



BY-LAWS OF THE HIGHLAND MIDDLE SCHOOL PARENT TEACHER ORGANIZATION

Revised 1/89 Revised 12/2003
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Article I: NAME AND OBJECTIVES

The name of this association shall be the Highland Middle School Parent Teacher Organization, Highland Local School District, Medina County, Ohio; hereinafter referred to, in these by-laws as H.M.S.P.T.O.

The H.M.S.P.T.O. is organized for the purpose of promoting and providing a close relationship between home and school, and provide a well-rounded educational environment for middle school students.

Article II: BASIC POLICIES

Section 1- This association shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise. The name of the association or the names of any members in the official capacities shall not be used in any connection with a commercial concern.

Section 2 - This association shall not directly or indirectly participate or intervene (in anyway, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, except those candidates seeking election to the Highland Local School Board or the Medina County School Board.

Section 3 - This association may, by majority vote of the Executive Board, endorse or oppose any Highland Local School Board issue proposed for a general vote.

Section 4 - This association may cooperate with other organizations and agencies active in child welfare.

Section 5 - In the event of dissolution of this association, the assets of the H.M.S.P.T.O. shall become property of Highland Middle School.

Section 6 - A budget shall be prepared by the Executive Board and newly elected officers for approval at the May meeting. A copy distributed at the September meeting. This budget is a guideline.

Section 7 - Monies requested for activities shall be spent on the majority of the students of the majority of a grade level at the discretion and approval of the Executive Board of the H.M.S.P.T.O.

Section 8 - A copy of the By-Laws shall be distributed to all Executive Board Members with a copy of the budget attached at the September meeting. A copy of these by-laws shall be kept in the main office and also posted on the school website so it can be accessed by all.

Section 9 - The fiscal year of the H.M.S.P.T.O. shall be from July thru June.

Article III: MEMBERSHIP

Section 1 - Families with students enrolled at Highland Middle School and teachers and staff of Highland Middle School are members of the H.M.S.P.T.O.

Section 2 - Only members of the organization with students at the middle school shall be eligible to serve in any of its elective or appointed positions.

Article IV: OFFICERS AND THEIR ELECTION

Section 1 - The officers of this organization shall be a president, first vice president, second vice president, secretary and treasurer. The second vice president shall automatically be the principal/assistant principal of the middle school.

Section 2 - Officers shall assume their duties at the close of the general meeting in the month of June and shall serve for a term of one year. No person shall service more than two consecutive terms in the same office, unless the office cannot be filled.

Section 3 - There shall be a nominating committee consisting of five members, if possible, two from the executive committee, two from the organization, and one faculty member.

Section 4 - In February, the nominating committee shall select one eligible person for each office to be filled. This selection shall be reported at the general meeting in March. In April, additional nominations may be made from the floor. Voting shall take place immediately following.

Article V: DUTIES OF THE OFFICERS

Section 1 - The president shall preside at all meetings of the organization and at the executive committees.

Section 2 - The first vice president shall act as an aide to the president and shall perform the duties of the president in the absence of that office and also serve as the Ways and Means chairperson

Section 3 - The second vice president shall automatically be the principal/assistant principal for the middle school. He/She shall serve as an advisor to the organization.

Section 4 - The secretary shall keep an accurate record of all meetings of the organization and of the executive committee meetings. The secretary shall handle all correspondence for the organization; shall send all invitations, thank you notes, and notices of the meetings and shall maintain a file of current correspondence.

Section 5 - The treasurer shall have custody of all the funds of the organization, shall keep a full and accurate account of receipts and expenditures. A ledger shall be provided by H.M.S.P.T.O. and the treasurer may issue up to \$50.00 without executive board approval. The treasurer accounts shall be examined annually by an Accountant and approved by a signed statement. All accounts should be set up so that either the signature of the

president, vice president, treasurer or other members as designated by the executive committee may authorize expenditures and deposits.

