

# Bylaws of Douglas MacArthur Parent Teacher Organization

## Article I - Name

Then name of this association shall be the Douglas MacArthur Parent Teacher Organization

## Article II - Objectives

The objectives of the Douglas MacArthur Parent Teacher Organization shall be:

1. To promote the welfare of children in home, school and community.
2. To support laws for care and protection of children.
3. To bring parents and teachers into closer relation, so as to foster cooperation in the education of each child, and to secure the highest advantages in physical, mental and social education.

## Article III-Basic Policies

Section 1: This organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work for the organization.

Section 2: This organization shall not - directly or indirectly participate or intervene in any way, (including the publishing or disturbing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote any part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 3: This organization shall seek neither to direct the technical activities of the school nor to control its policies.

Section 4: This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordination councils, provided the PTO representative makes no commitment that bind the PTO.

Section 5: Funding to support PTO program shall be provided through fundraisers, special events, and/or membership dues.

Section 6: In the event of dissolution of the organization, the assets shall be distributed according to the current IRS laws for tax-exempt groups.

## Article IV- Membership

Section 1: Any parent or guardian, plus all faculty are members of this PTO, and are expected to uphold its basic policies and Bylaws.

Section 2: Member of this organization shall be eligible to participate in its business meetings, have the privilege to vote on matters pertaining to this organization, or to serve in any of its elective or appointed positions. Business meetings are typically held monthly and are open to all members.

#### **Article V-Officers and their elections**

##### Section 1:

- a. The officers of this organization shall be a president, a vice-president, a secretary, and a treasurer.
- b. The offices of president and treasurer shall be filled biennially on the odd numbered years, and the offices of vice-president and secretary biennially on the even numbered years.
- c. The executive Board shall consist of the officers of the PTO, Principal of the school, and up to two teacher/staff representatives.
- d. An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.
- e. The term of office for all officers is two years, beginning July 1 and ending June 30 of the following year. Officers for the following year will be elected at the April meeting. No person shall be elected to an office without his or her consent.
- f. The vote shall be conducted by written ballot unless there is only one candidate for an office, at which time a voice vote may be held. A majority vote shall be required for election.
- g. The Nominating Committee shall be responsible for all aspects of the nomination process, including, but not limited to, conducting objective/fair nominating procedures, compiling a list of nominees, verifying candidate's qualifications, and compiling a ballot to be used in elections. Principal with alternating by election year Vice President and President will consist of the Nominating Committee.

##### Section 2:

- a. A vacancy occurring in any office other than the president shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the executive board, notice of such elections having been given. See Article VI, Section 2 pertaining to vacancy in the president's position.

#### **Article VI-Duties of Officers, Executive Board Members, and General Members**

Section 1: The President shall preside at all meetings of the organization and perform such other duties as prescribed in these Bylaws, and duties assigned by the executive board or by the organization. The president shall coordinate the work for the officers and committees, in order the objectives of the organization may be promoted.

Section 2: The Vice-President shall act as aide to the president, and shall perform the duties of the president in the absence of vacancy of the position for the remainder of the president's term, and duties assigned by the executive board or by the organization.

Section 3: The Secretary shall record and make available upon request, the minutes of all meetings of the organization and handle general correspondence, and duties assigned by the executive board of by the organization.

Section 4: The Treasurer shall receive all monies of the organization, shall keep an accurate record of receipts and expenditures, and shall make disbursements in accordance with the approved budget as authorized by the organization. The Treasurer shall present a financial statement at every meeting of the organizations and at other times when requested by the executive board, and shall make a full annual report. The Treasurer's accounts shall be examined annually by an auditing committee of not less than two members of the organization excluding anyone from the executive board. The auditing committee shall be appointed by the executive board. The auditing committee shall report, in writing their findings to the PTO.

Section 5: The principal shall serve as an advisor and guide in all matters pertaining to the school.

Section 6: The teacher/staff representatives shall serve as an advisor and guide in all matters pertaining to the teachers.

Section 7: All officers and other executive board members shall:

- a. Perform their duties as described in these Bylaws.
- b. Deliver to their successors all official material within ten days after their term of office has expired.

Section 8: The members of the organization shall have the privilege of holding office, introducing motions, debating and voting.

## **Article VII-Meetings**

Section 1: All meetings are open to the general membership.

Section 2: Prior to the end of the school year, a mandatory meeting will be set to establish a proposed budget and a tentative calendar for the next school year.

Section 3: For final approval of the tentative budget and calendar, a meeting will be held within one month of the start of the school year.

Section 4: The executive board may meet as a committee.

Section 5: All committee meetings shall be posted in the lobby on the PTO bulletin board, four to fourteen days prior to the meeting. Meeting notices shall also be included in the Tuesday parent communication notes whenever possible

Section 6: Results of all meetings are to be posted in the lobby on the PTO bulletin board.

Section 7: Two-thirds of the members present shall constitutes a quorum for the transaction of business in any general member meeting and/or executive board meetings.

Section 8: The Executive Board shall meet at the discretion of the President.

#### **Article VIII-Committees**

- a. The executive board shall create standing and special committees as needed and shall see volunteer/appoint chair-people for each committee.
- b. Only members of the Douglas MacArthur PTO shall be eligible to serve as chair people.
- c. The term of office of each committee chair shall be 1 year or until the selection of a successor.
- d. Each committee chair shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the Executive Board.

#### **Article IX-Articles of Organization**

The Bylaws of the organization shall be deemed to be part of its articles of organization

#### **Article X-Parliamentary Authority**

Robert's Rule of Order Revised shall govern this organization in all senses to which they are applicable and in which they are not in conflict with these Bylaws.

Robert's Rules of Order

Part I, Article I, Section 3

Before any subject is open to debate, it is necessary that:

1. A motion be made by a member who has the floor
2. The motion be seconded (this indicates there is interest in it being discussed).
3. The motion is then stated by the presiding officer.

**Before:** the presiding officer states the motion, there can be discussion, suggestions and altercations to the original motion. The member who offers the motion can modify his motion or even withdraw it. The member who seconded the motion can also withdraw the second.

**After:** The motion has been started by the presided officer, the motion stands and cannot be withdrawn without the consent of the members present.

## **Article XI-Amendments**

These Bylaws may be amended at any time by a majority ballot of the general membership, provided notice of these proposed amendment shall be given previously to the general membership.

- a. Amendments to the bylaws may be proposed by a PTO member.
- b. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting.
- c. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

*These bylaws were adopted April 30, 1990.*

*These bylaws were amended on February 19, 2015 and September 21, 2017*