

Bylaws of Portage North Middle School PTO

Article I - Name, Description & Purpose

Section 1: Name - The name of the organization shall be Portage North Middle PTO, but may be shortened to North Middle PTO in all communications.

Section 2: Description - The PTO is an organization that exists for charitable, educational and social purposes.

Section 3: Purpose - The purpose of the PTO is to 1) enhance and support the educational experience at Portage North Middle, 2) to develop a closer connection between school and home by encouraging parental involvement and 3) to improve the environment at North Middle through volunteer and financial support.

Article II - Membership

Section 1: Membership - Membership shall be automatically granted to all family members and guardians of North Middle School students, plus all staff at North Middle. There are no membership dues. Members have voting privileges, one vote per person.

Section 2: Voting - PTO members may be asked to vote on an officer slate, the budget, bylaw revisions and other items brought to the PTO by the Executive Board. Votes will be counted by show of hands at meetings, but may also be expressed via other communications tools such as email, social media postings and traditional communication methods such as written and telephone communications. This flexibility in voting is to reflect the reality that many working families cannot attend PTO meetings, and therefore other voting mechanisms must be in place to engage all members in important issues.

Article III - Officers

Section 1: Executive Board - The Executive Board shall consist of the following officers: President, President Elect, Secretary and Treasurer. Officer positions can be shared. The President Elect shall automatically be elected President unless he or she is unable to serve or chooses not to serve as President. The school principal, or his/her designee, is an ex-officio member of the board and does not have voting privileges.

Section 2: Term of Office - The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year, from June 1st to May 31st. A person shall not be eligible to serve more than two consecutive terms in the same office. In the event the PTO fails to fill all officer positions at the May PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until the election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.

Section 3: Qualifications - Any PTO member may become an officer of the PTO.

Section 4: Duties -

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by consensus vote unbudgeted expenditures of \$200 or less, and approve by consensus vote unbudgeted expenditures over \$200 to be taken to the general membership for final approval. **60% of the monies raised in the annual school fundraiser will be kept in the PTO account and the remaining 40% will be given to the Portage North Middle Office Fund.**

Amendment approved May 15, 2023 In any instance in which there is a funds request up to \$1000, that, for a valid reason as established by the PTO rules set forth by the treasurer, cannot be submitted with adequate time for fulfillment before the deadline of the project or the next PTO meeting, it will be acceptable for board members to vote on the matter via email. All documentation must be received prior to vote (meaning the request forms and attached information.) All votes happening under these circumstances shall be added as an addendum to the meeting minutes of the next following meeting for the sake of transparency.

President: Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO for seven years.

President Elect: Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President. Initiate and oversee the nomination process of board and committee candidates.

Secretary: Record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, hold historical records for the PTO for seven years.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year end financial report, facilitate and annual audit and hold all financial records for seven years.

Article IV - Meetings

General PTO meetings - General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held every month during the school year or at the discretion of the Executive Board. Meetings should be limited to one hour in length if possible, with committee work being conducted outside of the general meetings and lengthy discussion being carefully managed by the president or moderator to ensure efficient and productive meetings.

Article V - Financial Policies

Section 1: Fiscal Year - The fiscal year of the PTO begins August 1st and ends July 31st of the following year.

Section 2: Banking - All funds shall be kept in a checking account in the name of North middle School PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: Reporting - All financial activity shall be recorded in a manual or computer based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year. All monies given by the PTO must be documented with a written receipt in each circumstance.

Section 4: Ending Balance - The organization shall leave a minimum of \$2000.00 in the treasury at the end of each fiscal year.

Section 5: Contracts - Contract signing authority is limited to the President or the President's designee.

Article VI - Bylaw amendments

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. A $\frac{2}{3}$ majority approval is required to adopt an amendment to the Bylaws. Any changes to bylaws will be posted to the PTO website following approval.

Article VII - Dissolution

In the event of dissolution of the PTO, any funds remaining shall be donated to North Middle School.

Article VIII - Parliamentary Authority

The authority for the organization shall follow "Robert's Rules of Order Newly Revised."

These bylaws were revised on May 15, 2023