

DAVIDSON MIDDLE SCHOOL PTO BYLAWS

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Article I: Name

The name of this organization shall be the Davidson Middle School Parent/Teacher Organization (DMS PTO).

Article II: Purpose

This corporation is organized for the purpose of parental and guardian involvement to work together with the school and staff to supplement and enhance the educational environment and opportunities for the students, faculty, and/or administration at Davidson Middle School.

Article III: Membership and Dues

Section 1: Membership is open to parents, guardians, teachers, and staff of Davidson Middle School who are interested in the purpose of the PTO and willing to uphold its basic policies and subscribe to its bylaws. Membership in this organization shall be available without regard to race, color, creed or national origin.

Section 2: The organization shall conduct an annual enrollment of members; however, family memberships may be admitted to membership at any time. All members must submit a membership form for the current school year.

Section 3: All members are required to attend 3 meetings and/or actively volunteer at 3 PTO events to be considered a member in good standing and will be considered eligible to plan, vote, participate in its business meetings, be nominated or serve in any of its elective or appointive positions.

Section 4: Being that this is an organization and not an association the decision to charge dues is completely up to the local organization. Therefore, the Davidson Middle School PTO chooses not to charge dues to members.

Section 5: The membership year shall be from the first day of school through the beginning of the next school year.

Section 6: Members should be respectful of one another while sharing points of view. No obscene talk etc. shall be tolerated. If this should occur the member shall be asked to leave during the meeting. If this occurs more than 3 times the member will be deemed no longer in good standing.

Article IV: Officers and Duties of Officers

Section 1: The officers shall consist of a president, vice president, secretary, treasurer and co-positions may be applicable in the interest of sharing knowledge, as well as providing guaranteed coverage of the position if a challenge should arise, removing a member from his/her position.

Section 2: The President shall:

- A. Preside over meetings of the organization and executive board.
- B. Serve as the primary contact for the principal.
- C. Prepare agendas for all meetings.
- D. Call the meetings to order at the designated time and, if quorum is present, proceed with necessary business.
- E. Preserve order throughout the meeting.
- F. Follow the accepted order of business.
- G. State each motion clearly after it has been seconded and before allowing discussion. Declare the result of every vote taken.
- H. Avoid all personal bias when giving information to the organization.
- I. Holds all contract signing authority.
- J. Vote when voting is by ballot; in other cases, may vote to break a tie.
- K. Review information and material secured from his/her predecessor.
- L. Call upon each chairperson to prepare a plan of work to be presented at an executive committee meeting for approval.
- M. Delegate to the Vice President certain administrative duties.
- N. Serve as ex officio on all committees, except the nomination committee.
- O. Call for required reports a minimum of one day before scheduled meetings.

Section 3: The Vice President shall:

- A. Preside at the meetings in the absence of the inability of the President to serve.
- B. Act as aide to the President.
- C. Act as fundraising coordinator. This person will fill out the proper paperwork for the district for all fundraisers planned and completed. This person will coordinate with the persons in charge of each activity to ensure proper protocols for fundraising are followed.
- D. Assume responsibility for the administrative details delegated to him/her by the President.
- E. Represent the President upon request. Assumes the duty of the President in case of his/her resignation until the position is filled in accordance with the bylaws.

Section 4: The Recording Secretary shall:

- A. Record all business transacted at each regular, special and executive committee meetings and present minutes for approval.
- B. Maintain an accurate record of all PTO members.
- C. Call the meeting to order in absence of the President and Vice President.
- D. Have on hand for reference, at each meeting, a copy of the bylaws, the accepted order of business and the minutes of previous meetings.
- E. Include in the minutes, the exact wording of a motion and the maker and second of the motion, and the action taken on the motion.
- F. Performs any other specific duties delegated by the President or provided for in the bylaws.

Section 5: The Corresponding Secretary shall:

- A. Update Social Media platforms with all upcoming events.
- B. Create all flyers for the school and social media. Make copies for the school and drop off to be hung up for upcoming events.
- C. Act as a liaison between the school, including all staff, and families via social media, emails, and other forms of communication.

Section 6: The Treasurer shall:

- A. Have custody of the funds of the organization and shall keep a full and accurate account of all receipts and expenditures, and disbursements in accordance with approved budget, as authorized by the organization or Executive Committee.
- B. Keep an accurate and detailed account, in the Treasurer's permanent book, of all monies received and paid out.
- C. Submit a statement at regular meetings of the organization each month; including total balance on hand at the beginning of the period covered by report, with separate amounts credited to the general fund; receipts, disbursements; balance on hand in funds; and the total balance on hand at the date of report.
- D. Receive all monies for all accounts and issue receipts. Occasionally, it may be necessary for other members to handle monies, as for example, returns from money raising projects or chaired events. Monies thus collected should be turned over to the treasurer without delay.
- E. Deposit all monies in a bank account approved by the Executive Committee and listed under the organization. Do not use a personal account for organizational purposes.
- F. Pay by check, all bills authorized by the organization and included this information, including check number and amount, into the monthly report.
- G. Preserve all vouchers, receipts, bank statements and canceled checks and have information on hand if requested.
- H. Deliver to his/her successor, unless the organization has otherwise ordered, all books, papers and correspondence pertaining to the office of the Treasurer, including the audited books and paid bills, canceled checks, plans and procedures.
- I. Prepare federal tax forms (form 990 or form 990EZ) as required by the IRS and submit by December 16th of each year.
- J. Renew the incorporation

Article V: Elections

Section 1: Eligibility- Members are eligible for office if they have a student attending Davidson Middle School for that upcoming school year.

