District 90 Parent-Teacher Organization Council
Member PTO Bylaws
Carriel Junior High Parent-Teacher Organization

Article I: Name

The name of this organization is Amelia V. Carriel PTO, now known as “the school”.

Article II: Articles of Organization

The organization exists as an incorporated association of its members. Its “articles of organization” comprise of these bylaws which are amended as needed. The Bylaws are to be reviewed by the incoming Executive Board in June and voted on for approval by the PTO General Membership in September of each year.

Article III: Purpose and Goals

Section 1. Purpose: The purpose of this organization is to foster good relations among the members of the school; promote interest in the students and staff in the school, and to operate as a non-profit organization for the benefit of the school and its students.

Section 2. Goal: The goal of the organization is to foster positive relations with students and staff within the school by providing funds for enrichment and activities.

Section 3. The above goal is promoted through the school’s educational program directed toward staff and students; are developed through committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 4. This organization is organized for charitable and educational purposes within the meaning of Section 501(C)(3) of the Internal Revenue code of 1986 (or corresponding provision of any future U.S. Internal Revenue law).

Article IV: Basic Policies

The following are the basic policies of this organization:

a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
b. 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 promotion of the objects of the organization.
c. The organization shall not - directly or indirectly - participate in or intervene (in any way including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

d. The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control their policies.
e. The organization shall ensure funds are provided to support the entire school and not just a particular group within the school.
f. The bylaws and agendas will be made available before every meeting in hard copy/electronic form.
g. The meeting notes will be posted online to the PTO webpage after all public meetings.
h. The organization may cooperate with other organizations and agencies concerned with child welfare, but make no committee that bind the organization.
i. In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

Article V: Membership and Dues

Section 1. Everyone with a connection to the school may be a member of the PTO. Membership in this organization shall be available without regard to race, color, creed, national origin, or sex.

Section 2. Membership will be on an individual basis; each individual shall pay annual dues (if deemed necessary) in the amount determined by the school's PTO voted on annually at the first General Meeting of each year.

Section 3. Members who have met the above-outlined criteria will be called "eligible members". All eligible members may vote on routine PTO business. Only those members who have joined the PTO and attended at least one PTO meeting (prior to the meeting at which elections are held) will be eligible to vote for Executive Board Officers; these criteria apply also to those casting absentee ballots. The Executive Board Officers will determine voting eligibility for Board elections based on attendance records. Exceptions for military personnel deployed for six or more consecutive months during the school year may be considered by the Board.

Section 5. Only members with voting rights shall be eligible to serve in any elective or appointive positions.

Article VI: Officers and Their Election

Section 1. The officers of the school's PTO shall be a President, Vice President, Secretary(ies), Treasurer, Teacher Liaison(s), Volunteer Coordinator, and Fundraising Coordinator. The officers shall be elected annually in the spring by ballot and for the term of one year and shall serve until their successors are elected and qualified with the exception of the Treasurer position which is a two (2) year renewable position for financial continuity at the discretion of the incumbent and general body.
Section 2. Nominations for officers shall be submitted by any eligible voting member to include self nominations to the current Executive Board starting in March and accepted until the elections

are held in May of each year (with the exception of Teacher Liaison(s) which the school administration is responsible for that position's nominations) at which time the nominees will be presented to the membership at the PTO meeting. Once nominations are received and prior to elections, the Executive Board will ensure nominees are eligible for the offices for which they have been nominated and their names placed on the ballot. The Executive Board shall ensure there is at least one candidate for each office to be filled. If there is only one nominee for each office, elections will not take place and each nominee will be awarded the position by default at the election meeting. In cases of an election, consent to serve must be obtained before a name is placed in nomination status, and the nomination must be accepted within 24 hours of notification for an executive board position.

Section 2A. Term of office: The elected officers will assume their duties effective June 1. The current and newly elected officers shall work together following the election to provide an effective transition from one officer to the next.

Section 3. Majority vote by eligible members shall elect. Absentee voting opportunities shall be made available and administered by the Executive Board Officers for those eligible members unable to attend the meeting at which elections are held. No more than one (1) numbered absentee ballot shall be provided per eligible member. Absentee ballots will be available beginning two (2) weeks prior to the day of the election, and must be returned prior to the start of the meeting when elections are held.

Section 4. Any member, officer, representative or chairperson may resign by filling a written resignation with the PTO's Secretary, which will be presented immediately at the first meeting after its receipt. Such resignation does not relieve the member of the obligation to pay any dues or other charges previously accrued and unpaid prior to the receipt of such resignation (if applicable).

Section 5. A vacancy on the school's PTO Executive Board (with the exception of the Presidency) shall be filled by a special election held during a regularly scheduled business meeting. Election procedures shall be identical to that outlined in Article IV, Section 2, with the exception that the election shall occur at the same meeting the nominations are presented. If the Presidency is vacated, the Vice President shall succeed.

