

**Bylaws of the
Percy Julian Middle School
Parent Teacher Organization
Revised: May, 2014**

ARTICLE I-NAME

The name of this organization shall be the Percy Julian Middle School Parent Teacher Organization.

ARTICLE II – OBJECTIVE AND POLICIES

The objectives of this organization are:

- a. To promote the welfare of youth in home, school, and community.
- b. To bring into closer relationship the home and school, that parents and teachers may cooperate intelligently in the education of youth.
- c. To develop united efforts between educators and the general public, that will secure for all youth the highest advantages in mental, physical, and social education.

ARTICLE III – MEMBERSHIP

Membership shall consist of every parent or guardian whose child or children attend Percy Julian Middle School, all full or part time faculty members, and all administrative staff. Members shall have the right to vote at general membership meetings and the annual elections of officers. Members at the general meetings are eligible to vote on the following items:

- 1) Election of PTO officers.
- 2) Approval of annual budget.
- 3) Amendments to Julian PTO By-Laws.
- 4) Approval of single item expenditures more than \$1500.

ARTICLE IV – OFFICERS

Section 1.

- a. The officers of this association shall be:
 - a. Two Co-Presidents
 - b. Two or More Co-Vice Presidents of Programming
 - c. Two or More Co-Vice Presidents of Fundraising
 - d. Two Co-Vice Presidents of Communications
 - e. Two Co-Vice Presidents of Volunteer Coordinator
 - f. Two Co-Vice Presidents of Wellness/Green Policy
 - g. One or Two Recording Secretaries
 - h. One or Two Treasurers
- b. Officers shall be elected at the last regularly scheduled evening meeting of the school year following notification of the membership of the date of the election and the nominees. When there is more than one candidate for any office, election shall be by secret ballot.
- c. Each Officer shall assume his/her office immediately upon election and shall serve for two years or until a successor is elected.
- d. No person shall serve more than two consecutive terms on the board and no more than two consecutive terms in any one office.
- e. The faculty liaison should be a staff person to assist in communication and requests between faculty and parent body of the PTO. The Faculty Liaison shall be named by the Principal of the school each school year for a one-year renewable term.
- f. No staff or administrative officer of the school may hold positions on the Executive Board with the exception of the positions of faculty liaison and the officio role of the Principal.

Section 2.

- a. The nominating committee shall consist of at least three members; one member shall be selected from the Executive Board by the Executive Board; one shall be the principal of the school, and one shall be a member at large of the organization nominated by the

Executive Board. The nominating committee will be appointed at least two months prior to the election. The chairperson of the nominating committee shall be elected from the membership of the committee..

- b. Candidates for the Executive Board who are identified by the nominating committee shall have consented to serve if elected, for each office to be filled, and shall report at a general meeting at least thirty days prior to the election.
- c. Additional nominations may be made by any Organization member, provided that a list of nominees shall have been filed with the secretary at least ten days prior to the annual meeting, accompanied by a petition signed by at least twelve members of the Organization.

Section 3.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given. In case such a vacancy occurs in the office of the co-presidents, the first vice-president shall serve notice of the election.

ARTICLE V – MEETINGS

Section 1.

- a. Regular monthly meetings shall be held at such times and places as the Executive Board may determine at its first meeting of the year.
- b. Notice of all regular meetings shall be published in the school newsletter.
- c. Meeting dates may be changed by appropriate action of the Organization or of the Executive Board. A five-day notice shall be given for any date change.

Section 2.

The annual meeting shall be the last Organization meeting of the year.

Section 3.

A majority of the members present shall constitute a quorum for business transactions.

ARTICLE VI – DUTIES OF OFFICERS

Section 1.

The Co-presidents shall preside at all meetings, shall be a member ex-officio of all standing committees, shall appoint chairpersons of standing committees, and shall serve as or appoint a representative to the PTO Council.

Section 2.

The Vice-Presidents of Programming shall perform the duties of the President or Co-presidents in the absence of inability of the latter. In addition, these co-presidents shall chair or appoint chairs for all special programs that are sponsored by the Julian PTO.

Section 3.

The Vice-Presidents of Fundraising shall chair or appoint chairs for all fundraising activities that are executed by the Julian PTO.

Section 4.

The Vice-Presidents of Communications shall oversee all Julian PTO communications, including the website, the newsletter, and any other digital or paper communications.

Section 5.

