

**BYLAWS OF PARKWAY CENTRAL MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION**

ARTICLE I: NAME

The name of the organization shall be Parkway Central Middle School Parent-Teacher Organization, hereafter referred to as PCMS PTO.

ARTICLE II: OBJECTIVES

- A. Further the educational welfare of students and maintain a line of communication between home and school.
- B. Raise funds to provide educational programs, materials and beneficial services for the school.
- C. Keep the membership informed of legislations pertinent to education and our school district.
- D. Support staff and Administration.

ARTICLE III: PURPOSE

Parkway Central Middle School PTO is organized exclusively for educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

ARTICLE IV: POLICIES

- A. The PTO shall be totally non-commercial, non-sectarian, non-partisan, non-profit, non-political and autonomous.
- B. The PTO shall work with the school to provide quality education for all children and shall not attempt to set or control administrative policy for the school.
- C. No member shall engage in any act or activity while representing the PCMS PTO that would tend to create an unfavorable impression or unfavorable publicity or in any way be contrary to the general interest of the PCMS PTO.
- D. No PCMS PTO funds shall be used for the benefit of, or be distributable to its members, officers or other private persons.
- E. Only PCMS PTO Executive Board officers shall be authorized and empowered to pay reasonable compensation for services rendered to promote the PTO objectives.
- F. All voting will be done by those present. A secret ballot may be requested at any time. A simple majority of 51% carries the vote.
- G. Any PTO monies collected will be counted immediately following the event by at least two people (an Executive Board Member and a Committee Representative). Monies will be secured as soon as possible either at the school or in the bank.

- H. The PTO's account may be examined by any PTO member at a time established by the Executive Board.
- I. It is recommended that no less than ten (10) percent of the net gains from the organizational activities during the fiscal year are retained for use in the following year.
- J. It is recommended that budget change requests can be made and voted on at the same meeting.

ARTICLE V: MEMBERSHIP

- A. All parents and guardians of a student attending PCMS, and PCMS administrators and staff members are automatically members of the PTO, so long as they are willing to uphold the policies of the PTO and subscribe to its bylaws.
- B. All members shall be entitled to make motions, debate, and vote at meetings, as well as serve on committees and hold office.

ARTICLE VI: OFFICERS AND THEIR ELECTION

- A. The Executive Board of this organization shall be the President, Vice President, Secretary, Treasurer and one (1) designated representative from the school administration.
- B. Nominations may be made by any member at or prior to the May meeting. These nominations must have a second and no name can be accepted into nomination without verbal consent of the nominee to the Vice President at or prior to the meeting. Two weeks prior to the May meeting and voting, the list of nominations to date will be published on the website, without indication of slate or floor origin, to the membership.
- C. Officers will be elected by a simple majority (51%) of the PTO membership present and voting at the May meeting. The President may not vote unless there is a tie. The officers shall be elected at the May meeting and shall serve for a term of one year starting July 1st of the same year, except for the office of Treasurer which will be a two-year term. If an Executive Board position is vacant at the time of the election, a vote can be called to extend any Executive Board term.
- D. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Executive Board, unless:
 - 1. a vacancy should occur in the office of the President, the Vice President shall fill that vacancy; or
 - 2. a vacancy occurs in any Executive Board office, in which case the remaining Executive Board members shall elect a replacement to serve the remainder of the current year's term. Should that vacancy occur two (2) months or less before the term ends, the President shall temporarily fill the position.

