

## BYLAWS OF THE ALBERT SIDNEY JOHNSTON PARENT TEACHER ORGANIZATION

### ARTICLE 1: NAME

The name of this organization shall be "The Parent-Teacher Organization of Albert Sidney Johnston Middle School" (hereinafter called "Johnston PTO" or "PTO"), as revised May 2003.

### ARTICLE 2: OBJECTIVES

1. To develop between educators and the general public such united efforts as to secure for all children the highest advantages in education.
2. To bring into closer relation the home and the school that parents and teachers may cooperate in the education of children.
3. To make available tools and materials in order to facilitate learning by our children.
4. To provide a pleasant environment and an attractive physical facility in which our children can most effectively work and play.

### ARTICLE 3: POLICIES

1. This organization is organized exclusively for charitable, educational, or scientific purposes, including for such purposes the making of distributions to organizations that qualify as exempt under section 501 (c) 3 of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).
2. The organization shall be noncommercial, nonsectarian, nonpartisan and non-profit and not carry on any other activities not permitted by an organization exempt from Federal Income Tax under section 501 (c) 3 of the Internal Revenue code of 1954, as from time to time amended.
3. In the event of dissolution of the organization, the PTO Board shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all assets to another organization operated exclusively for charitable or educational purposes as shall at the time qualify as exempt under section 501 (c) 3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
4. 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 a purpose not appropriately related to promotion of the purposes of this organization.
5. This organization shall work with the school to provide quality education for all children and shall participate in the decision-making process establishing school policy when asked, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

### ARTICLE 4: MEMBERSHIP AND DUES

1. Membership in the PTO shall be open to any parent, legal guardian, or caretaker of a child attending Johnston Middle School, and any teacher or staff member at Johnston who subscribes to the Objectives and Policies of this organization and upon payment of annual dues.
2. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time. The PTO Board shall set the annual dues for membership and approve any increase in dues.
3. Only members of the organization whose dues are current shall be eligible to serve in any of its elected or appointed positions.

### ARTICLE 5: PTO BOARD

1. The Johnston PTO Board, hereinafter called the "Board", shall consist of all the officers (see Article 8.1), the chairs of standing committees, the chairs of special committees, a faculty representative and the Principal of the school. Each Board member may cast one (1) *vote* regardless of how many positions he or she holds. Standing committees and special committees may be co-chaired; in which case both co-chairs are considered voting members.
2. The duties of the Board shall be (a) to transact necessary business in the intervals between

general meetings and such other business as may be referred to it by the organization; (b) to create special committees, as needed; (c) to present a report at the general meetings of the organization; (d) to approve the work of the standing committees; (e) to prepare and submit for adoption a budget for the fiscal year; (f) to oversee the administration of the budget; (g) to disburse funds to assist with the financial support of the school. All Board meeting voting shall be by majority *vote* of those Board members present.

#### ARTICLE 6: EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the President, First Vice-President, Second Vice-President, Secretary, School Volunteer Coordinator, and Treasurer.
2. The Executive Committee shall meet at such times and places prior to the regular meeting, or at other times deemed necessary, of the Board as designated by the President in order to set the agenda, coordinate all Board activities and work, and make proposals and recommendations to the Board. The Executive Committee shall be subject to the orders of the Board, and none of its acts shall conflict with action taken by the Board.
3. A majority of members of the Executive Committee shall constitute a quorum for a vote of the Executive Committee.

#### ARTICLE 7: MEETINGS

1. For the purpose of transacting business, at least six (6) general meetings shall be held during the year, the times and places to be determined by the Executive Committee (see Article 9) and approved by the Board.
2. Special meetings of the Board may be called by the President or by a majority of the members of the Board. The Board will announce all such meetings publicly to the JMS community. All Board meetings will be open to all PTO members and JMS faculty and staff.
3. The Principal, or the Principal's representative, shall attend the meetings.
4. In order to conduct business at all meetings of the organization, a simple majority of the Board members present shall constitute a quorum.
5. Each Board member shall be entitled to one *vote*.

