

PENNWOOD MIDDLE SCHOOL PTO BY-LAWS

Adopted the 1st day of June, 2008

Article I – Name

The name of this organization shall be the Pennwood Middle School Parent-Teacher Organization, hereinafter referred to as the Pennwood PTO.

Article II – Purpose

The purpose of this organization shall be:

- To foster the relationship between the home and the school, so that the parents and teachers may cooperate in supporting the education of the students at Pennwood Middle School, and...
- To promote the social and emotional welfare of the students at Pennwood Middle School.

Article III – Membership and Dues

Section 1. Any parent, guardian or other adult standing in loco parentis for a student at Pennwood Middle School may be a member of the Pennwood PTO and shall have voting rights. Membership shall also consist of the administrative staff and faculty of Pennwood Middle School. An annual enrollment of members will be conducted; however additional members will be accepted at any time.

Section 2. Annual dues will be established by the Executive Board.

Article IV – Officers and Elections

Section 1 – Officers. The officers, which will make up the Executive Board, shall be a President, Vice-President, Recording Secretary, Corresponding 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, prepare the agenda for each regular meeting of the organization, 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. Recording Secretary. The recording secretary shall keep records of the organization, take and record minutes and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list and any other necessary items and brings them to meetings.
- d. Corresponding Secretary. The corresponding secretary shall handle all written correspondence on behalf of the organization, including but not limited to submission of articles and notices to the Pennwood Middle School monthly newsletter and any and all submissions to local media.
- e. 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. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and shall make a full report at the end of the year.

Section 2 – Nominations and Election. Elections will be held at the second to last meeting of the school year. The executive board 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 prior to the slate being presented.

Section 4 – Terms of Office. Officers are elected for a two-year term and may serve no more than one consecutive term in the same office and/or their successor is elected. Each person elected may hold only one office at the same 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. The regular meetings of the Pennwood PTO shall be held on the second Thursday of each month during the school year with the exception of December and June. The meetings shall be held at a time and place determined by the executive board at least one month prior to the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving year-end reports, electing officers and conducting other business that may arise. The secretary will notify the members of the meetings by e-mail and in a flyer sent home with the students at least one week prior to the meeting.

Section 2 – Special Meetings. Special meetings may be called by the president, any two members of the executive board or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting by flyer and by e-mail.

Section 3 – Quorum. No quorum shall be required for the transaction of business in any regular meeting of this organization.

Article VI – Executive Board

Section 1 - Membership. The Executive Board shall consist of the officers, principal, assistant principal and a teacher liaison.

Section 2 – Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, 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, on the same day and at the same time each month as the organizational meetings, as determined by the board. Special meetings may be called by any two Executive Board members with 24 hours notice.

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. Standing committees may be created by the Executive Board as needed or appropriate to carry out the goals and objectives of the organization. Chairs of the standing committees shall be appointed by the Executive Board for one year terms but shall not serve more than two terms consecutively. The Executive Board may recommend extending a term of a chair, but must recognize the need for a co-chair to be in place for training purposes.

Section 3 – Additional Committees. The Executive Board may also, from time to time and in its discretion, appoint ad hoc or special committees. Said committees shall be limited in their duration to the time period required for them to carry out their specific task and report on same to the organization.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved at the first meeting by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income and bank account information.

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

Section 4. Two authorized signatures shall be required on each check over the amount of \$500. Authorized signers shall be the president and the treasurer.

Section 5. The treasurer shall prepare a financial statement at the end of the year to be reviewed by the Executive Board.

Section 6. 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 Pennwood Middle School and its students.

Section 7. 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 – Standing Rules

Standing rules may be approved by the Executive Board and the recording secretary shall keep a record of the standing rules for reference.

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 of dissolution.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting providing that previous notice was given in writing at the prior meeting and sent to all members of the organization. Notice may be given by mail, e-mail or notice sent home with students. Amendments will be approved by a two-thirds vote of those present at the meeting.