

EAST MIDDLE SCHOOL PARENT TEACHER ORGANIZATION

Articles of Organization/Bylaws

as amended August 14, 2014

Article I – Name

The name of the organization shall be East Middle School PTO.

Article II – Purpose

The East Middle School PTO is organized exclusively for the purpose of providing charitable, educational, and scientific purposes, for East Middle School including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (3)(c) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article III – Members and Dues

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Article IV – Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, secretary and treasurer.

- a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minute's book, bylaws, policy statements and membership list. He or she will also check the email address and forward all necessary correspondence from the general mailbox to the appropriate executive board members. He or she will bring correspondence to the meetings. Meeting minutes shall be prepared for review and approval at the next scheduled meeting.
All agenda items shall be submitted to the secretary not later than 72 hours prior to scheduled meeting(s) in order to be included as business for discussion at the meeting.

- d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. The treasurer will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The end of year report shall be presented at the yearly audit and the information will be reviewed, and will be provided to the next fiscal year succeeding treasure. Treasurer shall keep database current. All checks shall be written and dispersed within seven (7) days of receipt of a proper invoice.

Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V – Meetings

Section 1. Regular Meetings. Meetings are to be open to all interested parties; however, only PTO members have voting privileges. There will be a minimum of six PTO meetings per school year. Additional meetings will be scheduled as necessary and as determined by the Executive Board. The regular meeting of the organization shall occur once a month (typically the second Tuesday of each month) during the school year at 7:00 p.m. The schedule for the entire year will be posted on the school website. The annual meeting will be held at the regularly scheduled May meeting. The annual meeting is for the purpose of receiving final reports, introducing newly electing officers, and conducting other business as deemed essential by the Executive Board.

Section 2. Additional/Unscheduled meetings may be called by the president, any two members of the executive board, or five general members by submitting a written request to the secretary. The written request shall state the purpose of the meeting and the reason why the topic of discussion is not able to wait until the next scheduled meeting. Notice of the additional/unscheduled meeting with a specific purpose shall be sent to the members at least two (2) days prior to the meeting, by email or phone call to each board member. A minimum of three (3) executive board members must be in attendance at the meeting.

Section 3. Emergency Meetings. If an emergency arrives and two officers will not be able to attend a scheduled meeting, a meeting may be rescheduled within a week's notice. The secretary will notify the members of the emergency meeting via the current form of electronic messaging being used as soon as possible, but not later than 24 hours prior to the meeting.

Section 4. Quorum. The quorum shall be three (3) members of the organization, two of which must be executive board members.

Section 5. Voting That Results in a Tie Vote. In the event of a tie vote, decision shall be determined by a drawing by lot. The subject which results in a tie vote shall be fully documented in the meeting minutes including the decision by drawing by lot. The drawing by lot shall be witnessed by at least three (3) persons who shall be listed in all documentation regarding the subject which resulted in a tie vote.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create and/or keep current established policy statements, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, date/day of regular meetings shall be determined by the executive board.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

Section 5. Voting That Results in a Tie Vote. In the event of a tie vote, decision shall be determined by a drawing by lot. The subject which results in a tie vote shall be fully documented in the meeting minutes including the decision by drawing by lot. The drawing by lot shall be witnessed by at least three (3) persons who shall be listed in all documentation regarding the subject which resulted in a tie vote.

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees will vary from year to year and will be established by the Executive Board on a yearly basis.

Section 3. Additional Committees. The board may appoint additional committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present. Only checks for utilities and mandatory fees such as bank and insurance fees shall be written from the PTO account prior to the approval of the current/upcoming fiscal year budget.

Section 2. The treasurer shall keep accurate and complete records of any disbursements, income, and bank account information. All disbursements shall be well documented so as to allow the audit committee to fully understand the nature and purpose of the disbursement.

Section 3. The board shall approve all expenses of the organization.

Section 4. All Board members will be authorized signers on each check. Each check and disbursement will be required to have two (2) signatures on each check and disbursement form. The principal will not be an

authorized signer on any PTO documentation unless required by Carroll County Public Schools Board of Education.

Section 5. All deposits shall be made in a timely manner to the bank at the Board members earliest convenience and discretion. The PTO Board encourages families to send check or money order as we cannot be responsible for cash. In addition to the treasurer, all financial statement shall be signed/initialed and dated by a second executive board member.

Section 6. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by an Audit Committee.

The treasurer shall prepare the financial books by the end of July and the audit shall be completed no later than August 31st of the calendar year. The audit should be completed by a 3rd party who does not have check writing approval and is not an Executive Board member. The number of members in the audit committee can vary depending on which 3rd party completes the audit. The audit shall be performed by not less than two (2) individuals, but not more than three (3) individuals with the qualifications stated above. The outgoing Vice President will coordinate the timely manner in which the audit is completed.

Section 7. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 8. The fiscal year shall coordinate with the school year.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X – Policy Statement

The purpose of the policy statement is to track changes to policies and/or procedures which are not contained in, and do not apply to the PTO By Laws, including but not limited to, Decisions regarding Fund Raisers, Spirit Wear, Actions taken regarding specific requests, etc. The policy statements are intended to provide future executive board members a historical document as to why specific actions were taken. The policy statements shall be written and approved by the Executive Board. The secretary shall keep a record of the policy statement and update it with current practices and changes for future reference by current and subsequent executive board members. It is intended that this document will be a continuing 'work in progress' from year to year and previous decisions by past executive board members shall not be deleted from the document.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. Any funds remaining after paying all outstanding PTO bills will revert back to East Middle School to be used strictly for student items or activity purchases. The funds shall be left to the discretion of the Principal. In the event that East Middle School is unwilling or unable to accept these funds, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (3)(c) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the country in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XII – Amendments

These bylaws shall remain in effect for an undetermined period of time and the statements contained herein shall carry forward to each newly elected Executive Board. These bylaws and/or Policy Statement may be amended at any regular meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, email, or fax. Amendments will be voted on at the next meeting and approved by a two-thirds vote of those present, assuming a quorum. A list of voting members shall be included in the policy statement when new policies are adopted.

Amendments to the bylaws shall result in a revised and updated document signed by the then current President, Vice President, Treasurer, Secretary and EMS Principal. The policy statement shall be updated detailing the revisions made to the bylaws including a list of voting members who revised the document. Once signed, EMS PTO Bylaws shall be posted to the PTO website in PDF format.

Michele Waite, President

Date

Deniece Schaeffer, Vice President

Date

Caryn Inglis, Treasurer

Date

S. Jane Huwig-Leister, Secretary

Date