

Mt. Healthy Parent / Teacher Organization Bylaws

Article I: Name

The name of this organization shall be Mt. Healthy Parent/Teacher Organization, hereafter referred to as Mt. Healthy PTO.

Article II: Mission, Purpose, and Goals

Section 1: Mission

The mission of the Mt. Healthy PTO shall be to provide for and promote educational, social, and general welfare of the school community by encouraging work between parents, teachers, and school staff.

Section 2: Purpose

The purpose of the Mt. Healthy PTO shall be to provide a means for Mt. Healthy parents to share their time and talents by working with and supporting the professional staff with projects and special events that are of interest and benefit to our students. We will encourage all of our parents to become involved in Mt. Healthy PTO activities in some way. This will be accomplished through committees, meetings, and projects.

This organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacity will be used in any connection with commercial concerns or with partisan interests, or for any purpose other than the regular work of the organization.

This organization may cooperate with other organizations and agencies active in child welfare, such as coordinated councils, provided they make no commitments that binds their member groups.

This organization shall not seek to direct the administrative activities of the school or to control its policies.

Section 3: Goals

The goals of the Mt. Healthy PTO are:

- a. To encourage and implement family involvement within the school.
- b. To create a sense of community pride within Mt. Healthy Elementary School.
- c. To build school spirit.
- d. To support academic related projects on a classroom level, grade level, and/or school level.

Article III: Membership

Section 1: Membership

Membership shall be open to:

- a. Any parent, guardian, or other person standing in “loco parentis”, with a child enrolled and attending the Mt. Healthy Elementary School.
- b. Each member of the staff working in the Mt. Healthy Elementary School.
- c. The Principal shall be considered a member and shall serve on the Steering Committee.

Section 2: Member Privileges

Each member shall have the privilege of:

- a. Making motions
- b. Serving on projects and committees
- c. Voting at the general meetings.
- d. Being eligible for consideration of an elected/appointed office.

Article IV: Meetings

Section 1: Membership Meetings

The Mt. Healthy PTO shall conduct several general meetings throughout the school year. The PTO Steering Committee will determine the number, time, and location of these meetings.

Section 2: Membership Special Meetings

Special meetings may be convened as determined by the Executive Committee and approved by a majority vote of the Mt. Healthy PTO Steering Committee. Members will be notified at least twenty-four (24) in advance by special notice sent home with the student population.

Section 3: Steering Committee Meetings

Steering Committee meetings will be held monthly at the discretion of the Executive Committee. A minimum of (9) nine meetings will be held every year. Steering Committee meetings will be open to all organization members.

Section 4: Steering Committee Special Meetings

Special meetings may be called by the Executive Committee or by a majority vote of the Steering Committee.

Section 5: Executive Committee Special Meetings

Executive Committee meetings may be called by a quorum vote of the Executive Committee.

Article V: Election of Officers

Section 1: Elected Officers

The elected officers shall be President, Vice President, Secretary, and Treasurer. No person shall hold more than one office at any given time.

Section 2: Elections

- a. The Nominating Committee shall nominate at least one eligible person for each elected office to be filled.
- b. Only those persons who have given their consent to serve, if elected, shall be nominated or elected to such office.
- c. To be nominated for the office of Vice President, you must have served on the Steering Committee for one year.
- d. If all Steering Committee members refuse the nomination for office of Vice President, then the Nominating Committee may go to the project committee chairs. If a nominee still isn't found, they may go to the active membership.
- e. The Nominating Committee shall prepare and present a paper ballot for the last membership meeting.
- f. The Nominating Committee shall conduct the election during the last membership meeting at which time nominations will be accepted from the floor.
- g. The majority vote of the Membership shall decide the election.

Section 3: Term

- a. Officers will serve a one-year term and may be re-elected to consecutive terms. No officer may serve more than three (3) consecutive years in any one office. An officer may be considered for election for one more year, after they have served for three (3) years in one office, in the event a candidate for nomination can't be found.
- b. The term for elected officers shall coincide with the fiscal year.

Section 4: Vacancy

Any vacancy occurring in an office shall be filled by appointment made by the President and approved by the Steering Committee. If the vacancy occurs in the office of President, the Vice President shall assume the office of President and appoint a new Vice President with the approval of the Steering Committee.

Article VI: Officers' Duties

Section 1: President's Duties

- a. Shall preside at all meetings of the organization, of the Steering Committee, and of the Executive Committee.
- b. Shall coordinate the works of the officers and committees in order that the objectives and policies may be promoted.
- c. Shall be an ex officio member of all committees except the Nominating Committee.
- d. Shall acknowledge all monies received and paid for by the treasurer
- e. Shall serve one year as Past-President, upon completion of present office and will act to provide a smooth transition from one year to the next and may be asked to perform the duties of President and Vice President in their absence.

Section 2: Vice President's Duties

- a. Shall act as aide to the President and will perform the duties of the President in his or her absence.
- b. Shall be chairman of the Nominating Committee.
- c. Shall be chairman of the Auditing Committee
- d. Shall coordinate and chair the Bylaw Committee to prepare suggested and requested revisions upon the direction of the Steering Committee.
- e. Shall approve and see to the distribution of the PTO Steering Committee interest form for the following school year.

Section 3: Secretary's Duties

- a. Shall record and present minutes of all meetings of the PTO and the Steering Committees.
- b. Shall make available copies of meeting minutes for review and approval.
- c. Shall be responsible for maintaining a record keeping system, for the safe keeping of the minutes and legal documents.
- e. Shall maintain the PTO binders at the beginning of the school year and replace missing documents in the PTO binders at the end of the school year.
- f. Shall notify PTO members of membership and special meetings in a timely manner.
- g. Shall oversee the distribution of various flyers and forms related to PTO activities during the school year.

