Leavelle McCampbell Middle School Parent Teacher Organization Bylaws

ARTICLE I NAME

The name of this organization shall be the Leavelle McCampbell Middle School Parent Teacher Organization or LMMS PTO. Thus forward and throughout this document the Parent Teacher Organization shall be called PTO.

ARTICLE II OBJECTIVES

The objectives of the PTO shall be:

1. To promote the welfare of children and youth in home, school, church and community.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the training of the child.
5. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.

ARTICLE III BASIC POLICIES

Section 1 – The objectives of the PTO shall be promoted through an educational program directed toward parents, teachers, and the general public, and shall be developed through committees and projects.

Section 2 – The PTO shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the PTO 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, or for any other purpose than the regular work of the organization.

Section 3 – The PTO shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 4 – The PTO may cooperate with other organizations and agencies active in child welfare, such as outside agencies, provided its' representatives makes no commitments that bind the group he/she represents.

Section 5 – The PTO will set yearly goals that shall be worked toward. The PTO Executive Committee shall meet prior to the beginning of school to discuss these goals and then discuss with the Principal and/or faculty. These goals shall be announced to the school and parents by September 1 or in conjunction with a school-oriented activity at the first of the school year.

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ARTICLE IV MEMBERSHIP AND DUES

Section 1 – Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Section 2 – An annual enrollment of members shall be conducted. Additional members shall be accepted at any time. Dues amounts will be established by the executive board and are voluntarily submitted at the discretion of the member. Any person interested in the objectives of the PTO who is willing to uphold its basic policies and subscribe to its bylaws may become a member **and/or** voluntarily submit a payment of dues of $3.00 per individual or $5.00 per family. **Members are granted voting privileges during each public meeting.** Volunteers do not have to be paid members to help out during fundraisers, but must be approved by the LMMS principal and staff and follow all school rules and basic policies.

ARTICLE V PTO EXECUTIVE COMMITTEE

Section 1 – The PTO Executive Committee shall consist of the officers of the PTO and the principal of the school or a representative appointed by him/her as an ex-officio member. The members of the PTO Executive Committee shall serve until their successors are elected.

Section 2 – The duties of the PTO Executive Committee shall be:

a. To prepare for approval a budget for the fiscal year and submit to its members by the September meeting.
b. To approve routine bills within the limits of the budget.
c. To transact necessary business in the intervals between PTO meetings and such other business as may be referred to it by the PTO.
d. To create standing committees.
e. To approve the plans or work of the standing committees.
f. To present a report at the regular public meetings of the PTO.

Section 3 – Regular meetings of the PTO Executive Committee shall be held prior to each monthly public meeting. A majority shall constitute of a quorum. A special meeting may be called by the President or other executive officers, if a majority of the members agree. A three- (3) days' notice must be given.

ARTICLE VI OFFICERS AND THEIR ELECTION

Section 1 – The officers of PTO shall be:

1. President,
2. Vice-President,
3. Secretary,
4. Disbursement Treasurer,
5. Deposit Treasurer,

6. Other officers on committees, as needed,
7. Any other officers that are deemed necessary to accomplish the objects of this organization can be added with the approval of the PTO Executive Committee.

Section 2 – Nomination and election of officers shall be as follows:

a. A notice of upcoming election will be either announced in the weekly phone announcement at least three days prior to the public meeting or in a newsletter at least one week in advance to be held during the Spring months of either March or April of each year. Anyone wishing to serve on the PTO slate must submit their name 10 days prior to the scheduled PTO meeting.
b. Names submitted will be put on a ballot and voted on by all PTO members present at the scheduled meeting.
c. Once a vote is taken, at least two or more administrative officials from the school will count the votes and report the results in the presence of one or more PTO members/officers. The acting President will not be a part of the nominating committee. Current executive officers will not be allowed to participate in the count of votes.
d. All persons elected will be elected based on a majority vote by PTO members only, as described in the bylaws.
e. All officers elected will be installed at the conclusion of the May meeting. All books and records will be turned over to the new officers after the treasurers' final year-end June statement has been completed and funds have been balanced.
f. Only those who have consented to serve if elected shall be eligible for nomination.

Section 3 – A vacancy occurring in any office shall be filled by, for the unexpired term, a person elected by a majority vote of the remaining members of the PTO Executive Committee. If no one from the PTO Executive Committee wishes to hold vacant office, a special election will be held to fill the office(s) as follows. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of the election.

a. A notice and date of a special election will be sent home as soon as possible. Anyone wishing to serve as a PTO officer must submit their name at least 3 days prior to the special election date.
b. Names submitted will be placed on a ballot and voted upon by all PTO members present at this meeting.
c. Once a vote is taken an, at least two administrative officials from the school and a PTO member will count the votes and report the results in the presence of PTO members/officers.
d. All positions will be elected based on a majority vote of PTO members voting, as described in the bylaws.
e. All elected officers will be installed prior to the conclusion of the special meeting with all books and records turned over to the new officers at this meeting, if the vacancy involves a treasurer position prior to the conclusion of the annual school year in June. – **see e. in Section 2.**
f. Only those who have consented to serve if elected shall be eligible for nomination.

