

**BYLAWS OF THE HEADLAND MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION
2016-2017**

ARTICLE I: Name

1.1 The name of the organization shall be the Headland Middle School Parent Teacher Organization (PTO), a nonprofit corporation. It shall have no affiliation with any state or national organization with similar objectives.

ARTICLE II: Purpose

2.1 The purpose of the Headland Middle School PTO is to support and enhance the educational experience at Headland Middle School working to:

1. strengthen the relationship between home and school;
2. promote and encourage communication among families, parents, teachers and administration;
3. serve as a source of support for the school with volunteer and financial assistance; and
4. foster goodwill and support for the school in the community at-large.

2.2 The objectives of the Headland Middle School PTO shall be promoted through programs directed toward parents, students, teachers, staff, and the general public; developed through committees, projects and programs; and governed and qualified by the basic policies set forth in the articles below.

ARTICLE III: Policies

3.1 The Headland Middle School PTO shall be noncommercial, nonsectarian, nonpartisan, and nonprofit.

3.2 The Headland Middle School PTO shall operate exclusively for charitable, educational, scientific and literary purposes.

3.3 The Headland Middle School PTO shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school, and shall not seek to control the administrative policies of the school.

3.4 The name of the Headland Middle School PTO and the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the Headland Middle School PTO.

3.5 The Headland Middle School PTO shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, nor devote more than insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

3.6 No member of the Headland Middle School PTO may speak or write on behalf of the PTO to school district personnel or media, unless authorized to do so by the President, Principal, or Executive Board.

ARTICLE IV: Members and Dues

4.1 Any school staff or faculty member and any parent, guardian or other adult standing in loco parentis for a student at the school may, upon payment of annual dues, become a member of the Headland Middle School PTO. Membership shall be available without regard to race, creed, religion or national origin.

4.2 The Headland Middle School PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time.

4.3 The amount of the annual dues of the Headland Middle School PTO shall be established by the Executive Board and shall be reviewed annually. Dues will be assessed per family.

4.4 Only members in good standing of the Headland Middle School PTO shall be eligible to participate in its business meetings or to serve in any of its elected or appointed positions. A member in good standing shall be in compliance with these bylaws and current with annual dues.

4.5 Each member of the Headland Middle School PTO is entitled to one vote.

ARTICLE V: Executive Board

5.1 Definition and Members

- a. The organization shall function under the general guidance and direction of the Executive Board which shall consist of the officers of the organization.
- b. The Executive Board shall be made up of the Principal, Vice-Principal, President, President-Elect, Vice-President, Secretary/Treasurer and Fundraising Chair.
- c. The Principal and the Vice-Principal shall serve as non-voting members of the Executive Board.

5.2 Meetings

- a. Regular meetings of the Executive Board will be held prior to each general meeting of the organization in months when general meetings occur.
- b. A two-thirds 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. Make efforts to attend all Executive Board meetings and general PTO meetings;
- b. Communicate with associated committee chairs at the beginning of the school year and regularly thereafter;

- c. Perform the duties outlined in these bylaws and standing rules and those assigned from time to time; and
- d. Maintain a notebook with information pertinent to the office and deliver to their successors this notebook and any other pertinent materials within 15 days following the date upon which their successors assume their duties.
- e. 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 or upon election/identification.

6.2 Elections

- a. Nominations for officers will be taken by motions from the floor during a general meeting.
- b. Officers shall be elected by ballot. The election for each office shall be by ballot, unless there is only one candidate for a particular office, in which case election for that office may be by voice vote upon motion from the floor.
- c. Newly elected officers shall assume their duties on June 1 or immediately upon election if a new school year has begun.

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 in writing.
- d. The Executive Board may remove any elected officer from office for failure to perform duties, unethical behavior, criminal misconduct, or failure to attend three consecutive meetings 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: Duties of Officers

7.1 The President shall:

- a. Serve as the liaison to the Principal;
- b. Set the agenda for and preside over Executive Board meetings and general PTO meetings;
- c. Create and/or maintain a timeline of all significant PTO deadlines;

- d. Coordinate the work of the officers and committees of the PTO in order that the purposes of the PTO may be promoted;
- e. Determine the division of fundraising responsibilities;
- f. Communicate with and train the President-Elect whenever possible;
- g. Make every effort to foster a sense of community and encourage teamwork within the PTO; and
- h. May serve as an advisory, non-voting Past-President on following year's Executive Board.

7.2 The President-Elect shall:

- a. Commit to serve as the next President, and actively engage with the current President in order to ensure a smooth transfer of presidential responsibilities;
- b. Act as an aid to the President and perform the duties of the President in the absence or inability of that officer to act;
- c. Record improvements to be made in future school year(s); and
- d. Coordinate information provided to incoming families.

7.3 The Vice-President shall:

- a. Attend Executive Board and general PTO meetings;
- b. Serve as an aide to the president;
- c. Maintain a current membership list, record membership attendance at meetings and update the secretary on members in good standing;
- d. Act as recorder of the proceedings and meetings in the absence of the secretary;
- e. Perform other duties as assigned by the president or organization; and
- f. Succeed as President in the event of a vacancy until the Executive Board can fill the position.

7.4 The Secretary/Treasurer shall:

- a. Give proper notice of all Executive Board and general PTO meetings;
- b. Attend Executive Board and general PTO meetings;
- c. Take minutes at each meeting, which shall be prepared and presented at the next corresponding meeting;
- d. Provide Executive Board meeting minutes and general PTO meeting minutes for posting on the website and make them available prior to subsequent meetings;
- e. Coordinate and facilitate internal communications between the PTO and its membership, i.e. parents, administration, staff and students; and
- f. Keep an accurate permanent record of PTO bylaws, meeting agendas, and meeting minutes (with a copy of amendments as entered), which will serve as the official record of the Headland Middle School PTO, to be subsequently handed to each Secretary.
- g. Keep records of all financial transactions of the PTO;
- h. Collect funds and turn in to Headland Middle School office;
- i. Present a Treasurer's report at each Executive Board meeting and general PTO meeting and at other times as requested by any PTO member; and
- j. Ensure transition of and access to recent years' records to the next Treasurer and give older years' records to the Secretary.

7.5 The Fundraising Chair shall:

- a. Attend Executive Board and general PTO meetings; and
- b. Coordinate and oversee PTO fundraising committees and events as designated by the President and described in the standing rules.

ARTICLE VIII: General and Special Meetings

8.1 General meetings of the PTO shall be held 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 May 31st. Five days' notice shall be given if any change of date is needed for a general PTO meeting.

8.2 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.

8.3 Action without a Meeting. Any action required or permitted to be taken at a meeting of the Executive Board or of any committee may be taken electronically. Such action shall have the same force and effect as if it were approved by a unanimous vote at a meeting thereof, duly and regularly called.

ARTICLE IX: Standing and Special Committees

9.1 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.

9.2 Standing committee chairs shall be elected for a term of one year.

9.3 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 X: Financial Policies

10.1 The fiscal year of the organization shall begin on June 1 and end on May 31.

10.2 Any donation received and not designated for a specific purpose, shall go to the general operating fund.

10.3 Funds raised shall not be used for personal benefit of PTO Officers and chairs.

ARTICLE XI: Parliamentary Authority

11.1 In the absence of a provision to the contrary, Robert's Rules of Order, Newly Revised, shall prevail.

ARTICLE XII: Amendments

12.1 These bylaws may be amended at any general meeting of the PTO by a 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.