

North Pole Middle School

Parent Teacher Student Organization

Bylaws

Article I: Name

The name of this organization shall be the North Pole Middle Parent Teacher Student Organization, North Pole, Alaska (also referred to as “NPM PTSO” or “PTSO”). It is a local unit organized in 2024.

Article II: Purpose

The NPM PTSO is organized for the purpose of supporting the education of the students at North Pole Middle School by encouraging and sustaining volunteering within the school, the importance of academics, and creating and maintaining a sense of connectedness among the staff, students, and families of NPM. These bylaws shall be deemed its governing instrument.

Article III: Basic Policies

The following are basic policies of this organization:

- a) The organization shall be noncommercial, nonsectarian, nonpartisan, and nonprofit.
- b) The name of the organization or 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 for any purpose not appropriately related to the promotion of the purpose of the organization.
- c) This organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote part of its activities to attempting to influence legislation.

Article IV: Membership

Section 1: Paid membership shall be voluntary by individuals, families, and friends of NPM PTSO, who are interested in the purpose of the PTSO and willing to help uphold these goals and objectives.

Section 2: Membership monies shall be \$10 for individuals, \$25 for families, and \$50 for Friends of NPM PTSO or more. This Friends of NPM PTSO donation includes the membership fee of \$10.

Section 3: Membership in the organization shall be made available without regard to race, color, creed or national origin.

Section 4: Any paid member shall be eligible to participate in its business meetings or to serve in any of its elective or appointed positions.

Section 5: Regular meetings of the PTSO shall be held throughout the year and are open to all members. The time and date of these meetings shall be determined by the President upon approval by the PTSO. Public notice of all regular meetings shall be given at least seven (7) days prior to the meeting.

Section 6: The membership year of the PTSO shall begin June 1st and end May 31st of the following year.

Article V: Officers and Elections

Section 1: The elected officers of this PTSO shall be President, Vice President, Secretary, and Treasurer.

Section 2: PTSO officers shall appoint the following committee positions: Membership Chair, Fundraising Chair, and Events Chair.

Section 3: Additionally, the Principal (or principal's designee) and at least one appointed teacher representative shall also serve on the board in a non-voting capacity.

Section 4: The board may appoint additional committee chairpersons as needed.

Section 5: The term of office shall be July 1st through June 30th of each calendar year.

Article VI: Elections

Section 1: Nominations of PTSO officers shall occur during the April meeting. The residing PTSO Vice

President shall serve as chair for the nomination procedure and shall present the final slate of nominations during the May meeting of that fiscal year.

Section 2: The consent of each candidate must be obtained before his/her name is placed in nomination. Additional nominations may be made from the floor, provided the consent of each candidate has been requested before his/her name is placed into nomination.

Section 3: Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office.

Section 4: All officers shall be elected at the May meeting.

Section 5: Newly elected PTSO officers shall appoint committee chair positions no later than July 1st.

Section 6: If there is a vacancy in the office of President, the Vice President will become the President. At the next regular scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 7: Officers and committee chairs can be removed from office for failure to perform duties by majority vote of the board. A meeting is not required for the voting of removal, but it must be documented in the next month's meeting minutes.

Article VII: PTSO Officer Duties

Section 1: **PRESIDENT.** The President shall set agendas and preside over monthly board meetings and Executive Board meetings, call special meetings as needed, serve as the primary contact for the Principal, represent the organization at meetings outside the organization, serve as an ex-officio member of all committees except the nominating committee, and coordinate the work of all officers and committees so that the purpose of the organization is served.

Section 2: **VICE PRESIDENT.** The Vice President shall act as the president's right-hand person, assisting with various tasks, offering ideas and contributing to discussions, stepping in to fulfill the president's duties

if they are absent or unable to serve, be the chair for the nominations and election process, and other projects as needed so that the purpose of the organization is served.

Section 3: SECRETARY. The Secretary shall be responsible for record keeping; meeting agendas and meeting minutes, ensuring the NPM PTSO bylaws are being followed, and acts as a supportive role to the president and other board members.

Section 4: TREASURER. The Treasurer shall be responsible for the financial management of the NPM PTSO: recordkeeping, budgeting and monitoring, banking and financial accounting, being transparent with presenting a financial report at every meeting and at other times of the year when requested by the Executive Board, and make a final report at the end of the year. File taxes as required, and implement internal controls and security measures.

Article VIII: PTSO Committee Chair Duties

Section 1: FUNDRAISING CHAIR. Shall coordinate and oversee the engine that drives financial resources to support the school community.

Section 2: EVENTS CHAIR. Shall coordinate and oversee the planning, organizing, and executing social & community-building activities.

Section 3: MEMBERSHIP CHAIR. Shall be attracting and retaining members, fostering a sense of community, and ultimately, ensuring the PTSO has the resources to fulfill its mission of supporting the school and its students.

Article IX: Meetings

Section 1: The PTSO officers, committee chairs, and families shall meet monthly at a designated time agreed to by all.

Section 2: The President may call special meetings of the Executive Board as needed.

Section 3: The regular meeting held in May shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. All officers/chairs should transition official materials, supplies, etc. to their successors at this time. Otherwise this transfer of information shall occur no later than ten days following the election of their successor.

Section 4: A majority of the committee members present shall constitute a quorum.

Article X: Fiscal Year

The fiscal year of the general membership shall begin on June 1st and end on the following May 31st.

Article XI: Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

Article XII: Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills, then given to North Pole Middle School for the benefit of the school.

Article XIII: Amendments

These by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting provided notice of the proposed amendment shall have been given at the previous meeting.