



# **CMIT North Elementary School**

## **PARENT TEACHER ORGANIZATION**

**EIN#: 47-2051473**

### **BYLAWS**

*Bylaws approved on January 29, 2025*

#### **ARTICLE I - NAME**

The organization shall be named Chesapeake Math and IT (CMIT) Elementary Parent-Teacher Organization (PTO); herein referred to as the PTO. Legal names include Chesapeake Math and IT Elementary PTO, CMIT Elementary PTO, Inc., CMIT North Elementary PTO, and Chesapeake Math and IT North Elementary PTO, Inc.

#### **ARTICLE II - PURPOSE**

Our School PTO shall strive to:

- A. Develop a closer connection between school and home by encouraging parent involvement.
- B. Enhance the educational experience by supporting academic and enrichment activities.
- C. Improve the environment at our school by providing volunteer and financial support.

#### **ARTICLE III - POLICIES**

Section 1 - The program of this organization shall be educational and shall be implemented through committees, projects, and events.

Section 2 - This organization shall be non-commercial, non-sectarian. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the organization.

Section 3 - This organization may cooperate with other organizations and agencies active in child welfare.

Section 4 - All funds shall be kept in a checking account in the name of CMIT North Elementary PTO, requiring two signatures of the Executive Board and one school representative shall have access to the bank account at a local financial institution.

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Section 5 - The organization shall leave a minimum of \$5,000.00 in the treasury at the end of each fiscal year.

Section 6 - Reimbursement requests must be made within 30 days of the expenditure; otherwise the request will be denied.

Section 7 - Contract signing authority is limited to the President, Vice-President, and School Representative.

Section 8 - The Treasurer must facilitate annual financial audits to ensure integrity of fund management.

## **ARTICLE IV - MEMBERSHIP & DUES**

Section 1 - Membership is open to the faculty and staff of our School and all parents, guardians, and caregivers of children attending our School; there shall be one vote per membership.

Section 2 - The Executive Board shall set the annual dues, which are payable to CMIT North Elementary PTO, through the treasurer. The current serving Executive Board are exempt from the annual dues for their term.

Section 3 - Only members of the PTO who have paid dues and/or submitted a membership form for the current school year may participate in the business of the organization and vote in matters before the organization.

Section 4 - Members must uphold the standards of the CMIT North Elementary PTO Code of Conduct.

## **ARTICLE V - FISCAL YEAR**

The fiscal year of Our School PTO shall be from July 1 through June 30 of the following year.

## **ARTICLE VI - OFFICERS AND THEIR ELECTION**

Section 1 - Officers

- A. The officers of this organization shall consist of one and only one President and one Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and one school representative.
- B. Officers shall be elected bi-annually in the month of May, unless the member leaves the school prior to the conclusion of the officer's two-year term.
- C. President and Recording Secretary will be elected in odd years, and Vice President, Treasurer and Corresponding Secretary will be elected in even years to ensure continuity.
- D. Each position shall be voted for independently by paid members of the general body.
- E. The newly elected officers shall assume their duties July 1st and shall serve for a term of two years or until the election of their successors.
- F. A person shall not be eligible to serve more than two consecutive terms in the same office.

## Section 2 - Elections

- A. Elections shall be opened to all teachers, parents and guardians of the school for the first election, after that only current paid elementary school PTO members will be allowed to vote.
- B. Nominees shall be able to express interest in positions at the first general meeting.
- C. Notice of the election shall be made public at least two weeks in advance of the Election day.
- D. The school representative, principal, or principal representative shall count the votes and determine the winners of the Election.

Section 3 - A vacancy occurring in any office shall be filled by a majority vote of all remaining members of the Executive Board. If the office of President becomes vacant, the Vice President shall assume the duty for the remainder of the school year, and a new Vice President shall be elected. If a Board member leaves the school prior to the conclusion of their two-year term an election will be held in May before the officer's departure from the school. If a Board position is vacated prior to the end of the school year, an election may be held 30 days after the position is vacated. If a position is not filled during the May election, another election may be held at the beginning of the next school year in October.