Section 2: The nominations for officers shall be made at the May meeting.

Section 3: The consent of each eligible nominee shall be secured before his/her name is presented.

Section 4: The officers of this organization shall be elected annually, by ballot, in the month of May. However, if there is but one nominee for any office, it shall be in order to move from the floor to election by voice.

Section 5: Officers shall assume their official duties following the close of the school year and shall serve until the next election, in which he/she could be re-elected or until the election and qualification of their successors.

Section 6: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of the remaining members of the Executive Committee. In case a vacancy occurs in the office of the President, the Vice President shall serve notice of the election.

Section 7: By a 2/3 vote of the entire Executive Board, an officer may be removed from office for failure to perform duties.

Article VI: Executive Board

Section 1: The Executive Board Committee consists of the President, Vice President, Secretary, Treasurer and the building Principal. In some cases, the Executive Committee could extend to include a chairperson of a standing committee focused on a particular event. When available, the executive board is to include a teacher representative for each grade level. No more than one teacher per grade level will be added any given school year and one teacher may represent more than one grade level.

Section 2: The Executive Committee may hold special meetings to create standing committees, approve plans presented by the standing committees; to transact necessary business in the intervals between organization meetings and such other business as may be referred to by the organization; to approve routine bills.

Section 3: A special meeting of the Executive Committee may be called by the President or by a majority of the members of the committee.

Section 4: When the Executive Board Committee is going over ideas to present to the members of the organization, the majority vote wins.

Article VII: Meetings and Agenda

Section 1: Regular meetings shall be held monthly on the same day and at the same time each month, to be determined by the majority.

Section 2: Special meetings may be called by the Executive Committee, and at least 24-hour notice will be given.

Section 3: The regular meeting agenda ordinarily should cover:

- A. Call to order
- B. Reading and approval of minutes
- C. Statements of Treasurer and approval of report
- D. Reading of communications
- E. Reports and their disposal (executive, standing, special)
- F. Unfinished business or upcoming events
- G. New business
- H. Announcements
- I. Adjournment

Section 4: The privilege of holding office, introducing motions and voting shall be limited to members in good standing (see Article IV, Section 3).

Section 5: Quorum shall be 4 board members plus one.

Article VIII: Committees

Section 1: The Executive Committee may create such standing committees as it may deem necessary to promote the objectives and to carry out the work of the organization.

Section 2: The chairperson of each standing committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the approval of the Executive Committee. The President shall be a member of ex officio of the committee.

Section 3: The power to form special committees and appoint their members rests with the organization. A special committee is created and appointed for a special purpose, and therefore automatically goes out of existence when its work is completed and its final report is received.

Article IX: Finances

Section 1: The fiscal year of the organization shall begin on the first day of the school year and end on the last day of the school year.

Section 2: The board shall approve all expenses of the organization.

Section 3: All funds shall be kept in a checking and savings account in the name of Davidson Middle School PTO and be held at a local institution.

Section 4: The Treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section 5: Regarding end of the year funds the organization shall leave a minimum of \$500.00 in the treasury.

Section 6: A tentative budget shall be drafted in the fall of each school year and approved by a majority vote of the Executive Board. After passage, the budget may be submitted to the general membership for approval at the discretion of the board. Must have a 2/3 majority of those present at the meeting.

Section 7: Any items, prizes, candy, food, etc. remaining after any PTO event will be the property of the PTO and stored in the designated PTO room. Remaining perishable items may be dispersed as deemed by the event chairperson.

Section 8: All PTO positions are voluntary. No payments or gifts will be made to volunteers for work done for the PTO.

Article X: Amendments

Amendments to the bylaws must be held at any regular meeting of the organization, if notice of the proposed amendment has been given at the previous meeting.

Article XI: Proposals and Motions

Teachers and other general members who wish to make a proposal or motion must do so in writing one week prior to scheduled meetings and place it in the PTO mailbox. Submissions can also be made in writing online via a Google Form provided by the PTO.

Article XII: Dissolution

Section 1: This organization reserves the right to dissolve at any time upon the affirmative vote of 2/3 of the current membership.

Section 2: Notice to disband will be given at least 14 calendar days prior to the meeting.

Section 3: In the event of dissolution, after a period of one year, all assets of the organization after payment of expenses shall be transferred to such exempt organizations as qualified under Section 501c 3 of the Internal Revenue Code of 1954, as amended, and recommended by the Executive Board.