

## **Carlos E. Haile Middle School PTO Bylaws**

### ARTICLE I – NAME

The name of this organization is the Carlos E. Haile Middle School Parent – Teacher Organization (PTO).

### ARTICLE II – OBJECTIVES – MISSION

The purpose of Haile Middle School PTO shall be to aid the students of Haile Middle School by providing support for students, staff and educators with the intent of helping each student reach their maximum potential and to promote open communication between the administration, teachers and parents.

### ARTICLE III – POLICIES

A. This organization shall neither seek to direct the administrative activities of the school nor to control its policies.

B. This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned. (i.e. students, teachers, administrators and parents).

C. Upon the dissolution of this body and after paying any debts outstanding, the remaining assets shall be distributed to educational non-profit foundations or organizations as directed by the organization.

D. No officer or member of the PTO shall represent themselves on behalf of the PTO without the consent of the organization.

### ARTICLE IV – MEMBERSHIP

A. General Membership – All parents and/or legal guardians of students who currently attend Haile Middle School and all current faculty and staff of Haile Middle School are members of the PTO until/if membership dues are established. If membership dues are put in place, all parents, legal guardians, faculty and staff who pay annual dues will be members of the PTO. Members shall have the right to attend and participate in meetings and activities of the organization and will have the right to vote on all issues before the general membership.

### ARTICLE V – MEETINGS

A. General Meetings – The PTO will hold at least one or more general meetings during the calendar school year. These meetings are open to all regular members, teachers, administrators and parents.

B. Board Meetings – Board meetings will be held at least 5 times per year, as deemed necessary by current PTO officers. Board meetings are open to the general membership; however, only PTO officers have the right to vote.

C. Quorum — A board meeting quorum shall be reached when a majority (over 50 percent) of the officers is present.

### ARTICLE VI – OFFICERS

A. The officers of the organization shall consist of a President, Vice President, Secretary, Treasurer, and other positions as established by a vote of the general membership. The officers also may name chairpersons to standing and special committees of the PTO. Two persons may be nominated and

elected to fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein, but will have only one vote per position.

B. Duties of the President; To serve as a liaison to the Principal or Assistant Principal. To be the principal executive officer of the Haile Middle School PTO and, subject to the control of the PTO Board and the direction of the membership. To set the Agenda and preside over any general PTO or Executive PTO board meetings. To supervise and insure all of the activities of the PTO are performed in a proper manner. The President shall serve as an authorized signatory of PTO checks. Authorizes and sets the Budget.

C. Duties of the Vice President; Will help the President amend and uphold bylaws. Oversees all fundraising; they will appoint a chairperson for each event who will give representation at the PTO meetings. Will help establish our Volunteers and Membership. To set the Agenda and preside over any general PTO or Executive PTO board meeting if the President is absent. This position will take over for the President if the President can no longer perform their duties.

E. Duties of the Treasurer; To receive the revenue of the organization, pays all authorized bills, and submits a detailed written report of the financial condition of the organization quarterly. (every 3 months), a summary report at each PTO meeting, and as requested by the Executive board. The Treasurer shall serve as an authorized signatory of PTO checks. With the President, the Treasurer will prepare the fiscal year budget (June 1st- May 31st). Sums up to \$200 may be disbursed at the discretion of the President, Vice Presidents, or Treasurer. Sums in excess of \$200 shall be sent up for a vote of approval by the organization before monies can be dispersed. The fiscal budget will be prepared for the operation/disbursement of funds of the organization for review and approval. Budget to be voted in during the last PTO meeting of the current school year.

F. Duties of the Secretary; To keep records of all general and Executive PTO Board meetings. Makes changes to any documents or papers belonging to the organization, and perform other duties as the President or Vice presidents may require. To send emails, or letters requesting grants and any thank you notes that may be required. Manage any other communication to members.

#### ARTICLE VII - EXECUTIVE BOARD

A. Executive Board. The Executive Board shall consist of the Officers, the School Principal, a Teacher Representative, and the Chairpersons of any Standing Committees.

B: Principal & Teacher Representative. The Principal and the Teacher Representative are not required to pay annual dues and shall each have one vote. The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representative acts as liaison between the School teachers and the PTO.

C. Duties. The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

## ARTICLE VIII — ELECTIONS

A. Procedure. The election of officers shall take place during the May general membership meeting each year. All members of the Haile Middle School PTO may participate in the election. Ten members shall constitute a quorum for the election of officers. The current President can appoint board members if there is not a quorum.

B. Term of Office. The term of each officer shall be one year, beginning upon election and ending Election Day of each year. A person may be elected to the same office for more than one, but not more than two consecutive terms. If a candidate for a certain officer position is not identified through an active search process, the officer may choose to serve an additional term, for a total of 3 terms.

D. Selection. The officer will be selected by a majority of the votes cast by the general membership. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

E. Vacancies. Any vacancy in office because of death, resignation or inability to serve shall be filled by the PTO Board. However, should a vacancy occur in the office of the President, the Vice President should immediately assume the office.

Section 1: Executive Board. The Executive Board shall consist of the Officers, the School Principal, a Teacher Representative, and the Chairpersons of any Standing Committees.

Section 2: Principal & Teacher Representative. The Principal and the Teacher Representative are not required to pay annual Dues and shall each have one vote. The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representative acts as liaison between the School teachers and the PTO.

Section 3: Duties. The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

## ARTICLE IX — LEAVING BOARD

Upon end of term or resignation each officer shall turn over to the board without delay, and in good order, all records, books and other materials pertaining to the organization, and shall return to the Treasurer, without delay, all funds pertaining to the organization.

## ARTICLE X — FINANCES

A. Budget. The PTO Board shall present to the general membership a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the PTO Board during the year. Any substantial deviation from the budget must be approved in advance by the membership.

B. Obligations. The PTO Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the Haile Middle School PTO. The officers shall not have the authority, however, to enter into such agreements on behalf of Haile Middle School, nor should they hold themselves out as having such authority.

- C. Loans. No loans shall be made by the Haile Middle School PTO to its officers or members.
- D. Deposits. 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.
- F. Capital Expenses Any expenditures over \$200.00 for fixed assets or enhancements must be approved by a vote of the PTO Board.

#### ARTICLE XI – PARLIAMENTARY AUTHORITY

Robert’s 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 Robert’s Rules of Order shall be kept by the PTO - <http://www.rulesonline.com/>

#### ARTICLE XII – FISCAL YEAR

The fiscal year will run from June 1 to May 31.

#### ARTICLE XIII – AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the general membership at any time, by 2/3rds of the members present providing a minimum of 5 days notice of the proposed amendment.

#### ARTICLE XIV- CONFLICT OF INTEREST

The purpose of the conflict of interest policy is to protect the tax-exempt organization’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the organization. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

#### ARTICLE XV – AUTHORITY

If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Haile PTO, they shall be deemed null and void and the decision of the Haile PTO shall, in all cases, control.

These Bylaws were approved by the general membership by majority vote on March 19, 2019.