (1) nominee for any elective position, the Secretary shall cast the elective vote of the organization for that nominee. Newly elected officers will begin their term July 1st. Any office unfilled as of that date will be the responsibility of the incoming Executive Board to fill.

Section 4. A vacancy in any elective position shall be filled for the unexpired term by a majority vote of the remaining members of the Executive Board. However, in a case of a vacancy in the office of President, the Vice-President shall become president for the unexpired term.

Section 5. All interested parents and/or guardians who have paid their AJH PTO membership dues or their Nord PTO membership dues are eligible to be nominated for officers for the following year.

Section 6. No person shall serve more than three (3) consecutive terms on the Executive Board. If no other members volunteer to fill these office vacancies, the previous person may continue to hold their office, if willing and continue to have a current student attending school at AJH.

Section 7. The Executive Board, with the exception of the President, can vote during meetings and when necessary. The Executive Board is not able to motion unless no other member is present at the meetings.

Section 8. The whole Executive board can approve budget purchases as needed up to \$150.00 without the vote of General Membership.

Article VI: DUTIES OF OFFICERS

Section 1. The **President** role includes but not limited to:

- (a) Shall preside at all meetings of the organization and of the Executive Board and shall be a member ex-officio of all committees.
- (b) Vote when voting is done by ballot and in all cases where the President's vote would alter the outcome.
- (c) At the end of the term, the President has the obligation to ensure the continuity of the organization for the following year.
- (d) Create and provide agendas for upcoming monthly meetings as well as report on behalf of any chair committee member that is unable to attend the meeting.
- (e) Responsible for arranging a meeting location for the year.

Section 2. The ***Vice-President*** role includes but not limited to:

- (a) Shall act as aid to the President and shall in their designated order, perform the duties of the President in the absence or inability of that officer to serve.
- (b) Responsible for the family event if held.

Section 3. The ***Secretary*** role includes but not limited to:

- (a) Shall keep records of all meetings of the organization and the Executive Board.
- (b) Submit the minutes to the school to be posted on the AJH web site.
- (c) Will put together a folder containing agendas and minutes of all meetings for the entire school year to be turned over to the incoming Executive Committee for the following year.

Section 4. The ***Treasurer*** role includes but not limited to:

- (a) Establishing a preliminary budget along with the executive board and principal in August. This budget will be presented at the September PTO meeting to be voted on by paid members.
- (b) Receiving all monies of the organization and shall keep a record of receipts and expenditures; and provide a statement of expenses and income at each monthly meeting. The Treasurer shall keep an accurate record of receipts and expenditures in an online financial record keeping tool (for example, Quickbooks).
- (c) Paying out expenditures within the approved budget with authentication from either the school Principal, the President or Committee Chair. Expenditures outside the approved budget are to be voted on at a meeting by the paid AJH PTO members in attendance or by an email vote if necessary.

Article V: FISCAL RESPONSIBILITY

The fiscal year is from July 1st through June 30th. The organization's financial records shall be audited in July. The audit shall be completed by July 31st in accordance with the established auditing guideline in Attachment 1. The auditor(s) shall sign a statement verifying the accuracy of the books and present it to the Executive Board. The Executive Board shall appoint the auditor(s) no later than the April meeting.

Article VI: EXECUTIVE COMMITTEE

Section 1. The Executive Committee will consist of the Executive Board and the Chairmen of standing committees. The Executive Committee shall serve for the fiscal year.

Section 2. The duties of the Executive Committee are:

- (a) To transact necessary business in the intervals between organization meetings and such other business as may be referred to by the organization.
- (b) To present a report at the regular meetings of the organization.
- (c) To authenticate routine bills within the limits of the budget.
- (d) Will determine standing committees per school year based on approval and need as committees are subject to change.

Article VII: STANDING COMMITTEES

Section 1. A standing committee chairperson or co-chairperson must be a paid member of the AJH PTO.

Section 2. The chairperson of each Standing Committee shall present plans of work at a General Membership meeting and no committee work shall be undertaken without the approval of the General Membership.

Section 3. All officers and the Standing Committee shall submit, in writing, an annual report of their committee's activities (in detail) by the May meeting. For continuity purposes, these reports will be submitted to the President who will ensure it is presented to a member of the incoming Executive Board.

