

**BYLAWS  
OF THE  
J.C. BOOTH MIDDLE SCHOOL  
PARENT TEACHER ORGANIZATION**

**ARTICLE I: Name**

1.1 The name of the organization shall be the J.C. Booth Middle School Parent Teacher Organization (PTO), and shall heretofore be referred to as PTO or the Organization.

The mission statement shall be as follows: "To positively and proactively impact the students, parents, teachers and administration of J.C. Booth Middle School through the provision of resources targeted towards enhancing academic and social experiences and facilitating information between all parties."

**ARTICLE II: Objectives**

2.1 The purpose of the PTO is to support the mission of J.C. Booth Middle School and to foster excellence in education at J.C. Booth Middle School by supporting and enriching the activities and programs that promote a positive environment through involvement of parents, school, and the community.

2.2 To engage in fundraising activities for the educational and recreational benefits of J.C. Booth Middle School, its students, teachers and staff, as determined by the PTO.

2.3 To encourage parent involvement in and support of school activities and programs so that parents and teachers may cooperate more effectively in the education of students.

2.4 The PTO is organized and shall be operated exclusively for charitable, scientific, literary and educational purposes as defined in section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions hereafter in effect.

2.5 In the event of dissolution of this organization, after paying or adequately providing for the debts and obligation of the organization, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501 C and 170 C (2) of the Internal Revenue Code, or to the Federal, State or local government for exclusive public purpose.

**ARTICLE III: Policies**

3.1 This organization shall cooperate with the faculty and administration to support J.C. Booth Middle School and shall not seek to direct the administrative activities of the school.

3.2 This organization shall be non-commercial, non-sectarian and non-partisan.

3.3 A list of job descriptions and standard operating procedures shall be maintained current at all times.

3.4 The PTO and its members shall not be held liable in connection with any of its activities or undertakings.

#### **ARTICLE IV: Members and Dues**

4.1 Any parent/legal guardian of a J.C. Booth Middle School student, or faculty member who is willing to uphold the basic policies and objectives of the PTO is considered a member.

4.2 The membership year will run from the first day of school to the last day of school.

4.3 Each member of the PTO is entitled to one vote.

#### **ARTICLE V: Executive Board**

##### 5.1 Definition and Members

a. Executive Board shall consist of no less than four and no more than eight officers.

b. The elected officers of the Organization must include the following: President, Vice-President, Secretary, and Treasurer.

c. The Board may also include any of the following elected officer positions: a Co-President, a President-elect, and/or a Co-Vice President. There may also be a Recording Secretary and a Corresponding Secretary.

d. Executive Board shall also consist of the Principal and/or their representative and shall serve as a non-voting member of the Executive Board.

##### 5.2 Meetings

a. Regular meetings of the Executive Board will occur each month

b. A majority of the voting members of the Executive Board shall constitute a Quorum.

c. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board upon one day's prior notice being given.

##### 5.3 General Duties of All Officers

a. The President (or Co-Presidents (reference to President shall also mean Co-Presidents, if applicable) shall preside at all meetings of the Organization and the PTO board. The President shall be a member ex-officio of all committees. The President shall appoint special committees, organize Open House events, serve as primary communicator with school administration, represent J.C. Booth Middle School at county-wide meetings/functions and shall perform all other duties that are customary to the office.

b. The President-Elect (if one exists) shall assume the duties of the President in the absence or upon the inability of the President to serve. Further the President-Elect will perform any duties assigned by the President. The President-Elect will preside over any committees appointed by the President at the beginning of each school year, and other duties that are customary to the office.

- c. The Vice-President will act as aide to the President and will perform the duties of the President in absence of that officer. Further the Vice-President will preside over any committees appointed by the President at the beginning of each school year, and other duties that are customary to the office.
- d. The Recording Secretary shall keep a written record of all meetings of the Organization and the PTO Board. The Recording Secretary will provide minutes of the previous meeting for approval. Further the Recording Secretary will perform those duties that are customary to the office.
- e. The Corresponding Secretary (if one exists) shall be responsible for handling PTO Correspondence via newsletters, website, etc. Further the Corresponding Secretary will perform those duties that are customary to the office.
- f. The Treasurer shall receive all monies of the Organization. Shall keep an accurate record of the receipts and expenditures. Shall deposit all monies in the name of and to the credit of the PTO into the depositories designated by the Board. Shall pay out local funds only in such manner as authorized by the Organization and when requested by the PTO Board. The Treasurer shall also make an up to date report available monthly to distribute to members at meetings and/or upon request. All checks over \$500.00 will require two signatures. One signature of the Treasurer and the other may be of any officer on the bank signature card. Shall coordinate and submit an annual budget for approval by the general membership (September PTO General meeting). Shall arrange for an accountant to review financial records annually and to submit taxes. Further the Treasurer will perform those duties that are customary to the office.
- g. At least 3 officers are required to sign a bank signature card on all PTO accounts.
- h. All officers should make efforts to attend all Executive Board meetings and general PTO meetings.
- i. All officers should maintain information pertinent to the office and deliver it to successors by May Board Meeting.
- j. In the absence of chair or committee, the associated Executive Board officer will assume responsibility for that committee. Changes to the committee's scope are subject to Executive Board approval.

## **ARTICLE VI: Officers and Their Election**

### **6.1 Term of Office**

- a. The Executive Board shall be elected for a term of one year.
- b. Officers shall assume their duties June 1 after the election until May 31 of the following year.

c. Officers shall be limited to serving two successive terms in the same office. If another candidate for a certain officer position is not identified through an active search process, the officer in that position can serve an additional term for a total of three successive terms in the same office.