Section 4 - By a vote of at least 3 members of the entire Executive Board, an officer may be removed from office for failure to perform duties.

## **ARTICLE VII - DUTIES OF OFFICERS**

### Section 1 - President Duties

- A. Uphold the standards of the CMIT North Elementary PTO Code of Conduct
- B. Preside over all meetings.
- C. Present any new business.
- D. Be custodian of all organization funds, and shall be authorized to disperse funds on behalf of the PTO.
- E. Deposit all monies within 24 hours of receipt.
- F. Be the official spokesperson for the organization.
- G. Act as custodian of all records of the organization.
- H. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- I. Create and publish the annual PTO calendar by the first PTO meeting of the school year.
- J. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- K. Act as contract signing authority

### Section 2 - Vice President Duties

- A. Uphold the standards of the CMIT North Elementary PTO Code of Conduct
- B. Aid the president.
- C. Perform the duties of the president in the event of that officer's absence or inability to serve.

- D. Be custodian of all organization funds, and shall be authorized to disperse funds on behalf of the PTO.
- E. Deposit all monies within 24 hours of receipt.
- F. Act as liaison between committee and project chairs with the Executive Board.
- G. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- H. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- I. Manage the recruitment of volunteers for the various PTO committees.

### Section 3 - Recording Secretary Duties

- A. Uphold the standards of the CMIT North Elementary PTO Code of Conduct.
- B. Prepare the agenda for the General Membership meetings with the assistance of the President.
- C. Prepare any materials needed for distribution or reference at General Membership meetings.
- D. Take minutes at Executive Board and General Membership meetings.
- E. Finalize minutes, obtain necessary approvals, and post minutes to the PTO website in a timely manner (i.e 48 hours).
- F. Keep the files of communications, papers, and documents belonging to the organization.
- G. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- H. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

### Section 4 - Corresponding Secretary Duties

- A. Uphold the standards of the CMIT North Elementary PTO Code of Conduct.
- B. Prepare any correspondence and publicity for the organization as needed, including meeting announcements, weekly newsletter updates, and social media.
- C. Help recruit volunteers, and be responsible for the following:
  - a. Conduct the fall and spring PTO Membership Drives.
  - b. Maintain the the Approved Volunteer Directory yearly
  - c. Chair the Room Parent Committee
  - d. Maintain the PTO board within the school lobby area
- D. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- E. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

### Section 5 - Treasurer Duties

- A. Uphold the standards of the CMIT North Elementary PTO Code of Conduct
- B. Be custodian of all organization funds, and in the absence of the President and Vice President, shall be authorized to disburse funds on behalf of the PTO.
- C. Deposit all monies within 24 hours of receipt.
- D. Give written monthly financial reports for review at all General Membership meetings and to the Executive Board in months with no General Membership Meeting.
- E. Provide a monthly cash-flow report at Executive Board Meetings.
- F. Prepare a year-end financial report by fiscal year end.

- G. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- H. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- I. Prepare or facilitate the preparation of federal tax forms (Form 990 and/or Form 990EZ) as required by the IRS and submit by November 15 of each year.
- J. Submit an annual report of personal property by April 15 of each year.
- K. Facilitate an annual audit of the financial records and practices during the summer of each year.
- L. Facilitate audits of contractor agreements
- M. Submit monthly and yearly financial statements to the Principal of CMIT North Elementary School.

#### Section 6 - School Representative Duties

- A. Uphold the standards of the CMIT North PTO Code of Conduct.
- B. Act as liaison between the PTO and the staff.
- C. Plan and execute fall and/or spring sales fundraisers.
- D. Post on behalf of the PTO on school-wide communication boards (e.g. ClassDojo).
- E. Coordinate communication of teacher-specific fundraisers to general body.
- F. Recruit faculty and staff for PTO membership and/or PTO involvement
- G. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

## **ARTICLE VIII - EXECUTIVE BOARD**

#### Section 1 - Composition

The Executive Board shall consist of the officers of the organization and the Principal or a representative to act on his/her behalf.

