

Blendon Middle School Parent Teacher Organization Bylaws

I. Name

The name of the organization shall be the Blendon Middle School Parent Teacher Organization (PTO).

II. Purpose

The purpose of the PTO shall be to aid the students of Blendon Middle School by providing support for their educational and recreational needs and to promote open communication between the administration, teachers and parents.

III. Membership

Section 1. All parents and/or legal guardians of students who currently attend Blendon Middle School and all current faculty and staff of Blendon Middle School shall be eligible for membership in the organization. Regular members shall have the right to attend and participate in all meetings and activities of the organization and shall have the right to vote and hold office.

Section 2. Annual dues will be established by the executive board. A member must have paid his/her dues before a meeting to be considered a member in good standing with voting rights at that meeting.

IV. Meetings

Section 1: Regular Meetings. At least five General Membership Meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced in school newsletters and bulletins and on the PTO web page.

Section 2: Special Meetings. Additional meetings of the organization may be called, either by vote of the Executive Board or by petition of a majority of the voting members. The time and place of all Special Meetings shall be announced at least seven days prior to the meeting.

Section 3: Quorum. Those persons present at a properly called General Membership meeting or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

Section 4: Voting. A majority vote of the members present at any meeting shall be required for all action to be taken by the organization.

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V. Officers

Section 1: Officers. The officers shall be a president, vice-president, secretary, treasurer, Parent Council representative. One person may be nominated and elected to fill any single position.

Section 2. President. The President shall be the principle executive officer of the organization and, subject to the control of the Executive Board and the direction of the membership, shall in general supervise and control all the activities of the organization. The President shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President shall vote in a vote of the Executive Board or the membership. The President shall be an ex-officio member of all committees of the organization.

Section 3. Vice President. The Vice President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of said President. The Vice President shall perform such other duties as are assigned by the President or the Executive Board.

Section 4. Secretary. The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall receive from the Membership Chair a list of regular members who have paid dues and will prepare and maintain the official list of members, shall see that all notices are duly given in accordance with these Bylaws and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

Section 5. Treasurer. The Treasurer shall be a member of the Executive Board. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Board. The Treasurer shall make disbursements as authorized by the President, Executive Board or membership in accordance with the budget adopted by the membership. The Treasurer shall present a written financial report including a running balance of funds at each General Membership meeting of the membership and at other times as requested by the Executive Board.

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Section 6. Parent Council Representative. The Parent Council Representative will represent the Blendon PTO at Westerville Parent Council meetings. The representative will report to the Blendon PTO about information received from the Westerville Parent Council.

VI. Elections

Section 1. Nominations and Elections. The election of officers shall take place during the last General Membership meeting each year. All members of the organization may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

Section 2. Eligibility. All officers must be PTO members in good standing no later than the first day of school if elected in May or within two weeks of their election if they are elected at some time during the middle of the school year.

Section 3. Term of Office. The term of each officer shall be one year, beginning on June 15 and ending on June 14 of each year. No one person may hold any elected office for more than 2 consecutive terms or more than one office at a time.

Section 4. Selection. A majority of the votes cast by the members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two persons who received the largest number of votes cast shall be immediately held.

Section 5. Vacancies. Any vacancy in office because of death, resignation or inability to serve shall be filled by the Executive Board for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice President shall immediately assume the office. Should a vacancy occur in the office of the Vice President for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein.

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.

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VII. Executive Board

Section 1. General Powers. The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership of these Bylaws. It may create Standing and Special Boards, approve the plans and work of Standing and Special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval and, in general, conduct the business and activities of the organization.

Section 2. Membership. The membership of the Executive Board shall consist of the President, Vice-President, Secretary, Treasurer and Parent Council Representative. The principal of the school and the chairpersons of all Standing Committees shall serve as ex-officio members and shall be entitled to vote.

Section 3. Meetings. Special meetings may be called by the President or by a majority of the Executive Board. Adequate notice of all meetings shall be given to all members of the Executive Board and, in the absence of an emergency, at least seven days in advance. When possible, notice of the meetings should be announced to all members of the organization. Any member may attend a meeting of the Executive Board, but shall not be entitled to vote on matters before the body.

Section 4. Quorum. A majority of the regular members of the Executive Board shall constitute a quorum for the transaction of business.

Section 5. Voting. The vote of the majority of the regular and ex-officio members of the Executive Board present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Board.

VIII. Standing and Special 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. The following committees shall be held by the organization: Fundraising, Hospitality/Family Support, Membership, Volunteers, Nominating and Auditing. The Chairperson shall report the plans

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and activities of the committee to the Executive Board, which must approve all such reports.

Section 3. Special Committees. The President and/or the Executive Board may create Special Committees as needed. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on June 14 of each year, whichever occurs first. The President can appoint the chairpersons of all Special Committees. Any member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Board, which must approve all such reports.

IX. Finances

Section 1. Budget. The Executive Board shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Board during the year. The Executive Board may approve any deviation up to \$100. Any deviation beyond \$100 must be approved by the membership.

Section 2. Record Keeping and Documentation. The Treasurer shall keep accurate records of any disbursements, income as a running balance and shall maintain all bank account information as a running balance. The Treasurer shall file all required Federal and State financial/tax forms on time. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section 3. Authority to Purchase. The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Blendon Middle School or the Westerville City School District, nor should they hold themselves out as having such authority.

Section 4. Loans. No loans shall be made by the organization to its officers or members.

Section 5. Commercial Paper. At least one other officer (President or Vice-President) in addition to the treasurer needs to be an authorized signer on the

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PTO bank account. All checks, drafts or other orders for the payment of money on behalf of the organization shall be signed by one of these people. Any check over the amount of \$250 shall be signed by two of these authorized signers.

Section 6. Dissolution. Upon the dissolution of the organization, any remaining fund should be used to pay any outstanding bills and, with the membership's approval, the remainder spent for the benefit of the school.

Section 7. Fiscal Year. The fiscal year shall coordinate with the school year.

X. Parliamentary Authority

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

XI. 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 then sent to all members of the organization by the secretary. Notice may be given by postal mail, email or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

XII. Westerville School Board

If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Westerville School Board, they shall be deemed null and void and the decision of the Westerville School Board shall, in all cases, control.

These Bylaws were adopted by the membership by a majority vote during a regularly schedule General Membership meeting in November 2008 and shall take effect immediately.