#### ARTICLE 8: OFFICERS AND THEIR ELECTION

1. The officers of this organization shall be a President, First Vice-President, Second Vice-President, Secretary, School Volunteer Coordinator, and Treasurer. These officers shall be elected at the last regular meeting of the school year. In order to be eligible to serve as President, a person must have served at least one year on the PTO Board at Johnston or have attended at least four (4) general meetings during the school year. Officers shall serve for a term of the school year, with the exception of the Treasurer, whose office expires on July 31. The newly elected officers shall assume their duties at the conclusion of the school year. No officer shall be eligible for the same office for more than two (2) consecutive years.
2. Nomination of officers shall be made by a Nominating Committee of five (5) members: three members of the Board and two who are not members of the Board. The Board shall appoint the Nominating committee and this committee shall elect its chair. Any member of the Nominating Committee may be nominated for any office for which they are otherwise eligible. The Nominating Committee shall report to the Board prior to the last general meeting the name of at least one candidate for each office to be filled. The consent of each candidate must be obtained before his/her name is placed nomination. Additional nominations may be made from the floor at the last general meeting, provided written consent of said candidate has been obtained and their eligibility verified before his/her name is placed in nomination.
3. A vacancy occurring in an office or committee shall be filled by a vote of the members of the Board. In case a vacancy occurs in the office of the President, the First Vice-President shall become President and the office of First Vice-President filled by a vote of the remaining members of the Board.
4. At the meeting when the election takes place, this piece of business shall take place before the first order of old business. Each candidate for each contested office shall have five minutes to address the body. After all candidates have spoken, the audience or the candidates themselves

may pose questions to the candidates. Ten minutes per contested race, or a total of 30 minutes and divided among the candidates (whichever is less), shall be allotted to questions and answers. Once this is done, voting by secret ballot shall take place, for contested elections only. Proxies, e-mail voting, and early voting are not allowed. The Nominations Committee, excluding candidates, shall count the votes and announce the winners. Each candidate may have a representative to act as an observer. Any protest shall be voted on by the membership present at the meeting.

5. An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Board.

#### ARTICLE 9: DUTIES OF OFFICERS

1. The President shall regulate the order of business and preside at all meetings of the organization, the PTO Board and the Executive Board; shall be an ex-officio member of all committees; shall assist in preparing the annual budget, and perform all other duties as may be prescribed in the by-laws or assigned by the organization.
2. The First Vice-President shall oversee the work of Fundraising, Uniform Sales, After Care, help prepare the annual budget, and oversee any other committees the Board shall assign. The First Vice-President shall perform the duties of the President in the absence of that officer.
3. The Second Vice-President shall head the membership committee charged with obtaining new members, maintain open lines of communication with the School Volunteer Coordinator, help to prepare the annual budget, and shall oversee the work of the following committees: 8th Grade Party and High School Night, Hospitality, Beautification, Publicity, History Fair, Science Fair, and oversee any other committees the Board shall assign.
4. The School Volunteer Coordinator (SVC) shall recruit volunteers throughout the year and place them with the correct committee chairs and help to prepare the annual budget. The SVC will maintain open lines of communication with the First Vice-President. The SVC shall also see that school volunteers are registered with the school district, attend training sessions as offered by the district, maintain a record of the school volunteer hours and report to the VIPS (Volunteers in Public Schools) office as needed. This person also works with the school staff to recognize volunteers at the school and district levels.
5. The Secretary shall keep an accurate record of all meetings of the organization and the Executive Board, including attendance records; shall keep a roster of Board members and a copy of the bylaws and amendments; and shall handle all correspondence pertaining to the organization. The Secretary shall distribute minutes to all Board members on or before each general meeting, and to other members upon request. He/She shall remind the committee members of Board meetings and special meetings.
6. The Treasurer shall receive all monies of the organization, help to prepare the annual budget; keep a full and accurate record of receipts and expenditures, and shall payout funds only as authorized by the Board. Checks shall be drawn upon signatures of the Treasurer and President. The Treasurer shall present a statement of account at every meeting of the organization, provided it has been at least four weeks since the last general meeting, and at others times when requested by the Board. At the end of the school year, the Treasurer shall prepare an annual report for the Board by July 31. The Treasurer's accounts shall be examined annually by an Auditing Committee of not less than three (3) members who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The Auditing Committee shall be appointed by the President and approved at the last general meeting of the school year. The final report is due by July 31.
7. All officers shall deliver to their successor or the incoming President a permanent portfolio and all official material not later than ten (10) days following the last day of school. These materials shall include an annual report and recommendations.
8. The Vice-Presidents and other officers shall have such other duties and responsibilities, and shall oversee such other committees, as the Board shall from time to time prescribe.

#### ARTICLE 10: BUDGET AND EXPENDITURES

1. The Executive Committee will prepare the annual budget by the end of September, based on

estimates of revenues and spending needs. In preparing the budget, they will consult the chair of each standing and special committee. Expenditures for fund-raising activities will be included in the proposed annual budget. The Board shall submit the budget for approval by the membership by the October general meeting.