#### Section 2 - Responsibility

The Executive Board shall be subject to the orders of the organization and none of its acts shall conflict with action taken by the organization.

#### Section 3 - Duties of the Executive Board shall be:

- A. To transact necessary business in the intervals between general membership meetings.
- B. To approve the plans of the project committees.
- C. To present a report at the general membership meeting of any action taken by the Executive Board.
- D. To facilitate an annual audit of the treasurer's records after fiscal year end, and before the first fall general membership meeting.
- E. To prepare an annual budget for membership approval.
- F. To approve routine bills within the limits of the budget.
- G. To fill vacancies of elected positions.
- H. To oversee fundraising activities of the school year.

- I. Attend all scheduled Executive Board and General Body meetings as well as all PTO-sponsored events to the greatest extent possible. In the event the Board member is not available a back-fill must be provided by the Board member.
- J. To abide by the Code of Conduct at all PTO events.

Section 4 - Executive Board Meetings shall be held monthly prior to the general membership meeting. Special meetings may be called by the President or by a majority of the members of the board.

Section 5 - The Executive Board, by majority vote of all officers, may approve unbudgeted expenditures.

Section 6 - The Executive Board receives a membership to the PTO General Body; in lieu of monetary dues the board pays with time served.

## **ARTICLE IX - COMMITTEES**

Committees shall be created by the Executive Board as needed to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually.

Section 1 - The chairpersons of each committee shall present their plans to the membership and a yearly report to their successors. No committee work shall be undertaken without the approval of the Executive Board. The chairpersons shall report on committee activities to the Vice President monthly and at the general membership meetings as necessary.

Section 2 - Special committees may be established by the Executive Board, or by action taken at a general membership meeting.

Section 3 - Being a committee member does not grant signing privileges. When needed, the committee should contact the President and Vice President for any contracts or deposits.

## **ARTICLE X - MEETINGS**

### **Section 1 - Frequency**

Regular meetings of the organization shall be held monthly during the school year or as designated by the Executive Board.

### **Section 2 - Quorum**

- A. General Membership Meetings - 11 members shall constitute a quorum for the transaction of business at any general membership meeting.
- B. Executive Board Meetings - 3 Executive Board members shall constitute a quorum for the transaction of necessary business and/or approval of routine bills in the intervals between general membership meetings.

## **ARTICLE XI - DISSOLUTION CLAUSE**

### **Section 1 - Procedure**

- A. The organization, by majority vote in a general membership meeting, shall authorize the appointment of a committee to consider the reasons for disbanding and the necessary steps to be taken.
- B. Notice of intent to disband shall be given to all members, in writing or email, at least 30 days prior to the general membership meeting.
- C. The committee shall submit a report at the next general membership meeting.
- D. A quorum for the purpose of dissolution shall be 25% of the current year's total membership.
- E. A 2/3 vote of those in attendance is required for passage.

### **Section 2 - Funds**

The funds remaining in the treasury at the time of dissolution shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be "Robert's Rules of Order Newly Revised, 9th Edition".

## **ARTICLE XIII - REVISION OF BYLAWS**

### **Section 1 - Revision Procedure**

- A. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a general membership meeting, or by a 2/3 vote of the entire Executive Board.
- B. Amendments and/or revisions must be posted on the PTO's website and emailed to the general body at least one general membership meeting prior to the general membership meeting in which all proposed changes are read and discussed.
- C. Bylaws may be amended or revised by the affirmative vote of 2/3 of the members present and voting at any general membership meeting provided that the proposed amendment has been presented at a previous regular meeting.

### **Section 2 - Revision Schedule**

These bylaws shall be revised on a five year schedule, or as needed.

The Executive Board unanimously approved the original Bylaws on October 21, 2014.

Revisions were approved on the following dates:

- These Bylaws were revised by Chesapeake Math and IT (CMIT) North Elementary Parent-Teacher Organization on January 29, 2025.
- The prior Bylaws were revised by Chesapeake Math and IT (CMIT) North Elementary Parent-Teacher Organization on April 30, 2020.