Section 6. An elected officer, appointed chairperson, or representative may be removed by a majority vote of the school's PTO general body whenever said individual has failed to perform their duties or has repeatedly violated these bylaws. Eligible members may submit, in writing to any board member, any grievances or concerns about any elected officer, appointed chairperson or representative.

Article VII: Duties of Officers

A detailed written description of the duties and responsibilities for each Board position (Officers and Committee Chairs) are developed and maintained by the school's PTO Executive Board,

amended as needed from time to time by majority vote of said Board. These descriptions are attached to these bylaws as Appendix A). All Executive Board members will have access to the PTO social media pages, email, and square accounts.

Article VIII: Executive Board

Section 1. The Executive Board at the school shall consist of the officers of the school's PTO. The school principal shall be an advisor to the PTO Executive Board and an ex-officio member of the Board, but shall not be elected to any of the Executive Board officer positions. Committee chairs shall not vote on Executive Board decisions but may attend Executive Board meetings.

Section 2. The Executive Board's duties shall be to transact necessary business in the intervals between school PTO meetings and such other business as may be referred to it by the school's PTO; to create committees; to approve the plans of work of the committees; to present a report at the regular meetings of the PTO; to appoint an auditor or an auditing committee at least two weeks before the final report to audit the treasurer's accounts; to assist the school's PTO President in preparing and to submit to the organization for approval a budget for the following fiscal year on or before the April meeting; and to approve expenditures within the limits of the budget. Regular meetings of the school's Executive Board shall be held as needed throughout the year and a majority shall constitute a quorum. Special meeting of an Executive Board may be called by the school's PTO President or a majority of the board. Each Executive Board shall present a report at the school's PTO meetings for information and for any necessary action. No Executive Board action shall be in conflict with that taken by the voting body of the school PTO.

Section 3. Four (4) board members shall constitute a quorum for all Executive Board Meetings.

Section 4. The Executive Board may not authorize non-budgeted disbursements between regularly scheduled PTO meetings. Funds that exceed the budgeted amounts required between regular PTO meetings, the school's PTO Executive Board may authorize disbursements with the majority approval of five (5) voting members. Those members shall be contacted in person, via telephone, or via email; their votes must be recorded and the list of recorded votes must be made available at the next scheduled school PTO meetings.

Article IX: Meetings

Section 1. Meetings will be held as appropriate during the school year. Dates and times shall be announced by the school's PTO Executive Board for the school's PTO meetings. Officers will be announced at the last meeting of the school year.

Section 2. The privileges of making motions, debating and voting in routine school PTO business shall be limited to eligible members of the school's PTO. The privileges of running for and voting in elections for elected officers at the school shall be limited to eligible members who have attended at least one of the school's PTO meetings during the school year.

Section 3. Prior to conducting any vote at PTO meetings, a quorum is to be established. A quorum shall consist of majority voting members.

Article X: Committees

Section 1. The school's PTO committees shall be established by the school's PTO Executive Board.

Section 2. The chairpersons of these committees shall be appointed by the officers and shall be announced by the President. Consent to serve as a committee chairperson must be obtained by the nominee prior to appointment.

Section 3. Chairpersons of all committees shall present plans of work to the Executive Board, and no work shall be undertaken without the approval of the Executive Board. All committee chairpersons are responsible for establishing and/or maintaining continuity folders for their contact information, supply resources, expenses, and any other information required to successfully chair the committee. These folders shall be maintained by committee chairpersons during their tenures, then passed to their replacements when new chairpersons are selected. If no new chair has been identified for the position, the Board will retain the folder until a committee chair is named.

Section 4. Pertaining to the bookfair, all proceeds from the bookfair must benefit the school library/teachers libraries.

Article XI: Dissolution

Section 1. The school's PTO may dissolve and terminate its organization in the following manner: The school's PTO Executive Board shall adopt a resolution recommending that this organization be dissolved and directing that the question of such dissolution be submitted at an open membership meeting of members having voting rights. Vote on the question of dissolution shall be at an open membership meeting held no sooner than 10 days and no later than 60 days.

Section 2. Approval of dissolution of the school's PTO shall require the affirmative vote of at least two-thirds of the eligible members present and that a quorum be present.

Section 3. Upon dissolution of the school's PTO, the PTO shall, after paying or making provisions for the payment of all liabilities of the PTO, dispose of all of the assets of the PTO exclusively for the purposes of the PTO in such a manner, or to such organization or organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any subsequent United States Internal Revenue law), as the school's PTO Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the St. Clair County Court of Common Pleas, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XII: Collected Funds

Two (2) non-related school PTO members shall count all funds received by the PTO when such funds exceed $250.00 at one time. All funds shall be deposited with the school's PTO Executive Board Member within 48 hours of collection. The Treasurer or Executive Board Member in the Treasurer's absence will then verify the count and shall deposit all funds received within two (2) business days.