Article VI: MEETINGS

Section 1 - Meetings of this organization shall be held monthly.

Section 2 - Three members shall constitute a quorum for the transaction of business at any meeting of this organization.

Section 3 - Membership is required to vote. Attendance is required to vote.

Section 4 - Parliamentary authority is "Roberts Rule of Order"*

Article VII: EXECUTIVE BOARD

Section 1 -The executive board shall consist of the officers of the organization.

Section 2 - Special meetings may be called by the president or any member of the executive board. Special executive board meetings should have a minimum of 48 hours notification. all executive members must be notified of the time and place in writing, by phone or in person.

Article VIII: AMENDMENT PROCEDURE

Section 1 - The basic article topics may not be eliminated. Sections may be amended, added or deleted by the majority vote of members present.

Section 2 - These laws shall be reviewed a minimum of every three years.

* *Robert's Rules of Order* is the short title of a book containing rules of order intended to be adopted as a parliamentary authority for use by a deliberative assembly.

Roberts Rules Abbreviated

LANGUAGE		INTERRUPT SPEAKER?	SECOND NEEDED?	MOTION DEBATABLE?	MOTION AMENDABLE?	VOTE NEEDED?
PRIVILEGED MOTIONS deal with the welfare of the group, rather than with any specific proposal. They must be disposed of before the group can consider any other motion.						
Adjourn the meeting	I move that we adjourn	no	yes	no	no	majority
Recess the meeting	I move we recess until	no	yes	no	yes	majority
Complain about noise, room temperature etc.	Point of privilege	yes	no	no	no	none, chair rules
SUBSIDIARY MOTIONS provide various ways of modifying or disposing of main motions. They must be acted upon before all other motions except privileged motions.						
Suspend debate on a matter without calling for a vote	I move we table the matter	no	yes	no	no	majority
End debate	I move the previous question	no	yes	no	no	2/3 majority
Limit length of debate	I move debate on this matter be limited to	no	yes	no	yes	2/3 majority
Ask for a vote by actual count, to verify a voice vote	I call for a division of the house	no	no	no	no	none*
Postpone consideration of a matter to a specific time	I move we postpone the matter until	no	yes	yes	yes	majority
Have a matter studied further	I move we refer this matter to a committee	no	yes	yes	yes	majority
Consider a matter informally	I move the question be considered informally	no	yes	yes	no	majority
Amend a motion	I move that this motion be amended by	no	yes	yes	yes	majority
Reject a main motion without voting on the motion itself	I move the question be postponed indefinitely	no	yes	yes	no	majority
INCIDENTAL MOTIONS grow out of other business that the group is considering. They must be decided before the group can return to the question that brought them up.						
Correct an error in parliamentary procedure	Point of order	yes	no	no	no	none, chair rules
Object to a ruling by the chair	I appeal the chair's decision.	yes	yes	yes	no	majority
Consider a matter that violates normal procedure, but does not violate the constitution or bylaws	I move we suspend the rules	no	yes	no	no	2/3 majority
Object to considering some matter	I object to the consideration of this matter	yes	no	no	no	2/3 majority
Obtain advice on proper procedure	I raise a parliamentary inquiry	yes	no	no	no	none, chair rules
Request information	Point of information	yes	no	no	no	none
Withdraw a motion	I request leave to withdraw the motion	no	no	no	no	majority
MAIN MOTIONS are the tools used to introduce new business.						
Introduce business	I move that	no	yes	yes	yes	majority
Take up a matter previously tabled	I move we take from the table	no	yes	no	no	majority
Reconsider a matter already disposed of	I move we reconsider our action relative to	yes	yes	yes	no	majority
Strike out a motion previously passed	I move we rescind the motion calling for	no	yes	yes	yes	majority
Consider a matter out of its scheduled order	I move we suspend the rules and consider	no	yes	no	no	2/3 majority

*But majority vote if someone objects.