ARTICLE VII: DUTIES OF OFFICERS AND COMMITTEE CHAIRPERSONS

- A. President: The President shall preside at all meetings of the PTO and of the Executive Board; shall perform such other duties as assigned member ex-officio of all committees, and shall coordinate the work of PTO officers and committees. In addition the President shall:
1. Create and distribution the PTO Newsletter;
 2. Development (with the Executive Board Officers) of a list of persons authorized for each budget line, to insure that every line item has a responsible person authorized to spend money in that budget line to insure that no budget line is overlooked;
 3. act as an authorized signatory on PCMS PTO checks drawn on PCMS PTO accounts. In the event of Co-Presidents, only one President may sign on any one check.
 4. review and sign contracts and any agreements that obligates the PCMS PTO to \$500.00 or more; or beyond the current school year.
 5. maintain all PCMS PTO insurance documentation and copies of all PCMS PTO contracts and agreements.
 6. approve all PCMS PTO written material that is distributed to parents, students and/or staff; and
 7. represent the PCMS PTO or Executive Board when official representation is required or appoint a representative, as needed.
- B. Vice-President: The Vice-President shall act as aide to the president and shall perform the duties of the president in the absence of that officer. In addition the Vice-President shall:
1. serve as ex-officio member to all committees and perform such duties as may be designated; and
 2. act as an authorized signatory on PCMS PTO checks drawn on PCMS PTO accounts.
- C. Secretary: The secretary shall record the minutes of all meetings of the PTO. A file of all minutes shall be kept for a period of three (3) years. All approved minutes shall be made available within seven (7) days of meetings, via copies in a prominent location at the school, Internet site/email or other means. In addition, the Secretary shall:
1. act as the Parliamentarian at meetings and as the Ambassador, unless the position is otherwise filled;
 2. keep an accurate record of all Executive Committee meetings, but those minutes shall not be made available to the general membership;
 3. answer all official correspondence (including condolence, birth announcements, etc) and be responsible for all publicity under the direction of the President;
 4. give notice of all meetings in accordance with these bylaws; and
 5. perform all duties as requested by the President.

- D. Treasurer: The Treasurer shall have custody of all the funds of the PTO; shall keep a full and accurate account of receipts and expenses; make disbursements as authorized by the Executive Board or by the PTO. In addition, the Treasurer shall:
1. present a statement of account at each meeting and shall be responsible for managing the budget process;
 2. have an independent audit performed at the end of each PTO year to insure the IRS forms are correct for submission;
 3. file the required Internal Revenue Service returns on a timely basis;
 4. receive all monies and make all deposits; and
 5. submit a proposed budget to the Executive Board for consideration, modification, and approval for submittal to the PTO.
- E. Committee Chairs: Committee chairs shall perform all duties assigned to them in writing by the President and/or Executive Board, including the receipts and disbursements relating to each program. In addition, Committee Chairs shall:
1. present ideas for approval (if necessary) to the Executive Board;
 2. present a summary report to the President or Vice President if they cannot be present at the general meeting; and
 3. deliver to their successors all official material including a final report not later than thirty (30) days after their successors take office.
- F. Principal:

The Principal, or designated administrator, shall retain final approval or veto power of any function if said function will interfere with procedures, policy, and/or the best interest of PCMS.

ARTICLE VIII: EXECUTIVE BOARD

- A. The Executive Board consists of all officers as defined in Article VI.A.
- B. There will be a minimum of two (2) meetings per year.
- C. The Executive Board shall:
1. transact business as required between general membership meetings;
 2. provide guidance and advice to the individual officers for the fulfillment of their duties;
 3. discuss issues and make recommendations to the general membership;
 4. develop a budget proposal by June 30th; and
 5. review and modify the proposed budget prior to the first PTO meeting of the year.

ARTICLE IX: COMMITTEES

- A. There will be committees established to conduct the various functions; plan and run projects and events. Each committee shall have a Chairperson.
- B. The Executive Board shall appoint committee chair people.
- C. Committee work shall not be undertaken without the consent of the Executive Board.
- D. The President or the Executive Board may appoint special committees.
- E. The Principal of the school, and the 6th, 7th and 8th-grade Principals are ex-officio members of all committees.

