

Name

ARTICLE I

Name and Article of Organization

The name of this organization will be Depew MS PTO. The articles of organization comprise these bylaws, as originally approved by the Executive Board, June 13, 2007 and as amended from time to time.

ARTICLE II

Basic Objectives

- a) To bring home and school into a closer relationship, so that parents, guardians, community members, teachers and staff of Depew Middle School may cooperate in the education of the child.
- b) To unite the school administration, teachers, and parents for the purpose of improving, supplementing and aiding in the education process.

ARTICLE III

Basic Policies

The objects listed under Article II above, shall be pursued only in accordance with these basic policies.

Section 1

This organization shall be non-commercial, non-sectarian and non-partisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization or names of any member in their official capacities shall not be used in endorsement of a commercial concern or partisan interest, or for any other purpose other than the regular work of the organization.

Section 2

This organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in a position to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 3

This organization shall seek neither to direct the administration activities of the school nor to control its policies.

Section 4

This organization may cooperate with other organization and agencies active in child welfare, such as conference groups or coordinating councils, provided its representative makes no commitments that bind the group he/she represents, be it financial or otherwise.

In the event of dissolution of this organization, the assets of the organization shall be given to the administration of the Depew Middle School for the intended use of educational purposes that benefit students in this building only.

ARTICLE IV

Membership and Dues

Section 1

Any individual who subscribes to the objects and basic policies of this organization may become a member of this organizations, subject only to compliance with the provision of the bylaws. Membership in this organization shall be available without regards to race, creed or national origin.

Section 2

The organization shall conduct an annual enrollment of members. Additional members shall be accepted at any time and membership shall begin on the date of enrollment, and extend through August 31st.

Section 3

The membership shall be from September 1st to August 31st. Persons admitted to membership for the first time shall be considered members as of the date of enrollment.

Section 4

The annual dues shall be **\$5.00** per family starting in September of 2007.

Section 5

Any adult member shall be eligible to participate in board meetings or to serve in any elected or appointed position.

Section 6

The fiscal year shall be from July 1st to June 30th inclusive.

ARTICLE V

Meetings

Section 1

- a) Regular meetings of this organization shall be held monthly as scheduled by the executive board during the months of September to June.
- b) Complete treasurer's and secretary reports will be mandatory at these meetings.

- c) Majority of members shall constitute a general consensus for the transaction of business in any general meeting of the organization.
- d) The May general membership meeting will serve as the “election meeting”.

ARTICLE VI

Executive Board

Each member of the executive board present at its meeting will poll one vote. A majority of the executive board shall constitute a consensus.

Section 1 – Executive board makeup

The executive board shall consist of an equal number of DMS staff and DMS non-staff member. The board shall consist of no more than six people, 3 DMS staff (teachers or support staff) and three non-staff (parents, guardians, community members).

Composition of the executive board will be as follows:

Each position will be filled by 1 DMS staff and 1 Non-staff member

- 2 Co-Presidents
- 2 Co-Treasurers
- 2 Co-Secretaries

Section 2 – Elections of the Board officers

- a) Election of all executive officers shall be held every year during the May general membership meeting.
- b) Existing members are eligible to run for re-election. No person shall be able to hold an officers position for more than 4 consecutive years.
- c) All nominations are due at the April meeting so that candidates will be on the ballot.
- d) Only those persons who have signified their consent to serve if elected shall be eligible for nomination.
- e) Candidates will be asked to submit a statement of qualifications and their ideas for the coming year after nominations are closed. Candidates will be introduced and given the opportunity to address the membership and answer questions at the May meeting prior to elections.
- f) Election of officers will take place at the May general membership meeting.
- g) One vote per membership.
- h) Absentee ballots will be available in the DMS main office two weeks prior to the election meeting. Absentee ballots will be accepted in the DMS main office until

3pm the day of the election meeting. Ballots must in an outside envelope with membership name and number on it. Inside this envelope, will be another sealed envelope with the ballot to be opened and counted the night of elections. Absentee ballots will be a different color than those used the night of the election. In the event of a tie all absentee ballots will be considered invalid.

- i) Should a board member fail to perform these duties the remaining executive board shall reserve the right to ask that member to resign.
- j) In case a vacancy occurs in the executive board, the remaining officers shall appoint a board member to serve the remaining portion of the term for which the position was vacated.

Section 3 - Duties of the Board

- a) Upon election, the new officers will begin to formulate plans, appoint committees, and establish programs for the coming year. On July 1st, the beginning of the fiscal year, they will assume full responsibilities.
- b) Attend meetings of the organization as well participate in executive board meetings.
- c) Schedule regular monthly meetings of the general membership.
- d) Transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization. Review all proposals submitted, recommend and approve expenditures as required.
- e) Set up a budget on a yearly basis.
- f) Create special committees- hear and act on their reports.
- g) Perform such other duties as may be prescribed in these bylaws.
- h) Create monthly meeting notices, agendas, and reports.

Treasurer's duties:

- a) Have custody of the funds of the organization.
- b) Keep a full and accurate account of receipts and expenditures.
- c) Make disbursements of funds as authorized by the executive board and expenditures voted upon by the organization
- d) Prepare a full financial statement to be presented at every general business meeting of the organization or when requested by the executive board.
- e) Open all books, records, etc. for inspection or audit.

- f) Conduct the following procedure for handling money after school events:
- Money must be counted by two (2) people (both treasurers or another executive board member)
 - Written confirmation of the money counted must be signed and handed over to the treasurer within 24 hours of the close of the event.
 - Document all monies received and distributed in a common ledger.
 - Deposit money into the organizations bank account within 24 hours of receipt of money.

ARTICLE VII

Standing and Special Committees

The organization, as well as the executive board, may create special committees and appoint chairpersons. Chairpersons shall obtain members to participate on their committee. The main purpose of a committee will be to accomplish a specific task. The chairperson of a special committee has no vote on the executive board. The committee automatically goes out of existence when the work is done. Chairpersons of standing committees shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

ARTICLE VIII

The Bylaws and Amendments

Section 1

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 2

If the review of the bylaws suggests a proposed revision, the proposal must be presented to the executive board for discussion. After review, the amendment will be presented at the next regular general membership meeting.

Section 3

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present.

Section 4

All revised bylaws and amendments shall become effective upon approval of such vote.

ARTICLE IX

Funding

Section 1

A yearly budget shall be presented to the membership at the June business meeting. This will allow membership to see what the organization can or cannot do that year or for future budgeting purposes.

Section 2

Any request for funding (i.e.: field trips, programs, activities, etc.) shall be submitted in writing to the Executive board two weeks prior to the next regular business meeting.

Section 3

Requests received must be reviewed and recommended by the executive board. In addition, the following criteria must be met:

- a) Must be a valued learning situation, or school-wide activity, that will be shared with a class, grade or entire student body.
- b) Requests for \$100 or less can be acted upon by the executive board without membership approval. Any request over \$100 must be approved by a majority vote of the membership at any regular business meeting.
- c) Teachers submitting requests must be an active member and present at the meeting where the request is being considered.