

Gunter Middle School PTO Bylaws

ARTICLE I – NAME

The name of this organization is the Gunter Middle School Parent – Teacher Organization (PTO).

ARTICLE II – OBJECTIVES – MISSION

The purpose of Gunter Middle School PTO shall be to aid the students of Gunter Middle School by providing support for students, staff and educators with the intent of helping each student reach their maximum potential and to promote open communication between the administration, teachers and parents.

ARTICLE III – POLICIES

- A. This organization shall neither seek to direct the administrative activities of the school nor to control its policies.
- B. This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned. (i.e. students, teachers, administrators and parents).
- C. Upon the dissolution of this body and after paying any debts outstanding, the remaining assets shall be distributed to educational non-profit foundations or organizations as directed by the organization.
- D. No officer or member of the PTO shall represent themselves on behalf of the PTO without the consent of the organization.

ARTICLE IV – MEMBERSHIP

A. General Membership – All parents and/or legal guardians of students who currently attend Gunter Middle School and all current faculty and staff of Gunter Middle School are members of the PTO until/if membership dues are established. If membership dues are put in place, all parents, legal guardians, faculty and staff who pay annual dues will be members of the PTO. Members shall have the right to attend and participate in meetings and activities of the organization and will have the right to vote on all issues before the general membership.

ARTICLE V – MEETINGS

A. General Meetings – The PTO will hold at least one or more general meetings during the calendar school year. These meetings are open to all regular members, teachers, administrators and parents.

B. Board Meetings – Board meetings will be held several times per year, as deemed necessary by current PTO officers. Board meetings are open to the general membership; however, only PTO officers have the right to vote.

C. Quorum — A board meeting quorum shall be reached when a majority (over 50 percent) of the officers are present.

ARTICLE VI – OFFICERS

A. The officers of the organization shall consist of a President, Vice President, Secretary, Treasurer, Volunteer Coordinator and other positions as established by a vote of the general membership. The officers also may name chairpersons to standing and special committees of the PTO. Two persons may be nominated and elected to fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein, but will have only one vote per position.

B. President. The President shall be the principal executive officer of the Gunter Middle School PTO and, subject to the control of the PTO Board and the direction of the membership, shall in general supervise and control all of the activities of the PTO. The President shall be a member of the PTO Board and, when present, shall preside at all meetings of the PTO Board and all meetings of the membership. The President also heads the Nominating Committee. The President shall serve as an authorized signatory of all PTO checks.

C. Vice President. The Vice President shall be a member of the PTO Board and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such other duties as are assigned by the President or the PTO Board, including, but not limited to, preparing the annual budget to be adopted by the general membership and overseeing the annual audit.

D. Secretary. The Secretary shall be a member of the PTO Board. The Secretary shall prepare and file the minutes of all general membership and PTO meetings. The Secretary also will be responsible for keeping a copy of the current by-laws, maintaining a membership database and distributing news items as needed, as well as other duties that may be assigned by the President or the PTO Board.

E. Treasurer. The Treasurer shall be a member of the PTO Board. The Treasurer shall have charge of and be responsible for all funds of the Gunter Middle School PTO and shall receive and give receipts for monies due and payable to the PTO from all sources and shall deposit such funds in such banks or other organizations as are selected by the PTO Board. The Treasurer shall make disbursements as authorized by the President, PTO Board or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all membership dues as are established by the PTO Board. The Treasurer shall present a written financial report at each General Membership meeting as well as during all PTO Board meetings. The Treasurer shall serve as an authorized signatory of all PTO checks.

F. Volunteer Coordinator. The Volunteer Coordinator shall be a member of the PTO Board. The Volunteer Coordinator shall organize the master volunteer list, coordinate volunteers/appoint chairs for various PTO activities and plan beginning-of-school volunteer drives for PTO activities.

ARTICLE VII — ELECTIONS

A. Procedure. The election of officers shall take place during the Spring general membership meeting each year. All members of the Gunter Middle School PTO may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

B. Term of Office. The term of each officer shall be one year, beginning on July 1 and ending on June 30 of each year. A person may be elected to the same office for more than one, but not more than two consecutive terms.

C. Nominating Committee. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall ensure that all nominees are eligible to serve in the office.

D. Selection. The officer will be selected by a majority of the votes cast by the general membership. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

E. Vacancies. Any vacancy in office because of death, resignation or inability to serve shall be filled by the PTO Board. However, should a vacancy occur in the office of the President, the Vice President should immediately assume the office.

ARTICLE VII — LEAVING BOARD

Upon resignation each officer shall turn over to the board without delay, and in good order, all records, books and other materials pertaining to the organization, and shall return to the Treasurer, without delay, all funds pertaining to the organization.

ARTICLE VIII — FINANCES

A. Budget. The PTO Board shall present to the general membership a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the PTO Board during the year. Any substantial deviation from the budget must be approved in advance by the membership.

B. Obligations. The PTO Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the Gunter Middle School PTO. The officers shall not have the authority, however, to enter into

such agreements on behalf of Gunter Middle School or the Gunter ISD, nor should they hold themselves out as having such authority.

C. Loans. No loans shall be made by the Gunter Middle School PTO to its officers or members.

D. Commercial Paper. The Treasurer or President shall sign all checks, drafts, or other orders for the payment of money on behalf of the Gunter Middle School PTO.

E. Bank Deposits The Treasurer shall deposit all funds of the Gunter Middle School to the credit of the Gunter Middle School PTO in such banks, trust companies or other depositories as the PTO Board may select and shall make such disbursements as authorized by the PTO Board in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

F. Capital Expenses Any expenditures over \$250.00 for fixed assets or enhancements, must be approved by a vote of the PTO Board.

G. Financial Report. The Treasurer shall present a financial report at each general membership meeting of the Gunter Middle School PTO and shall prepare a final report at the close of the school year. The PTO Board shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Roberts Rules of Order, latest revision or modified version, will be the parliamentary authority of the PTO, and shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these Bylaws. A copy of Roberts Rules of Order shall be kept by the PTO.

ARTICLE X – FISCAL YEAR

The fiscal year will run from July 1 to June 30.

ARTICLE XI – AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the general membership at any time.

ARTICLE XIII – AUTHORITY

If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Gunter ISD, they shall be deemed null and void and the decision of the Gunter ISD shall, in all cases, control.

These Bylaws were approved by the general membership by majority vote on
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