

BYLAWS

of the

Bond Mill PTO, Inc.

April 2008

Article I – Name

The name of the organization shall be the Bond Mill PTO, Inc. (hereinafter “Organization”)

Article II – Purpose

Section 1. The Organization is formed for the purpose of supporting the education of children at Bond Mill Elementary by fostering relationships among the school, parents, teachers, staff and community.

Section 2. The Organization is formed exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Section 3. The Organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

Section 4. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, officers or other private individuals except that the Organization shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this Organization.

Section 5. The Organization shall be noncommercial, nonsectarian, and nonpartisan.

Article III – Members

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. 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.

Article IV – Officers and elections

Section 1. Officers. The officers shall be a president, vice president, recording secretary, corresponding secretary and treasurer.

a. President. The president shall preside over meetings of the Organization and executive board, serve as the primary contact for the principal, represent the Organization at meetings outside the Organization or designate a representative, serve as an ex-officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees in order that the purpose of the Organization be served.

b. Vice President. The vice president shall assist the president, carry out the president's duties in his or her absence or inability to serve and shall perform other delegated duties as assigned.

c. Recording Secretary. The recording secretary shall keep all records of the Organization and take and record minutes. The secretary also keeps a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings and shall perform other delegated duties as assigned.

d. Corresponding Secretary. The corresponding secretary shall handle correspondence, send notices of meetings to the membership, perform the duties of the recording secretary in the absence of that officer and shall perform other delegated duties as assigned.

e. 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. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, prepare and file all necessary tax forms, have the accounts examined at the close of the fiscal year and upon change of treasurer by an auditor or an auditing committee, prepare an annual budget and make a full report at the end of the year.

Section 2. Nominations and Elections. Elections will be held before the end of the school year. The nominating committee shall select a candidate for each office. The Corresponding Secretary shall post the slate by regular newsletter distribution, postal mail, e-mail, or fax. no less then 14 days prior to the election. At the Annual meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. An officer who has served in an office for more than one half a full term shall be deemed to have served full term in such office. An immediate family member may not succeed an officer that has served in the same position for two terms. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next scheduled general

meeting, a new 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 general meeting.

Section 6. Removal from office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a general meeting where previous notice has been given.

Article V – Meetings

Section 1. General meetings. The general meetings of the Organization shall be during the school year at a time and place determined by the executive board with at least seven days notice given before each meeting.

Section 2. Annual meeting. The annual meeting will be held not more than 90 days prior to the end of the school year. The annual meeting is for receiving reports, electing officers, and conducting other business that shall arise. The Organization will notify the members of the annual meeting in a notice sent home with the students at least one week prior to the meeting.

Section 3. Special meetings. Special meetings may be called by the president, any two members of the executive board, or ten members submitting a written request to the President. Previous notice of the special meeting shall be sent to the members at least 7 days prior to the meeting.

Section 4. Quorum. A quorum shall be 20 members of the Organization.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, Bond Mill Elementary principal, and three staff members.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for general meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Executive Board Meetings. Meetings shall be scheduled monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Section 4. Quorum. Half the number of the board members plus one constitutes a quorum.

Section 5. Removal and vacancies. See Article IV, Sections 5 and 6.

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex-officio member of all committees.

Section 2. Standing committees. The following committees shall be held by the Organization: Fundraising, Hospitality, Membership, Cultural Arts, Nominating, and Auditing.

Section 3. The board may appoint additional committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information. Bank accounts shall be reconciled monthly with copies provided at executive board meetings.

Section 3. The board shall approve all expenses of the Organization.

Section 4. Two authorized signatures shall be required on each check. Authorized signers shall be the president, vice president and treasurer.

Section 5. The treasurer shall prepare a financial statement at the end of the year to be reviewed by the Audit Committee.

Section 6. Upon the dissolution of the Organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 6. The fiscal year shall begin on July 1 and end the following June 30.

Article IX — Parliamentary Authority

“Robert’s Rules of Order” shall govern meetings when they are not in conflict with the Organization’s bylaws.

Article 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.

Article XI – Dissolution

The Organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those members present at a meeting.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting of the membership, provided that previous notice of the changes and why they are being made is presented in writing by the Executive Board. Notice of amendments to the bylaws shall be sent to all members of the Organization at least 14 days prior to the meeting where the amendments will be presented for approval. Notice may be given by regular newsletter distribution, postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

These bylaws were approved at a GENERAL MEMBERSHIP MEETING of the Bond Mill PTO, Inc. on _____ 2008_____.

Mark Brackett, Recording Secretary