## 6.2 Elections

a. All nominations for an Executive Board position will be considered at the May PTO meeting, where an Executive Board will be voted on.

b. Each candidate will complete and submit an information form (located on the PTO website) to the PTO via email - [jcboothnspto@gmail.com](mailto:jcboothnspto@gmail.com) or by sending paper copy to JC Booth Middle School – Attention PTO, no later than 2 weeks before the May meeting. If less than 2 weeks before the May meeting, the Executive Board may not be able to include the candidate in any notices or the summary to be prepared. The Executive Board shall collect all information forms, contact each candidate with information regarding the election, follow up with the candidates as needed, and compile a summary of all candidates prior to the May meeting. Further, each candidate will have their names, and position seeking, announced in the PTO newsletter prior to the May meeting.

c. At the May PTO meeting, The Executive Committee will read the list of candidates, and the position they are seeking. All nominees should be present, and will be asked to stand, introduce themselves, state the position they are seeking and briefly explain why they will be good for that position. Candidates should also share why they want to be elected, highlights of their PTO service, and any special skills they bring to the PTO.

d. If there is only one candidate for each position, a slate will be announced and voting will be by a show of hands. If more than one candidate is up for a position then voting will take place by paper ballot and be counted by 2 school staff/administration members. Election of officers shall be by majority approval.

## 6.3 Vacancies and Removal from Office

a. The President shall appoint a person to fill any vacancy in an office. The newly appointed officer will hold the office until the next Executive Board meeting. The Executive Board shall either approve the newly appointed officer or shall appoint another person to fill the vacancy. In either case, the newly appointed officer shall serve until election at the next general PTO meeting.

b. In the event of an inability to fill a Board position, the duties of the vacant position will be distributed among other Executive Board members by the President until the position is filled.

c. Any officer resigning prior to the end of his or her term shall notify the President.

d. The Executive Board may remove any elected officer from office for failure to perform duties, unethical behavior, or criminal misconduct by a two-thirds vote of the Board members voting, provided there is a quorum present, at a special meeting duly called for that purpose.

## **ARTICLE VII: General and Special Meetings**

7.1 General meetings of the PTO shall be held monthly or at least a minimum of four times during the school year. The President and/or Executive Board shall establish the time, date and number of these meetings by June 30th. Five days notice shall be given if any change of date is needed for a general PTO meeting.

7.2 Special meetings of the PTO may be called by the President or by a majority of the Executive Board with ten days notice having been given.

7.3 Those present at any scheduled duly noticed meeting of the general membership shall constitute a quorum.

7.4 Elections shall be held during the May General PTO meeting.

7.5 A review of the PTO proposed budget shall take place during the first General PTO meeting (August) and the final budget shall be presented by the Treasurer and voted on during the September General PTO meeting.

## **ARTICLE VII: Standing and Special Committees**

8.1 Standing committees represent activities that continue in the program of the PTO. Such committees shall be created or abolished by the Executive Board as may be required. No committee work outside the scope of the plan of work shall be undertaken without approval from the Executive Board.

8.2 Committee chairs/leads shall be approved for a term of one year. A Committee Chair may be approved for an additional term for a total of three successive terms.

8.3 Committee chairs/ leads shall assume their duties June 1 after the election until May 31 of the following year.

8.4 Special committees shall be appointed as deemed necessary by the President and/or Executive Board. The President, subject to the approval of the Executive Board, shall appoint chairs to serve for a designated period of time.

## **ARTICLE IX: Financial Policies**

9.1 The fiscal year of the organization shall begin on July 1 and end on June 30.

9.2 All Financial Records shall be available to the PTO Executive Board and general PTO members. All Financial Records shall be available to an outside tax accountant no later than November for the previous fiscal year.

## **ARTICLE X: Parliamentary Authority**

10.1 Robert's Rule of Order, revised, shall govern this organization in all cases in which they are applicable.

## **Article XI:**

### 11.1 Standing Rules Section 1: Suggested Order of Business

- Call to Order
- Statement of Treasurer
- Principal's Report
- Report of Executive Board
- Reports of Standing Committees
- Old Business
- New Business
- Announcements
- Adjournment

## **ARTICLE XII: Amendments**

12.1 These bylaws may be amended at any general meeting of the PTO by two-thirds vote of the members present and voting and constituting a quorum, provided that the proposed amendment is also approved by a majority vote of the Executive Board and that written notice of the proposed amendment shall have been made available to the general PTO ten days prior to the general PTO meeting.

12.2 Standing rules may be amended by a majority vote of the Executive Board providing that written notice of the proposed changes shall have been given to the Executive Board seven days prior to the meeting.

## **ARTICLE XIII: Action without a Meeting**

13.1 Email voting by the Executive Board will be used for special circumstances.

The stipulations are as follows:

- a. There is a 48-hour deadline for responses (votes)
- b. Any necessary documentation for consideration will be scanned and attached to the emails so that all of the documentation may be viewed by the entire Board
- c. When responding you must REPLY TO ALL; if not replying to all, the vote will be discounted
- d. If anyone asks to meet in person for more discussion, the issue can no longer be voted on via email
- e. Votes require 100% participation and 60% approval; otherwise, the motion has to be discussed in person
- f. Copies of the email threads will be kept in the Secretary's binder for record keeping needs