

## Meadow Hill Parent Teacher Organization (PTO) Bylaws

*Adopted Oct. 7, 2014*

- I. **Name.** The name of this organization shall be the Meadow Hill Parent Teacher Organization, hereinafter referred to a Meadow Hill PTO or PTO. The PTO is located at 4210 S. Reserve, Missoula, MT 59803.
- II. **Description.** The PTO is a non-profit organization that exists for charitable and educational purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.
- III. **Purpose.** The purpose of the PTO is to enhance and support the educational experience at Meadow Hill Middle School by sponsoring projects and events for the benefit of Meadow Hill students, develop a closer connection between school and home by encouraging parental involvement in the school, improve the environment for Meadow Hill Middle School students and staff through volunteer and financial support, and to provide resources to the school that are not otherwise provided for in the school budget and are deemed necessary or desirable by the staff and the PTO for the support and education of the children at the school.
- IV. **Membership.** Any parent or other adult serving as guardian for a student at the school may be a member of the PTO and shall have voting rights, one vote per membership. The Principal and any teacher employed at the school may be a member and have voting rights. Businesses may also be members of the PTO and have one vote per membership. Dues, if any, will be established by the Executive Board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights at that meeting.
- V. **Officers and Elections.**
  - a. The Executive Board of the PTO shall consist of the following officers: President, two Co-Vice Presidents, Secretary, and Treasurer.
    - i. **President.** The President shall preside over meetings of the organization and Executive Board, prepare the agendas for the meetings, serve as the primary contact for the Meadow Hill Principal, represent the PTO at meetings outside the organization, serve as ex officio member of all committees, and coordinate the work of all the officers and committees such that the purpose of the organization is served.
    - ii. **Co-Vice President.** The Co-Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve.
    - iii. **Secretary.** The Secretary shall keep all records of the organization, take and record minutes, and handle PTO correspondence. The Secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies and brings them to the meetings.

- iv. **Treasurer.** The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. The Treasurer will present a financial statement at every meeting and at other times of the year when requested by the Executive Board and make a full report at the end of the year. The Treasurer will also be responsible for all IRS filing.
- b. **Duties of the Executive Board.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create committees as needed, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership. For voting purposes, a majority of the members of the Executive Board shall constitute a quorum.
- c. **Nominations and Elections.** Elections of the Executive Board will be held at the last meeting of the school year. There shall be a candidate for each office and the candidates will be presented at the meeting. At that meeting, nominations may also be made from the floor. Voting shall be by ballot.
- d. **Eligibility.** Members are eligible for office if they are members in good standing at least 14 calendar days before the presentation of candidates. Elected officers must pay their dues by October 1 of the term they are serving, if dues are required by the organization.
- e. **Terms of Office.** Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.
- f. **Vacancies.** If there is a vacancy in the office of President, one Co-Vice President will become the President. At the next regularly scheduled meeting a new Co-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.
- g. **Removal from Office.** An officer can be removed from office for failure to fulfill his or her duties, by a majority vote (assuming a quorum) at a regular meeting where previous notice has been given.

## VI. Meetings.

- a. **Regular Meetings.** The regular meeting of the PTO shall be on the first Tuesday of each month during the school year at 7:00 p.m. or at a time and place determined by the Executive Board at least one month before the meeting.
- b. **Special Meetings.** Special meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting.
- c. **Quorum.** For voting purposes a quorum shall be five members, including at least two Executive Officers.

## VII. Committees.

- a. **Membership.** Committees may consist of members and Executive Board members, with the President acting as an ex officio member of all committees.
- b. **Appointment.** The Executive Board may appoint committees as needed.

**VIII. Finances.**

- a. **Budget.** A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.
- b. **Records.** The Treasurer shall keep accurate records of any disbursements, income, and bank account information.
- c. **Expenses.** The Executive Board shall approve all expenses of the PTO.
- d. **Banking.** All funds shall be kept in a checking account in the name of Meadow Hill PTO. Authorized signers shall be the President, Treasurer, and Principal of the school. The PTO shall leave a minimum of \$5,000 in the treasury at the end of each financial year.
- e. **Dissolution.** Upon the dissolution of the PTO, any remaining funds shall be used to pay any outstanding bills and spent for the benefit of the school.
- f. **Fiscal Year.** The fiscal year of the PTO shall coordinate with the school year.
- g. **Contracts.** Contract signing authority is limited to the President or the President's designee.

IX. **Communications Policy.** The Meadow Hill PTO shall communicate to interested parties only news pertaining to items, events, or products that are directly sponsored or endorsed by the Meadow Hill PTO, the Meadow Hill Middle School, or the Missoula County Public School District. This policy pertains to (but is not limited to) communication media such as the Meadow Hill Parent Newsletter, the Meadow Hill PTO Website, the Meadow Hill PTO Facebook page, the Meadow Hill PTO email address, and any personal information collected by the Meadow Hill PTO including e-mail addresses and text messages.

X. **Standing Rules.** Standing Rules may be approved by the Executive Board and the Secretary shall keep a record of the Standing Rules for future reference.

XI. **Dissolution.** The PTO may be dissolved with previous notice (14 calendar days) and two-thirds vote of those present at the meeting with monies being distributed as stated in Article VIII, Section e.

XII. **Amendments.** Amendments to these bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Amendments will be approved by a two-thirds vote of those present at the meeting, assuming a quorum.