Section 4: Treasurer's Duties

- a. Shall receive and distribute monies of the organization.
- b. Shall keep an accurate record of receipts and expenditures.
- c. Shall present a statement of account at every Steering Committee and Membership meeting.
- d. Shall prepare a budget for critique by the Steering Committee and shall present a proposed budget to be approved by a majority vote at the first membership meeting of the school year.
- e. Shall distribute funds as authorized:
 1. All budgeted items
 2. Less than \$100.00 as authorized by a member of the Executive Committee
 3. \$100.00 - \$500.00 as authorized by the Steering Committee
 4. More than \$500.00 as authorized by a majority vote during a membership meeting.
- f. Shall prepare a fiscal year end report for review by the Auditing Committee.

Article VII: Executive Committee

Section 1: Composition

The Executive Committee will consist of the following:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

Section 2: Term

- a. Members of the Executive Committee will serve a one-year term.
- b. Executive Committee members may be re-elected to consecutive terms.
- c. They may not serve more than three (3) consecutive terms in any one position.
- d. An Executive Committee member may be considered for election for one more year, after they have served three (3) years in one position, in the event a candidate can't be found.

Section 3: Vacancy

Any vacancy occurring on the Executive Committee will be filled by appointment made by the President and approved by the Steering Committee.

Section 4: Duties

Duties of the Executive Committee will be:

- a. To attend all Executive Committee meetings.
- b. To transact necessary business in the intervals between the Membership meetings and Steering Committee meetings and such other business as may be referred to it by the organization.
- c. To formulate and approve expenditures, not to exceed \$100.00 or the financial capabilities, which serve the best interest of Mt. Healthy Elementary School.

Section 8: Quorum

Quorum is established by one half (1/2) of the Executive Committee Members.

Section 9: Voting

- a. Quorum must be present in order for a vote to take place.
- b. A motion shall be accepted by a majority vote.
- c. Each member of the Executive Committee will have one (1) vote and such voting may be done by proxy.

Article VIII: Steering Committee

Section 1: Composition

The Steering Committee will consist of the following:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Past President
- f. Grade Level Representatives

g. Teacher Representative

h. Principal

Section 2: Term

a. Members of the Steering Committee will serve a one-year term with the exception of the President, who will serve as Past President the following school year.

b. Steering Committee members may be re-elected to consecutive terms.

c. They may not serve more than three (3) consecutive terms in any one position.

d. A Steering Committee member may be considered for election for one more year, after they have served three (3) years in one position, in the event a candidate can't be found.

Section 3: Vacancy

Any vacancy occurring on the Steering Committee will be filled by appointment made by the Executive Committee and approved by the Steering Committee.

Section 4: Duties

Duties of the Steering Committee will be:

a. To attend all Steering Committee meetings.

b. To transact necessary business in the intervals between the organization meetings and such other business as may be referred to it by the organization.

c. To be aware of the activities of any PTO committee and keep membership informed.

d. To approve proposed dates for the PTO calendar and maintain a balanced timeline between the PTO calendar and Mt. Healthy Elementary calendar.

e. To critique and revise a budget as prepared by the treasurer. Revisions shall be voted upon by using a quorum vote.

f. To formulate and approve expenditures, not to exceed \$500.00 or the financial capabilities, which serve the best interest of Mt. Healthy Elementary School.

Section 5: Teacher Representative

Duties shall include:

a. Serving as a representative of the staff members of Mt. Healthy Elementary School.

b. Informing the staff members of Mt. Healthy Elementary School of PTO events.

Section 6: Principal

Duties shall include:

- a. Serving as a representative of Mt. Healthy Elementary School.
- b. Informing the Steering Committee of school calendar events.
- c. Providing guidance on PTO related matters.

Section 7: Grade Level Representatives

Duties shall include:

- a. Being a liaison and establishing rapport between all teachers in their grade level and PTO.
- b. Being responsible for additional duties as outlined each year by the PTO Executive Committee.

Section 8: Quorum

Quorum is established by one half (1/2) of the Steering Committee Members.

Section 9: Voting

- a. Quorum must be present in order for a vote to take place.
- b. A motion shall be accepted by a majority vote.
- c. Each member of the Steering Committee will have one (1) vote and such voting may be done by proxy with the permission of the Executive Committee.

Article IX: Committees

Section 1: Standing Committees

a. Auditing Committee

1. Steering Committee members to perform the duties of the Auditing Committee by the last Steering Committee meeting.
2. The Auditing Committee shall audit the treasurer's account for the past fiscal year.
3. The Auditing Committee shall prepare a statement reporting the state of the treasurer's account and file this statement with the PTO's records.

b. Bylaw Committee

1. The Bylaw Committee shall consist of the Vice President and at least two (2) other Steering Committee members.

c. Nominating Committee

1. The Nominating Committee shall consist of the Principal, Vice President and Grade Level Representatives.

Section 2: Project Committees

a. Project Committees shall be created by the collaborative effort of the Steering Committee as may be required to promote the objectives of the organization.

b. No committee work will be undertaken without the approval of the Steering Committee.

Article X: Rules of Order

The rules contained in "Robert's Rules of Order Revised" will govern this organization in all cases in which they are applicable and in which they are not consistent with these Bylaws.

Article XI: Fiscal Year

The fiscal year shall be from July 1 - June 30.

Article XII: Amendments/Revisions

These Bylaws may be amended/revised at any membership meeting of the organization by a two thirds (2/3) vote of the members present, providing notice of the proposed amendment/revision has been given at least two (2) weeks prior to a membership meeting.

These Bylaws hereby enacted June 3, 2009