

Butler Middle School – Parent Teacher Organization By-laws

(Created July 2015, Addendum Approved October 12, 2016)

ARTICLE I. Name

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

ARTICLE II. Mission Statement/Purpose/Objectives

The purpose of the Butler Middle School PTO is to support and improve the relationship between home and school; promote the welfare of our students and provide enriching experiences for all students; and support a safe learning environment for children, staff and educators.

ARTICLE III. Basic Policies

Section 1. The organization shall be non-commercial, non-sectarian, and politically non-partisan. 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 purpose not appropriately related to promotion of the objects of the organization.

Section 2. The PTO does not and will not seek to dictate the administrative activities or policies of the school. The Principals of the school retains final approval or veto power of any function, if said function will interfere with procedures, policy and/or the best interest of Butler Middle School.

Section 3. This organization may make suggestions to the administration concerning activities of the school, but it shall neither seek to direct the administrative activities of the school nor to control its policies.

Section 4. This organization may cooperate with other organizations and agencies concerned with child welfare, but no persons representing this organization shall make any commitments that bind this organization without previous approval of the membership.

Section 5. In the event of the dissolution of this organization and after paying any debts outstanding, its assets shall be divided up between the K-4 Elementary Schools or used to purchase items at the Middle School.

ARTICLE IV. Membership

Section 1. All parents or legal guardians of Butler Middle School students, teachers and staff are eligible as members of the PTO.

Section 2. A fee of \$3.00 per family will be paid any time during the current school year.

Section 3. The Principals of Butler Middle School shall be ex-officio members of the PTO. They shall attend General Membership meetings, communicate ideas from the administration and make necessary recommendations on the behalf of school staff.

ARTICLE V. Officers

Section 1. The following officers shall be elected: a. President (1) b. Vice President (2) c. Secretary (2) d. Treasurer (2). There can be two people per position and they shall be referred to as 'Cooperative, Co-' Officers.

Section 2. Officer duties

A. President: The President shall: 1. Be the principle executive officer of the organization. 3. Supervise all of the activities of the organization. 4. Preside at all meetings of the organization. 5. Be an ex-officio member of all committees except the nomination committee. 6. Coordinate, with the Vice President(s), the establishment of committees in order that the PTO objectives and mission may be promoted. 7. Establish ad hoc committees as needed to fulfill the objectives and mission of the PTO. 8. Develop agenda for all General Membership & Executive Board meetings with the Secretary. 9. Perform such other duties as prescribed in these bylaws or assigned by the organization. 10. The president cannot be on another executive PTO board in the Butler Area School District while serving as president of the BMS PTO.

B. Vice President: Co-Vice Presidents shall: 1. Consist of one fifth grade parent and one sixth grade parent, if possible. 2. Act as aid to the President and perform the duties of the President in their absence or inability to serve. 3. Work with the President to coordinate the listing of volunteers for each committee, and work with the committee chairs to make sure they understand their duties, PTO objectives, and the PTO mission. 4. Be an ex-officio member of all committees except the nominating committee. 5. Perform such other duties as are assigned by the President. 6. Will communicate regularly with the president on all things that have been assigned to them by the President or is assisting with another other program of the PTO.

C. Secretary: Co-Secretaries shall: 1. Consist of one fifth grade parent and one sixth grade parent, if possible. 2. Keep and maintain minutes of the proceedings of the General Membership & Executive Board. This shall include posting them online for the General Membership after each meeting. 3. See that all notices are fully given in accordance with these by- laws. 4. Keep a current copy of the bylaws available at all meetings. 5. Keep a copy of Robert's Rule of Order available at each meeting for reference. 6. Prepare and distribute the agenda with the President at least 48 hours prior to the meeting, for all meetings. 7. Chairs Communications Committee addressing communications such as the newsletter, emails and/or social media. 8. Be responsible for receiving and storing all printed materials. 9. Perform all duties incident to the office of Secretary and such other duties as may be assigned by the President. 10. Will communicate regularly with the president on all things that have been assigned to them by the President or is assisting with another other program of the PTO.

D. Primary Treasurer: The Primary Treasurer shall: 1. Be either a fifth grade parent or sixth grade parent. 2. Have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds. 3. Make disbursements as authorized by the membership in accordance with the budget adopted by the organization. 4. The Treasurer must sign all checks. All checks over \$100 must be signed by two members of the Executive Board. 5. Keep an accurate record of receipts and expenditures and present a financial statement at every meeting. 6. As the outgoing Treasurer, make a full financial report at the meeting at which new officers officially assume their duties. 7. Have Auditing Committee review and sign monthly

reports. 8. Have the accounts examined annually or upon change of officer by an auditing, which, satisfied that the Treasurer's annual report is correct, shall sign a statement of such at the end of the report. 9. Treasurer, along with the other officers, prepares and presents the preliminary PTO budget, as prescribed in Article IX, Section 1, at the first General Membership meeting and presents any adjustments to the budget thereafter. 10. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment. 11. Update PTO Budget monthly and provide a copy to the Secretary to be provided to the General Membership. 12. Perform all duties incident to the office of Treasurer and such other duties as may be assigned by the President or the Executive Board. 13. Retain financial records including: Bank Statements, Receipts, Deposit Slips, etc. for seven (7) years. 14. The Primary Treasurer cannot be a treasurer at any other Elementary School in the Butler Area School District while serving as treasurer of the BMS PTO. 15. Will communicate regularly with the president on all things that have been assigned to them by the President or is assisting with another program of the PTO.