2. The Treasurer is authorized to pay all bills incurred up to the amount approved for that category of expenditure in the budget. The Treasurer must have the approval of the Board to make payments for expenses exceeding the budget amount by \$250.00 or 20%, whichever is less. All PTO checks must have two (2) signatures, the Treasurer's and President's.

3. Expenses not allocated in the budget must be approved by a vote of the Board at a regular or special meeting. The Treasurer shall be authorized to pay all expenses not allocated in the budget not exceeding \$100 deemed to be emergency or miscellaneous expenses, and approved for payment by the President or Board.

4. The Board shall leave a balance of at least \$2,000 in the treasury at the end of each school year to cover initial expenses for the following school year.

#### ARTICLE 11: COMMITTEES

1. Standing committees shall be created by the Board as may be required to promote the objectives and interests of the organization. The President shall appoint the chair of each standing committee as soon as possible following the President's election at the spring regular meeting and the chairs shall be approved by the Board at the first regular meeting of the school year.

The term of office shall be one year.

2. Special committees shall be created by the Board as required. The chairs of these committees shall be selected by the President and approved by the Board and shall serve for the life of the committee or annually. These created special committee chairs and co-chairs shall become members of the Board and therefore have voting rights (one vote per person) the same as standing committee chairs.

3. The chairs of all committees shall present plans of work for approval by the Board.

4. When the chair of a standing committee becomes vacant, the President shall appoint a new chair. The chair of each committee shall deliver to their successor a permanent portfolio and all official material not later than ten (10) days following the last Board meeting of the school year. These materials shall include an annual report, budget, expense report, and recommendations.

5. The following committees shall be the standing committees of the organization, serving with such special committees as the Board shall create. In every case where possible and practical, the committees shall have at least two members.

1. Membership - The Membership Committee shall be under the Second Vice-President and shall assist in the membership drive for new members.
2. Directory - The Directory Committee shall produce a student directory at lowest possible cost; sell advertising to defray some of that cost; and produce it as early in the school year as possible.
3. Eighth Grade Party - This committee will assist the 8<sup>th</sup> grade teacher representative to design, sell, and distribute an 8<sup>th</sup> grade T-shirt. They will also assist the teacher as needed with the 8<sup>th</sup> grade year end activities and celebrations.
4. Hospitality/Teacher Appreciation - The Hospitality Committee shall plan special events throughout the year for teachers and staff, including a luncheon. The School Volunteer Coordinator will provide to this committee a list of parents who have agreed to provide refreshments for school functions. This committee will also act as official hostesses by providing light refreshments at functions of the PTO.
5. Publicity - This committee shall edit, print and distribute any PTO newsletter and submit articles and photographs of interest to area newspapers and media. They will coordinate with school personnel to accomplish these goals.
6. Beautification - This committee shall work with school staff to help maintain the physical appearance of the school and its landscaping.
7. History Fair - This committee shall coordinate with teachers to provide judges and supervisors for the annual event.
8. Science Fair - This committee shall coordinate with teachers to provide judges and supervisors for the annual event.

9. Fundraising - This committee will report to the First Vice-President and is responsible for coordinating the Friday pizza sales. They are also responsible for proposing and coordinating any other fundraising deemed necessary by the Board. Details of collecting money will be overseen by the Treasurer to insure proper controls are followed and timely deposits are made.
10. Shirt Sales - This committee is responsible for the purchase, sale and inventory of school shirts. Sales will take place during Greyhound Camp, before the start of school and on a regular basis throughout the school year. As for all fundraising, details of money collection will be overseen by the Treasurer to insure proper controls are followed and timely deposits are made.

#### **ARTICLE 12: STANDING RULES**

The Board or membership may, by a majority vote of either body, create standing rules to govern the behavior of officers, members, meetings, and any other matters of the PTO, to the extent that they do not conflict with these by-laws. These rules are expected to include an elaboration of all special committees, meeting schedules and agendas, and membership dues, among other things as seen fit.

#### **ARTICLE 13: RULES OF ORDER**

The rules contained in *Robert's Rules of Order, Newly Revised* shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any standing or special rules of order this organization may adopt.

#### **ARTICLE 14: AMENDMENTS**

These by-laws may be amended at any regular meeting of the Board by an affirmative vote of the majority of the members present, provided written notice of the proposed amendment shall have been given to the members at least one month prior to the date of the meeting.

#### **ARTICLE 15: REMOVAL FROM OFFICE**

The Board may remove officers or committee chairs demonstrating nonfeasance or malfeasance. If the Board, by a majority vote, feels this may be necessary, one warning shall be provided. Removed persons may appeal their removal to either, first, the Board, or second, the general membership. Reinstatement would be by majority vote of either body.