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ARTICLE VII DUTIES OF OFFICERS

All officers should make every effort to attend all PTO Executive Committee meetings or be available by cellphone, as well as take part in all regular PTO meetings. The duties of the officers of the PTO shall be as follows:

President – The person holding the office of President shall preside at all meetings of the PTO and during the PTO Executive Committee meetings. The President shall:

a. Be ex-officio member of all committees; except the nominating committee.
b. Shall approve all bills within the limits of the budget.
c. Make temporary appointments to fill vacancies in the office of Vice-President, secretary, or treasurer pending the election of replacements by the PTO, upon simple majority approval by all members of the Executive Committee.
d. Ensure a monthly itemized statement of deposits and expenditures is provided to the Principal by the Disbursement Treasurer. He/she and/or the Disbursement Treasurer must be able to discuss these with the Principal as necessary.
e. Coordinate the work of the officers and committees in order that the objectives may be promoted.
f. Be present at each meeting of the PTO and/or PTO Executive Committee or be available by cellphone on speaker, if
g. Submit all necessary paperwork required by the principal and/or the Aiken County School Board for approval of each fundraiser voted on and approved by the PTO Executive Committee.
h. Perform such other duties as may be prescribed in these bylaws or assigned to him/her by the PTO Executive Committee.
i. Upon leaving the PTO Executive Committee the President shall pass all important information and a copy of these bylaws to the President-elect.

Vice-President – The person holding the office of Vice-President shall act as aid to the President and shall perform the duties of the President in their absence. If the office of President becomes vacant, the Vice-President shall ascend to the position of acting President until such time as a new President shall be elected. The Vice-President shall officially be in charge of the program portion of each PTO meeting and/or PTO Executive Committee meeting. He/she shall perform such other duties as may be prescribed in these bylaws or assigned to him by the PTO Executive Committee.

Secretary – The secretary shall:

a. Take minutes of all meetings of the PTO. These minutes shall be kept on record at the school.
b. Take minutes of all PTO Executive Committee meetings. The Secretary shall send a copy of the PTO Executive Committee minutes to all of the Committee within one week of each meeting. These minutes shall be kept on record at the school.
c. If he/she cannot attend a scheduled meeting, a stand-in must be obtained by the secretary or be present by cellphone conversation, if possible.

d. The Secretary shall perform other duties as may be delegated and shall perform the duties of President in the absence or vacancy of both the President and Vice-President. In the

event both President and Vice-President is vacated, the Secretary shall ascend to the position of acting President until such time as a new President and Vice-President are elected. He/she shall perform other duties as may be prescribed in these bylaws or assigned to him by the organization or by the PTO Executive Committee.

Disbursement Treasurer – The Disbursement Treasurer shall:

a. Prepare the approved fiscal budget and provide copies to the principal and Executive Committee at least by September 1.
b. Receive all moneys of the PTO; keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the approved budget as authorized by the PTO Executive Committee.
c. All payments shall be made by check or money order. **No cash payments shall be allowed.** The checks shall require two signatures of the following four executive committee officers assigned as cosigners; the Disbursement Treasurer, the Deposit Treasurer, the Vice-President and the President.
d. Present an itemized monthly financial statement of the PTO to the Principal and The Executive Committee.
e. Present a statement of account at other times when requested by the Executive Committee and shall make a full report at the last scheduled meeting of the organization.
f. The Disbursement Treasurer shall perform the duties of president in the absence of all other officers, and if the position of President, Vice-President, and Secretary become vacant, he/she shall ascend to the position of acting President until such time as a new President shall be elected.

Deposit Treasurer – The Deposit Treasurer shall:

a. Prepare a teller sheet (as deemed acceptable by the PTO Executive Committee) on **every** deposit that is made. He/she must also give a copy to the Disbursement Treasurer for her/him to keep as a record. Copies may be made available to the PTO Executive Committee officers upon request.
b. Make deposits per Aiken County guidelines (guidelines - all monies totaling $100 or more must be deposited the same day as collected. It shall not be kept at school). In the event that the Deposit Treasurer is unable to make the deposit he/she can appoint another person(s) on the PTO Executive Committee to make the deposit.
c. The Deposit Treasurer may assist the Disbursement Treasurer with duties as it relates to financial matters, in the event the Disbursement Treasurer is unable to perform his/her duties as the result of an emergency, but must submit all documentation to the Disbursement Treasurer immediately following the emergency.