ARTICLE X: RESIGNATION AND REMOVAL FROM OFFICE

- A. An Executive Board Officer may resign from office if the resignation is presented in writing and delivered to the entire Executive Board.
- B. In the event the President chooses to resign, the President must deliver the resignation to the entire Executive Board.
- C. In the event of the resignation of the Treasurer notice must be delivered to the entire Executive Board. If this occurs prior to the end of their term, the Treasurer must prepare a final financial report and return all record books along with all records, books, PCMS money and other materials pertaining to the committee.
- D. A Committee Chairperson may resign from office if the resignation is presented in writing and delivered to the President along with all records, books, PCMS money and other materials pertaining to the committee.
- E. Any Executive Board Officer or Committee Chairperson may be removed from office when the Executive Board determines by a majority vote if the person:
 - 1. fails to fulfill the responsibilities of the position;
 - 2. significantly interferes with the operation of the Executive Board or the PCMS PTO; and/or
 - 3. knowingly violates one or more of the PCMS PTO policies and/or procedures in a significant manner.
- F. The following steps for removal from office shall be taken (as applicable):
 - 1. Two or more Executive Board Officers challenge the fitness of Committee Chairperson or other Executive Board Officer to continue to serve and bring the issue to the President.
 - 2. The President notifies the person in question and all other Executive Board Officers within Two (2) days of becoming aware of the challenge.
 - 3. The President calls a special meeting with the person in question and Executive Board Officers. Three (3) days notice must be given prior to the meeting. If the person in question does not agree to a meeting within fourteen (14) days, the Executive Board will set a meeting date by majority vote.

4. Each Executive Board Officer who challenges the fitness of a committee chairperson or other Executive Board Officer must present the potential grounds for removal from office and offer supporting evidence to the President within three (3) days of receiving notification as specified in subsection three (3).
5. The person in question must have an opportunity to respond to the issues.
6. All Executive Board Officers, including the one who may be challenged, are required to vote in writing on whether there are grounds for removal from office of the person in question. This vote takes place immediately if all the Executive Board Officers are present and the person in question has had an opportunity to respond. If all Executive Board Officers are not present or the person in question has requested additional time to respond, the President must put the potential grounds for removal in writing and distribute this document to all Executive Board Officers and the person in question within two (2) school days. The person in question shall have three (3) days to respond to the President. The President must distribute the response to all Executive Board Officers within one (1) school day of receiving the response. If the person in question fails to respond, the President shall notify all Executive Board Officers and the Executive Board will vote on the grounds for removal at the next possible opportunity.
7. All Executive Board Officers must vote by secret ballot on the grounds for removal of the person in question. A two-thirds vote is required for removal from office. The President shall count the votes, unless the President is in question and then the Vice President shall count the votes.
8. The President or Vice President, if applicable, shall notify the person in question of the vote.
9. Such proceedings shall be kept confidential and be closed to the general membership.

ARTICLE XI: RULES OF ORDER

It is the responsibility of the President (or designated presiding officer) to ensure all meetings convened of the PTO or Executive Boards are orderly and allow full participation. There should be an agenda, a vote of acceptance of any previous minutes, reports of any pertinent committees or officer activity, and the opportunity to address any old or new business that may be brought forward. Prior to any votes, the motion should be repeated by the presiding officer and documented prior to the vote. In the event the presiding officer determines it necessary to invoke more formal rules of order the Roberts Rules of Order Newly Revised will be referenced as guidance to help govern this organization in cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XII: AMENDMENTS

These By-Laws may be amended in part or revised in their entirety at any meeting of the organization by a two-thirds vote of the members present, providing that the proposed revisions have been submitted to the membership through publication on the website a minimum of two (2) weeks prior to the meeting at which the vote is taken.

ARTICLE XIII: DISSOLUTION

In the event of dissolution of the organization, its assets shall be distributed for one or more exempt purposes specified in 501 (c) (3) of the Internal Revenue Service Code of 1954 as from time to time amended.

The undersigned officers have affixed their signatures hereto, to evidence the fact that the Constitution and By-Laws have been duly adopted at a General Meeting.

_____ President	_____ Date	_____ Vice-President	_____ Date
_____ Treasurer	_____ Date	_____ Secretary	_____ Date
_____ School Administrative Representative Date			