E. Secondary Treasurer: The Secondary Treasurer shall: 1. Consist of either a fifth grade parent or sixth grade parent. 2. Be responsible to meet with the Primary Treasurer to perform monthly to bi-monthly audits. 3. Maintain records of such audits that occur. 4. Perform all duties incident to the office of Treasurer and such other duties as may be assigned by the President or the Executive Board. 5. Retain financial records including: Bank Statements, Receipts, Deposit Slips, etc. for seven (7) years.

F. Fundraising: The Co-Fundraising Officers shall: 1. Consist of either a fifth grade parent and sixth grade parent, if possible. 2. Be responsible for organizing fundraising activities throughout the year. 3. Be responsible for collecting forms, money, ordering said fundraising orders, dispersing orders, and maintaining documentation of orders. 3. Fundraising is a part of the Executive Board. 4. Perform all duties incident to the office of Treasurer and such other duties as may be assigned by the President or the Executive Board. 5. Will communicate regularly with the president on all things that have been assigned to them by the President or is assisting with another program of the PTO.

G. All Officers: All officers shall: 1. Be a paid member of the PTO. 2. Be a part of the Executive Board Committee. 3. Attend PTO meetings. If an officer fails to attend 3 consecutive General Membership and/or Executive Board Meetings meetings he/she may be removed from office. 4. Select and appoint the chairpersons of all Standing and Special Committees, if needed. 5. Perform the duties outlined above as well as any other duties prescribed in these bylaws and such other duties as may be delegated to him/her. 6. Upon expiration of their term of office or in the case of resignation, each officer shall turn over to the President, without delay, and in good order, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office. 7. In the event an officer resigns from his/her position, a written notice must be submitted to the PTO President(s) or in the event the/a President(s) resigns, the PTO Vice President (s). 8. In the event an office is vacated for any reason, the highest ranking Officer shall appoint a replacement to serve until the next Executive Board Meeting and/or General Meeting where an election will be held. 9. Obtain all background checks and clearances required by the school administration.

Section 3. Nominations and Elections

A. Nomination Committee: 1. A Nomination Committee consisting of 3 individuals from the General Membership shall be appointed by the Executive Board at the March meeting. The nomination

committee shall communicate to the general membership the officer positions that will be elected and solicit potential candidates to fill those positions. 2. The Nomination Committee will collect nominees via ballot through the next to the last PTO meeting of that school year. Following the report from the Nomination Committee, an opportunity shall be given for nominations from the floor. No nominations will be accepted after this meeting, unless a board position does not have a nomination. 3. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. A ballot shall be prepared by the Nomination Committee consisting of all individuals nominated, by either the committee or from the floor. 4. Voting will occur at the last PTO Meeting of that school year.

B. Nominations for Positions: 1. Each position, excluding president, will accept nominations for an Incoming Fifth and Incoming Sixth grade parent. Only if there is not a nomination from each grade for an executive board position, the nominations can then be filled with either two incoming fifth grade parents or two incoming sixth grade parents. 2. The President Nominee must be an active member of the BMS PTO and missed no more than two general meetings of the previous school year. No member can be nominated for the President position if they have not been a member of the PTO for at least 6 months of that school year. No member can be nominated if they have been elected to another executive board within Butler Area School District. 3. Nomination forms will be provided to all Elementary Schools in the Butler Area School District to incoming fifth grade parents, one month prior to the last PTO meeting of the year.

C. Elections: 1. Elections will take place at the last meeting of the PTO for that school year and will be conducted by secret ballot, unless there are no challenges to the Officer positions presented by the nomination committee and no floor nominations occur for positions, the presented candidates will become the Officers and a separate election will not be held. In the event of a tie, an immediate runoff election will be conducted between the tied candidates. Voting will occur only during this day. 3. Ballots shall be counted by the Nomination Committee and results read at the final PTO meeting. 4. All paid members in good standing of the PTO are eligible to vote in the election of officers.

D. Term of Office: 1. The term of Officer shall be one year or until their successors are elected. Official duties will run concurrent with the Fiscal Year. 2. A person shall be eligible to serve in the capacity of the same position for two consecutive years, unless a new candidate is not available. In which case, the current officer is eligible to run for that position again beyond the two year maximum. 3. All officer positions must be nominated and elected each year.

