

McKenny Elementary Parent Teacher Organization
BYLAWS
(Rev. October 2012)

ARTICLE I
NAME

The name of this organization shall be McKenny Elementary Parent Teacher Organization (McKenny PTO). The PTO is a non-profit organization.

ARTICLE II
Objectives

The objectives of the organization shall be:

1. To promote the welfare of children in the home, school and community;
2. To bring the home and the school in to a closer relationship in the interest of the children;
3. To furnish a channel through which parents, teachers and others may express their interest in the child, home, school and the community;
4. To encourage the highest possible standards of the school.

ARTICLE III
Members

Section 1: Members shall consist of current teachers, staff and the principal of McKenny Elementary, plus parent/legal guardians of each child enrolled in McKenny Elementary membership by the payment of annual dues.

Section 2: The annual membership dues shall be \$7 per staff and \$12 per family. Business memberships will be \$25 per business.

Section 3: Voting shall be one vote per member in good standing.

ARTICLE IV
Officers

Section 1: The officers of the PTO shall be a vice president, a secretary, a treasurer, a McKenny teacher, a parent-at-large, a volunteer manager and a PTO representative to the Site Council. The officer shall constitute the Executive Board. The officers must be parent/legal guardians of McKenny Elementary students. A teacher who is also a parent may serve as an officer but in no event may the principal serve as an officer. Appointed positions for committees shall be made by a majority vote of the Executive Board. The standing committees are as follows: Membership, Directory, Fund Run, Staff Appreciation, Passport and Carnival. Other select committees (including fundraising committees) may be authorized by the PTO or Executive

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Board. Committee chairmen are to keep records of their committees' activities (including fliers, letters, timelines, volunteers, etc.).

Section 2: The officers shall perform the duties described in the parliamentary authority and these bylaws.

A. President

1. Preside over meetings
 - i. Verify quorum is present.
 - ii. Announce business before the assembly per agenda.
 - iii. State and put to vote all motions in order.
 - iv. Assign the floor to members.
 - v. Enforce all rules of the debate. Maintain order and decorum.
 - vi. Respond to parliamentary inquiries.
 - vii. Have at hand the bylaws, rules of order, standing rules or other documents to facilitate the transaction of business (such as a roster of committees).
 - viii. Declare a meeting recessed or adjourned.
2. Primary liaison between the PTO and school principal and staff.
3. May serve as a committee chair.
4. Must authenticate by his/her signature, when necessary, and any documents relevant to the PTO.

B. Vice President

1. In the absences of the president, the vice president serves in his/her place.
2. May serve as a committee chair.
3. In the event of a vacancy in the office of president, the vice president automatically becomes president.

C. Secretary

1. Meetings
 - i. Records the minutes
 - ii. Reads the minutes and any correspondence.
2. Records
 - i. Keep minutes in a book and make copies available to members.
 - ii. Maintain current, accurate copies of all organizational documents, including bylaws, rules, standing rules.
 - iii. Files pertinent reports and registrations.
 - iv. Maintains a roster of the membership
 - v. Maintains a list of all committees and their members, provides committee with relevant information from the assembly, such as instructions. This task can be shared with the president.
3. Treasurer

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- i. Keep account of all monies of the PTO received and disbursed and sign all checks for the payment of money.
 - ii. Brings books and records and presents a treasurer's report at all general meetings.
 - iii. File any necessary city, state and federal tax forms.
 - iv. Have books and records ready for review by an auditing committee by Aug. 1 after his/her term of office.
4. McKenny Teacher
- i. Serves as a liaison between the PTO and the McKenny Staff
 - ii. May serve as a chair or member of any committee.
 - iii. Attends board meetings and general membership meetings.
 - iv. This position may be shared.
5. Parent-at-Large
- i. Serves as Membership Chair.
 - ii. May serve as chair of any committee.
 - iii. Attends board meetings and general membership meetings.
6. Site Council Representative
- i. Represents the PTO and acts as a liaison between the PTO and the Site Council at their regular meetings.
 - ii. May serve as chair or as a member of any committee.
7. Volunteer Manager
- i. Keeps an active list of parents/guardians who have offered to volunteer.
 - ii. Provides a list of volunteers to the appropriate committee chairperson as needed.
 - iii. Informs the board of volunteer needs and opportunities.
 - iv. May serve as the chair or member of any committee.

Section 3: The officers shall be elected by ballot at the annual meeting to serve a term of one year and until their successors are elected. Their term of office shall begin at the June meeting.

Section 4: No person shall hold office if he or she is not a member in good standing, and no member shall hold more than one office at a time. Officers may hold appointed positions.

ARTICLE V
Meetings

Section 1: A regular meeting of the PTO shall be held each month, on a mutually agreed-upon date established by the Executive Committee and Standing Committee members. The president may call a meeting of the Executive Board to discuss time-sensitive issues prior to a regular meeting or any time during the school year. All meetings shall be held at the school, unless designated by the president.

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Section 2: A regular meeting in May shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving annual reports and conducting any other business that may arise.

Section 3: A special meeting may be held upon the call of the president or on the written request of any twenty (20) members of the PTO. The purpose of the meeting shall be set forth in the notice.

Section 4: No notice shall be required for a regular meeting. The annual meeting shall require a notice of at least 25 days. Notice of a special meeting shall be given at least eight (8) days in advance.

Section 5: A quorum shall consist of 10 members for up to 100 members and one-tenth of the membership for more than 100 members.

ARTICLE VI
Parliamentary Authority

The rules contained in the Modern Edition of "Robert's Rule of Order" shall govern the PTO in all cases where they are not in conflict with these bylaws and any special rules of order the PTO may adopt.

ARTICLE VII
Amendment

These bylaws may be amended at any regular or special meeting of the PTO by a majority vote, provided that previous notice of the amendment was given to all members at least eight days in advance.

ARTICLE VIII
Books and Records

The PTO shall keep correct and complete books and records of account and shall keep minutes of the proceeding and a record of names of members in good standing in the school office. All books and records of the PTO may be inspected by any member for any purpose at any reasonable time.