AND/AS WELL AS THE

LMMS Principal – The Principal shall serve as member of the Executive Committee and shall provide input concerning the needs to the students, faculty, staff and community.

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The following positions may be shared within the original Executive Committee, consisting of the President, Vice President, Secretary, Disbursement Treasurer and/or Deposit Treasurer, as each may be able to fulfill the need or assigned to annual members, as they volunteer their services to these functions:

Communications Coordinator – The Communications Coordinator is responsible for:

a. All correspondence of the PTO Executive Committee. This includes letters and memorandums.
b. He/she shall create and publish a monthly Newsletter containing important information as well as upcoming fundraisers.
c. He/she shall also create and publish all extra announcements as deemed necessary by the PTO Executive Committee. The PTO Executive Committee will give advance notice of these so as to not cause an undue burden.
d. He/she shall also perform other duties as may be prescribed in these bylaws or assigned to him by the PTO Executive Committee.

Ways and Means Coordinator - The Ways and Means Coordinator shall be responsible for:

a. Selecting all fundraisers for the current and upcoming school year.
b. He/she shall present chosen fundraisers to the Executive Committee for discussion and majority approval.
c. He/she shall be the liaison between the PTO Executive Committee and the company in charge of the fundraiser(s).
d. He/she shall be responsible for deciding on incentive gifts/awards for the fundraiser(s) and presenting to the PTO Executive Committee for approval.
e. He/she shall purchase said gifts/awards.
f. He/she shall prepare and mail the yearly Business Partner letters by September 15 of each year.
g. He/she will work with the Volunteer Coordinator to schedule volunteers when needed for fundraisers.

School Store Coordinator – The School Store Coordinator shall be responsible for:

a. Purchasing all items needed to stock the store by reviewing all grade level supply lists. The store should be stocked prior to school registration.
b. To coordinate volunteers to work in the store during school registration.
c. Decide the day(s) and time(s) that the store shall be open. He/she shall make certain that the store is open at these times either by working or by coordinating with other volunteers.
d. To purchase replacement items as needed with budget limits. Any amounts that exceed the financial budget must be approved by the Executive Committee.

Volunteer Coordinator – The Volunteer Coordinator shall be responsible for scheduling volunteers to work at the various events throughout the school year. The Volunteer Coordinator shall work closely with the Ways and Means Coordinator to schedule volunteers for various fundraising events.

ARTICLE VIII MEETINGS

Section 1 – Regular public meetings of the PTO may be held three (3) or four (4) times while school is in session, dates to be determined at the beginning of each school year, unless otherwise provided by the PTO Executive Committee and/or approved by the school principal at the discretion of the Executive Committee.

Section 2 – Special meetings may be called by the PTO Executive Committee. A three- (3) school days' notice must be given.

Section 3 – The privilege of holding office, introducing motions, debating, and voting shall be limited to members of the PTO whose current dues are paid, as described in the membership section of these bylaws.

Section 4 – When a PTO Executive Committee meeting has been scheduled, all committee members shall be notified of the time and date. A three-(3) day notice must be given.

Section 5 – Roberts Rules of Order Newly Revised will be followed during all meetings of the PTO.

ARTICLE IX STANDING AND SPECIAL COMMITTEES

Section 1 – Standing Committees shall be created by the PTO Executive Committee, with a simple majority vote approval, as deemed necessary to promote the objectives and carry on the work of the PTO. The chairman of the standing committee shall be elected by majority vote, by the officers of the PTO Executive Committee. Their term shall be one year.

Section 2 – The chairman of each standing committee shall present a plan of work to the PTO Executive Committee for approval. No committee work shall be undertaken without the majority approval of the PTO Executive Committee.

Section 3 – The power to form special committees and appoint their members rests with the PTO Executive Committee. Since a special committee is created for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

ARTICLE X AMENDMENTS

Section 1 – The bylaws may be amended through the following means:

a. These bylaws may be amended at any regular meeting of the PTO by a majority vote of members present and voting, provided notice of the proposal amendment shall be given at the previous meeting.
b. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the PTO.

c. Amendments to the bylaws may be proposed by any PTO member or Executive Committee Officer. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE XI REQUEST FOR FUNDS

Section 1 – When the principal or faculty member requests funds from the PTO, he/she shall complete a "Request for Funds" form or submit it in the form of a letter or email.

Section 2 – A request for funds for non-budgeted items in excess of **$100.00**, may be granted only with a majority vote of the PTO Executive Committee.

Section 3 – When a request for funds has been granted, members of the PTO Executive Committee will be appointed to get the best estimates, if required.