The Vice-Presidents of Volunteer Coordination shall request volunteers from the Julian community, shall maintain a list of volunteers, and shall assist any requesting PTO committees with finding appropriate volunteers.

Section 6.

The Vice-Presidents of Wellness/Green Policy shall chair or appoint chairs to execute events, programs, and school improvements that are related to health or greenness.

Section 7.

The Secretary shall record and publish minutes of all meetings and conduct the business correspondence of the PTO as directed by the Executive Board.

Section 8.

- a. The Treasurer shall receive all monies of the Organization, shall keep an accurate record of the receipts and expenditures, and shall pay out monies in accordance with the approved budget as authorized by the Organization. The treasurer shall present a financial statement at all regular and executive board meetings, and shall make a report at the annual meeting.
- b. The Treasurer shall deposit the funds of the Organization in an account first approved by the Executive Board, the account being in the name of the Organization.
- c. The Treasurer's accounts shall be audited annually.
- d. The Executive Board has the authority to approve spending up to \$1,500.00 without notification of or voting by the membership of the organization. The Executive Board must receive vote approval by its membership expenditures over \$1,500.00

The Faculty Liaison shall be the link between the faculty, staff and administration of the school with the parent body of the membership of the PTO.

ARTICLE VII – EXECUTIVE BOARD

Section 1.

The Executive Board shall consist of the officers of the Organization, the chairpersons of standing committees, and the school principal or his/her representative.

Section 2.

The duties of the Executive Board shall be:

- a. To transact business and approve expenditures between monthly meetings that are authorized by the general membership.
- b. To create standing committees and special committees.
- c. To approve the plans of work of committees.
- d. To present a report and/or agenda at the regular meetings of the Organization.
- e. To appoint an auditor.
- f. To prepare a budget and submit it to the Organization.

Section 3.

Meetings of the Executive Board shall be held at the discretion of the President or by call of three members of the board. Meetings shall be open and announced generally. A majority shall constitute a quorum.

ARTICLE VIII – STANDING AND SPECIAL COMMITTEES

Section 1.

The Executive Board shall create standing committees as necessary. Chairpersons and, if required, co-chairpersons of the standing committees shall be selected by the Co-Presidents. Their term shall be until the closing of the school year. Committee chairpersons shall appoint their committees.

Section 2.

- a. The chairperson of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without consent of the executive board.
- b. Special committees may be created by the Executive Board and shall serve until their task is complete, or until the school year ends.

Section 3.

A standing committee may be disbanded by vote of the Executive Board.

Section 4.

Special Committees may be established by vote of the Executive Board. Such committees may be created for specific purpose or a defined period of time.

ARTICLE IX – COMMUNITY ORGANIZATIONS

The Co-presidents of the PTO shall appoint delegates and representatives to community organizations. These appointments shall be subject to approval by the Executive Board.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order that the Organization may adopt.

ARTICLE XI – AMENDMENTS

The constitution may be amended at any regular meeting of the Organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been published in the school newsletter at least thirty days prior to the monthly general meeting.

ARTICLE XII – FISCAL YEAR AND BUDGET

Section 1. The fiscal year of the PTO shall begin on August 1st and end on July 31st.

Section 2. A proposed budget, prepared by the out-going Executive Board, shall be presented at the last General Meeting of the school year and voted on at the first General Meeting of the new school year. Should the proposed budget be amended or declined at the first General Meeting of the new school year, an amended budget must be adopted no later than the second meeting.

ARTICLE XIII - REMOVAL

Section 1. Any officer of the PTO may be removed from office, for good cause shown, by 2/3 of the members present and voting at a meeting when a quorum is present.

- 1) Notice for the removal vote must be published two weeks before the meeting.
- 2) Written notice must be given to the officer setting forth reasons for the removal
- 3) The officer must be given reasonable opportunity to answer charges against him/her.

Reasons for removal of an officer include, but are not limited to, an inability to fulfill the obligations and commitments of the position, and/or if the officer has acted in a manner that is contrary to the PTO objectives.

ARTICLE XIV - DISSOLUTION OR LIQUIDATION

In the event of the liquidation or dissolution of the PTO, whether voluntary or involuntary, no member shall be entitled to any distribution or division of its remaining property or its proceeds, and the balance of all money and other property received by the PTO from any source, after the payment of all debts and obligation of the PTO shall be used or distributed according to the law and with the intendment of Section

501(c)3 of the Internal Revenue Code of 1986 and the Regulations there under as the same now exist or as they may be hereafter amended from time to time.