Section 4. Duties of the Standing Committee Chairpersons shall be:

Community Apparel Sale - responsible for choosing both a vendor and a style for the apparel sale, with final approval needed by the Principal and Superintendent. Coordinator shall organize online sales as available with the vendor and/or prepare order forms, distribute through all available channels, then tally and order the items needed. Coordinator is also responsible for getting money to the Treasurer and delivering the ordered items to the intended recipients. This can be school specific or a community fundraiser sale (see below).

Community Fundraising - the three (3) Amherst Schools PTOs (Powers PTO, Nord PTO and AJH PTO) can share community fundraising profits if agreed upon. When funds are raised under one (1) PTO Tax ID: receiving PTO communicates total funds raised and divides the proceeds 3 ways.

Community Support (Dine to Donate) - coordinator is responsible for setting up dine to donate events at the PTO's discretion. Dates will be approved by the Principal and publicity should happen through all approved channels.

Community Support (Donation Drives) - coordinator will get approved dates from the PTO president and confirm them with the chosen recipients of the donation drives. Approval should also come from the Principal. Flyers will be created and publicized through all available channels.

Dances - coordinate with the Student Council advisor to determine the dates for the dances, as well as themes for those dances. Tickets will be created and printed by the PTO and volunteers will sell tickets in the cafeteria during lunch periods. Coordinator is responsible for getting volunteers to help sell concessions during the dance. Profit from the dance is donated to the Student Council at 100%.

End of year Award - in charge of planning a special treat or activity to celebrate the end of the school year.

Fundraisers - in charge of fundraising efforts based on each school year needs. Monies from fundraising will be used for general PTO needs or as specified.

Hospitality - responsible for coordinating a Staff Appreciation Lunch. They will also provide snacks for testing week, provide for the teachers' meal(s) during conferences, any other social events planned by the PTO, and other shows of gratitude throughout the year. They will also plan the Bus Garage Appreciation Lunch which AJH PTO will provide every other third year as it will be rotated between the three PTO's.

Membership - responsible for organizing and collecting membership forms and money. Collects membership forms and dues. Charts progress for class participation contest. Encourages membership participation at the start of the school year.

Social Media - responsible for posting on our social media pages as well as work with each grade level newsletter coordinator. Is responsible for publicizing the time and place of the meetings to the General Membership. Coordinates with other AEVS PTO's to share appropriate information.

Student Gifts - responsible for planning goodie bags, twice a year, for all students.

Article VIII: STAFF GRANT REQUESTS

Section 1: A staff member is highly encouraged to be a paid member of AJH PTO to apply for a grant request.

Section 2: Grants requests will be discussed at meetings due to the variation and cost of each grant request. A grant request can be approved or denied.

Section 3: Grant requests will be voted on at monthly meetings, unless the request is time sensitive. If it is time sensitive, then an email vote will be sent out and expire after a 24-hour voting period.

Article IX: PARLIAMENTARY AUTHORITY/ACCEPTANCE OF BYLAWS

Section 1. Robert's Rules of Order (Revised) shall govern this organization in all cases to which they are applicable and in which they are not in conflict with these bylaws.

Section 2. AJH PTO will accept and run their organization based on these bylaws specific to AJH PTO.

Section 3. Any amendments made to the AJH PTO bylaws shall be voted on by paid members after changes are presented during a regular PTO meeting or by an online voting tool (such as SurveyMonkey) emailed to all active paid members.

Section 4. AJH PTO bylaws shall be reviewed yearly to make any changes as necessary. The President and Vice President shall review these bylaws in March. Any changes shall be presented in writing to the general membership at the April meeting. The proposed amendments must be approved by a $\frac{2}{3}$ vote of the paid membership at the following

general May membership meeting. No motion to amend shall be acted upon at the same meeting at which it is presented.

Article X: AD HOC COMMITTEES

Section 1. AD Hoc Committees may be authorized for specific tasks when a need has been determined by the Executive Board. At the time an Ad Hoc Committee is established, the Executive Board shall specify purpose and responsibilities of the committee.

Section 2. An Ad Hoc Committee shall be terminated automatically when its assigned task is complete or at the discretion of the Executive Board.

Article XI: DISSOLUTION

In the event of dissolution of this organization, the assets of the AJH PTO shall be turned over to the Amherst Junior High School to be placed in the student activity account.

Revised 11/30/2022