Article VI – Executive Board Meetings

Section 1. The organization shall be managed by at least four officers to include a President, Vice President, Secretary and Treasurer (known as the Board).

Section 2. The Board shall meet separately and/or in conjunction with the General Membership Meetings.

Section 3. The Board transacts necessary business in the intervals between organizational meetings and such other business as may be referred to it by the organization and shall be entitled to take action on behalf of the organization as deemed necessary.

Section 4. The Board has authority to spend up to \$100 without prior approval at a General Membership Meeting, for the good of the organization.

Section 5. 1. The Board will meet to: Plan, develop and promote the organization's agenda. 2. Schedule regular organizations meetings and prepare reports for said meetings. 3. Prepare an annual budget for presentation to the organization. 4. Prepare and approve routine bills within the limits of the budget. 5. Approve the formation of standing committees deemed necessary to carry out PTO business. 6. Solicit and appoint individuals to chair various standing committees. 7. Transact any other necessary business in the intervals between organizational meetings. 8. A Quorum must be present to transact business. A majority will constitute a quorum: 50% of Executive Board Members +1.

ARTICLE VII – General Membership Meetings

Section 1. General Membership meetings of the organization shall be held monthly, September through June, with the President and Secretary preparing and emailing the agenda prior to the meeting.

Section 2. All paid members in good standing shall have the right to hold office.

Section 3. A quorum must occur during the meeting to transact the business of the organization. A quorum will consist of 7 members of the General Membership and 50% of the Officers.

Section 4. Adequate notice of all general membership meetings shall be announced to all members of the Organization, and in the absence of an emergency such as school cancellations, delays/early dismissals, at least three (3) days in advance. Notice to the organization will be published on the website and social media.

Section 5. Should a need occur where an Officer would need to be removed from office for not performing his/her duties or abusing their position as an Officer, notice should be given to the Principals. A meeting will be held with the Principals and the necessary parties. The PTO Officers will hold an investigation if warranted and follow-up as necessary. At the following General Membership meeting a decision will be discussed by the Principals and PTO Officers. It will then be voted on by the body of the organization.

ARTICLE VIII – Standing and Special Committees

Section 1. Standing committees shall be responsible for: A. The term for Chairperson will be one year. B. The Chairperson will find volunteers for their committees by soliciting help from the General Membership. C. Monitoring their expenses according to the budget and performing duties as assigned. D. Committee chairperson(s) must present a verbal or written report of all activities to the organization during regular or special meetings. E. Committee chairperson(s) can submit a request for budget for the following school year to the Treasurer.

Section 2. Special committees shall be established as deemed necessary by the organization to promote the objectives and mission of the PTO. Since Special Committees are created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

ARTICLE IX - Finances

Section 1. Budget: The Treasurer shall present a budget of anticipated revenue and expenses for the year to the membership at the first General Membership meeting of the year. This budget shall be used to guide the activities of the organization during the year. Any deviation from the budget must be approved in advance by the organization or approved by the Principal and Officers in such a case.

Section 2. Signatures: The Treasurer is required to sign all checks. All checks over \$100 will be signed by two approved Executive Board Members

Section 3. Disbursement of Funds: A. All expenses of the PTO must be presented and approved by the Organization as presented in the budget and the Treasurer's report will be read and accepted at the General Membership meeting each month. B. The Secondary Treasurer will conduct a monthly audit, at minimum, of the financial expenditures, deposits and records. C. The Primary Treasurer will withdraw funds from the account(s) by check. D. Cash withdrawals will be permitted only when appropriate paperwork is completed and pre-approval is granted.

Section 4. Loans: A. No loans shall be made by the organization.

Section 5. Deposits: A. All monies must be deposited by the Main Treasurer.

Section 6. Time Frame: All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

Section 7: Auditing Committee: 1. An Auditing committee will be appointed by the Executive Board to review and sign-off on all monthly accounts from the Treasurer and an annual audit at the end of the term as a final validation as to the accuracy of the accounts. 2. The Auditing Committee will consist of the President and three (3) paid members and in good standing of the PTO. The Treasurer will be an honorary member of the Auditing Committee to answer questions from the Auditing Committee.

ARTICLE X – Parliamentary Authority

Roberts Rules of Order, latest revision or modified version, will be the parliamentary authority of the PTO, and shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws. A copy of Roberts Rules of Order shall be kept by the PTO Secretary.

ARTICLE XI – Fiscal Year

The fiscal year will run from July 1st to June 30th.

ARTICLE XII - Amendments

These bylaws will be reviewed by the Executive Board on an annual basis to meet changing conditions in the school and community. Amendments must be presented to the organization; all proposed amendments are discussed and voted on at that general meeting. Approval of amendments requires a majority vote at General or Special Organization Meeting.