

# McDonogh 35 Parent Teacher Organization – Proposed Amendments to Bylaws – October 3, 2018

The following amendments to the McDonogh 35 Parent Teacher Organization Bylaws were approved by the McDonogh 35 PTO Executive Board at a meeting on June 16, 2018. To be ratified, they must be approved by a majority of PTO members present at a regular meeting.

## ARTICLE 4: MEMBERSHIP

**Section 1: Membership.** Any parent or guardian of a student at McDonogh 35 High School, McDonogh 35 High School Administrators, teachers, any currently employed staff member at the school, and Alumni of McDonogh 35 High School volunteers who contribute a minimum of five hours per month may be a ~~part~~ member of the McDonogh 35 PTO. There will be no fee for membership.

**Section 2: Active Member.** An active member must be established by registration and/or attending 3 consecutive meetings.

## ARTICLE 7: OFFICER DUTIES

**Section 6: Treasurer.** The Treasurer shall receive all monies collected for the organization and said monies shall be deposited into the McDonogh 35 PTO bank account. The Treasurer will keep a record of all monies received and paid out and make a report of the same to the Executive Board and read at each general meeting for approval. All check requests for the McDonogh 35 PTO will be completed on the accounts Check Request Form and signed by both the McDonogh 35 PTO President (or Vice President when needed) and the McDonogh 35 PTO Treasurer. The McDonogh 35 PTO account shall be subject to an audit at all times. All McDonogh 35 PTO checks will be signed by the McDonogh 35 PTO Treasurer and President (or Vice President when needed) within five (5) business days.

## ARTICLE 13: ORDER OF BUSINESS AT MEETING

**Section 1: Agenda Items.** Agenda item suggestions for monthly meetings shall be referred to the McDonogh PTO President and/or Vice President. The order of business shall be, as far as applicable and practicable, as follows:

1. Opening of the meeting
2. Introductions & Purpose
- ~~1-3.~~ Discussion of Agenda Items
4. Reading of Minutes from previous monthly meeting
- ~~2-5.~~ Committee Reports (if available)
- ~~3-6.~~ Reading of Financial Report
- ~~4.~~ School Administrator Report
- ~~5.~~ Discussion of Agenda items
- ~~6-7.~~ Open Floor discussions
- ~~7-8.~~ Meeting Adjournment

The PTO may from time to time invite administrators to give a report at meetings and may place this report into the meeting sequence wherever it sees fit.