

The Midtown Academy  
Parent-Teacher Organization (PTO)  
By-Laws

## **ARTICLE I – NAME**

The organization shall be named Midtown Academy Parent-Teacher Organization (PTO); herein referred to as the PTO.

## **ARTICLE II – MISSION STATEMENT**

The PTO is organized for the purpose of supporting and enhancing the educational experiences of Midtown students by:

1. Providing an organization through which the parents, school, and teachers can work cooperatively to further Midtown Academy's mission;
2. Providing financial support through fundraising to support the annual school budget;

## **ARTICLE III – POLICIES**

**Section 1:** The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, race, sex, creed, sexual orientation or national origin.

**Section 2:** The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

**Section 3:** The name of the PTO and the names of any of its members in the official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO.

## **ARTICLE IV – FISCAL YEAR**

The fiscal year of the PTO shall begin on July 1<sup>st</sup> and end on the following June 30<sup>th</sup>.

## **ARTICLE V – MEMBERSHIP**

**Section 1: Membership.** Any parent or guardian of a student at the School, staff, and teachers currently employed at Midtown Academy may become a PTO Member.

**Section 2: Vote.** Each PTO member shall have one vote. Voting may take place by voice or, upon request, by written ballot.

## **ARTICLE VI – EXECUTIVE OFFICERS**

**Section 1: Officers.** The Executive Officers shall consist of an elected Chair, Co-chair, Secretary, and Treasurer. All positions may be shared between two individuals and/or two positions may be combined for one individual.

**Section 2: Eligibility.** All members shall be eligible to serve in any Officer position.

**Section 3: Nominations & Elections.** Nominations for Executive Officers' positions shall be submitted at the April PTO meeting by serving PTO Officers. At this meeting, additional nominations may also be made by the PTO membership. Voting shall take place by voice at the May PTO meeting, or by absentee ballot submitted prior to the start of the May PTO meeting. If nominations and elections do not occur in April through May, then the Executive Officers shall schedule these for May through June. And, if unable to schedule nominations and elections during the Academic Year, then the Executive Officers shall schedule these in September through October. Ballots should be distributed in Friday folders at least 5 business days prior to the May PTO meeting.

**Section 4: Term of Service.** Executive Officers shall be elected for a term of two consecutive calendar years, in accordance with the Fiscal Year (Article IV), by the general PTO Membership. These terms of service should be staggered so to ensure continuity in policies and practices. An individual may not serve more than three consecutive years as an Executive Officer.

**Section 5:** In the event the PTO fails to fill all Executive Officer positions at the May PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular PTO meeting. The incumbent may not remain in an official position for two additional years.

**Section 6:** All Executive Officers shall act in the best interest of the PTO.

**Section 7: Compensation.** No Executive Officer shall be compensated by the PTO, or by any other entities, for their service.

**Section 8: Attendance.** Each Executive Officer shall make a good faith effort to attend the Executive and general PTO meetings.

**Section 9: Contracts & Purchases.** No Executive Officer shall secure any contract in the name of the PTO without the approval to do so by the vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

**Section 10: Removal from Office.** Any Executive Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

## **ARTICLE VII – EXECUTIVE OFFICER DUTIES**

### **Section 1: Chair**

The Chair shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda.
3. Represent the PTO at the Midtown Academy Board meetings.
4. Represent the PTO at city-wide meetings or other meetings outside of the organization.

5. Sign checks, notes, etc. in the absence of the Treasurer.
6. Appoint Special Committees as needed.
7. Announce PTO meetings to the School population at least one week in advance of that meeting.

### **Section 2: Co-chair**

The Co-chair shall:

1. Perform the duties of the Chair in his/her absence, resignation, or inability to serve.
2. Assist the Principal with the preparation and distribution of the School handbook.
3. Assist in the total coordination of all Class Coordinators.
4. Assist Class Coordinators in fundraising efforts.

### **Section 3: Secretary**

The Secretary shall:

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Executive Board and general PTO and forward copies to each Executive Officer within two weeks of the recorded meeting.
3. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting for approval.
4. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School, should be made available, upon request, to any individual member planning a similar event, and turned over to the next Secretary to hold this position.
5. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
6. Hold a copy of the PTO Bylaws and make available upon request to any PTO Member.
7. Provide a printed copy of the Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.

### **Section 4: Treasurer**

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations, fundraising sales and contributions.
4. Provide a written and/or oral financial report of the receipts and expenditures at each PTO and Executive Board meeting, and at other times upon request of the Executive Board.

5. Complete all financial updates by the close of the Fiscal Year and provide a full-year-end report.
6. Collaborate with the Midtown Academy Board of Directors Financial Officer on an as-needed basis.

## **ARTICLE VIII – EXECUTIVE BOARD**

**Section 1: Executive Board.** The Executive Board shall consist of the Executive Officers, a Teacher Representative, and the Class Coordinators.

**Section 2: Teacher Representative.** The acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures.

**Section 3: Class Coordinators.**

The Class Coordinators (two per class) shall:

1. Attend Executive Board and general PTO meetings.
2. Serve a term of not more than three consecutive years. In the event the class fails to fill a Class Coordinator position at the May PTO meeting, the incumbent of the expiring term may serve additional years as needed.
3. Coordinate at least one fundraising event per fiscal year with another Class Coordinator.
4. Act as liaison between the class teacher and class parents.
5. Maintain records (i.e. name, phone, email) of class parents or guardians.
6. Assist in recruiting parent volunteers to assist at various PTO events.

**Section 4: 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 – MEETINGS**

**Section 1: Regular Meetings of the PTO** – Shall be held bi-monthly or as needed, except during July and August or when deemed unnecessary by the Executive Officers. These meetings shall be held at Midtown Academy on a date and time pre-established by the Executive Officers. Dates and times of the bi-monthly meetings shall be presented by the Chair at the first regular meeting of the school year.

**Section 2: Executive Board Meetings** – Shall be held bi-monthly on a date mutually agreed upon by the Executive Officers.

**Section 3: Special Meetings of the PTO** – May be called at any time during the school year by the Chair or upon the written request to the Secretary of at least five (5) PTO members. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least ten (10) days prior to the meeting.

**Section 4: Quorum.** At least 50% of the Executive Board shall constitute a quorum at all Executive Board meetings. At least 10% of the PTO Membership shall constitute a quorum at all general PTO meetings. A quorum must be met in order for any vote to take place. A quorum shall use both attendees and absentee votes collected prior to a meeting.

**Section 5.** The newly elected Executive Board shall meet at least once between July 1<sup>st</sup> and the first general PTO meeting of the upcoming fiscal year for the purpose of preparing a balanced budget proposal in conjunction with fundraising goals, which shall be presented at the first general PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget and fundraising goals.

**Section 6:** The final PTO meeting shall take place in May, prior to the close of school.

#### **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

**Section 1: Rules.** The rules contained in Robert's Rules of Order, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary.

**Section 2: Bylaws Committee.** A special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTO meeting.

**Section 3: Bylaws Amendment.** The Bylaws may be amended under the following conditions:

- At least five (5) PTO Members shall submit the revision request to the Secretary; and
- At least five (5) business days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled general PTO meeting; and
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.