Article XIII: Disbursement of Funds

Section 1. Items or expenditures costing more than $1,000 require two (2) cost comparison options. Those options should be presented to the school's PTO general membership, which will select one option and vote to approve it. Items or expenditures costing less than $1,000 do not require multiple options.

Section 2. Once approved, a budgeted item needs no further action for funds to be spent. Funds will be paid out within five (5) days only as authorized by the school's PTO after submission of appropriate receipts or invoices. The school's PTO may, at its discretion, approve or alter its budget or add new items as may be necessary throughout the school year.

Section 3. If an approved item can be purchased for less than the amount approved, the savings will remain in the school's PTO account and spent later at the discretion of the membership.

Section 4. Money from the PTO must be used for the majority of the student body.

Section 5. All staff requests must be presented by a staff member at a PTO meeting one (1) month prior to needing the request filled.

Article XIV: Organization Properties

The school's PTO President or Vice President shall be empowered to lend property of this organization, such as tables, chairs, etc., to any PTO member or other organization. If damaged or not returned, the article shall be replaced at equal value by the borrower.

Article XV: The Fiscal Year

The fiscal year of the school's PTO shall begin on June 1 and end on the following May 31.

Article XVI: Funds for the New Fiscal Year

The school's PTO Executive Board shall carry over funds to the new fiscal year of not less than $1,000 but not greater than $7,000 unless allocated toward a future expenditure not to exceed three (3) years.

Article XVII: Parliamentary Authority

The principles contained in Robert's Rules of Order Newly Revised shall guide this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article XVIII: Amendments

Section 1. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the eligible members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting or by written notification at least (10) days prior to a regular meeting date.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by two-thirds vote of the Executive Board. The requirements for adoption of a revised set of the bylaws shall be the same as in the case of an amendment.

Appendix A

Duties and Responsibilities of Executive Board Members & Chairpersons

President - shall preside at all meetings of the school's PTO and Executive Board; shall be an ex-officio member of all committees; shall appoint special committees; shall present the annual budget (which is prepared collectively by the Executive Board); and shall perform all other duties usually pertaining to the office.

Vice President shall perform Presidential duties in the absence of the school's PTO President.

Secretary(ies) shall keep an accurate record of all PTO General Membership and Executive Board meetings of the school's PTO; shall be responsible for all PTO correspondence via email or social media; shall keep all social media updated with any information pertaining to the PTO; and shall perform other duties as delegated.

Treasurer shall uphold the organization's fiscal budget; shall oversee revenue collection and maintain the books of account for all money received; shall keep an accurate record of receipts and expenditures; shall pay out funds only as authorized by the school's PTO; shall present a written financial statement at the school's PTO General Membership Meeting and make a full report at the end of the year; shall also prepare and file, by the required deadline, the annual tax report for the school's PTO.

Teacher Liaison(s) shall be filled by an active staff member at the school; shall be prepared to represent the interests of the school's staff and report back to them.

Volunteer Coordinator shall work with all Board and Chairpersons to identify needs/roles for events; shall then communicate those needs through the Secretary by creating sign ups (Sign-Up Genius) for any and all necessary volunteer events; shall also manage and fill any slots as needed.

Fundraising Coordinator shall oversee and manage all fundraising efforts and activities; shall seek out new opportunities and maintain relationships with vendors; shall work with event chairpersons to ensure committees are progressing efficiently towards launch days; shall work with Secretary and Volunteer Coordinator to communicate events.

Teacher Appreciation Committee is in charge of monthly appreciation and Teacher Appreciation Week's treats - October/November each year - present plan and budget to board, work with board to communicate events on social media, marquee, announcements, robo-call, etc., determine volunteer needs (pick-up, decorations, etc.). Involve other school clubs/organizations to participate/share in Teacher Appreciation Week events. Submit receipts to Treasurer for reimbursement if necessary.

End of the Year School Event Committee work with Teacher Liaison to poll the students to determine activities. Reserve/plan activities and locations for event. Work with Volunteer Coordinator to determine/communicate volunteer needs. Work with Board to communicate event on social media, marquee, announcements, robo-call, etc. Submit receipts to Treasurer for reimbursement if necessary.

PTO sponsored Dance Committee Present plan and budget to Board in December each year, work with school to secure date, time and venue (usually Cafetorium). Work with Board to communicate event on social media, marquee, announcements, robo-call, etc. Determine volunteer needs for chaperones, crowd control, bathroom monitors, setup/cleanup, concessions. Obtain decorations as desired and secure DJ or allowable music playlists. Submit receipts to Treasurer for reimbursement as necessary.

On this Day _____, we the Executive Board approve the above Bylaws.

President: _____

Vice President: _____

Secretary(ies): _____

Treasurer: _____

Teacher Liaison: _____

Volunteer Coordinator: _____

Fundraising Coordinator: _____