

Bylaws of the MHMS Parent Teacher Organization (PTO)

Article 1 – Purpose

Our MHMS PTO shall strive to:

- a. Develop a closer relationship between school and home by encouraging parent involvement.
- b. Enhance the educational experience by supporting academic and enrichment activities.
- c. Improve the environment at our school by providing volunteer and financial support.
- d. All activities of MHMS PTO shall be in accordance with MHMS policies.

Article 2 – Policies

Section 1 – The purpose of this organization shall be educational and shall be implemented through committees, projects and events.

Section 2 – The organization shall be non-commercial, non-sectarian. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor the names of the officers in the official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the organization.

Section 3 – this organization shall not seek to direct the administrative activities and the functions, or to revise and control its policies and curriculum.

Section 4 – This organization may cooperate with other organizations and agencies in child welfare, provided the make no financial nor manpower commitments, which bind their members.

Section 5 – All funds shall be kept in a checking account in the name of the MHMS PTO, requiring the signature of 3 elected Board Members and held at a local financial institution.

Section 6 – Reimbursements requests must be made within 45 days of the expenditure using an Expense Report form, otherwise requests will be denied.

Section 7 – Contract signing authority is limited to the President or the President's designee and Vice President.

Article 3 – Membership

Section 1 – Membership is open to the Administrative and teaching staff of our School and all parents or guardians of children attending our school; there shall be one vote per membership, one board membership per household.

Section 2 – The Director of the School is allowed to join as a member but does not have voting rights.

Section 3 – Members may be expelled if their behavior and actions at, towards and in connection with the PTO are detrimental of the status, public perception and objectives of the PTO. A simple majority vote of the Board is required to affect the expulsion of a member.

Article 4 – Fiscal Year

Section 1 – The fiscal year of MHMS PTO shall coordinate with the school year.

Article 5- Officers and their election

Section 1

- a. The MHMS PTO is administered by a Board.
- b. The officers of this organization shall consist of only one President, one Vice-President (neither of whom may hold another office), one Secretary and one Treasurer.
- c. All officers are also elected Board Members.
- d. The Board consists of: all officers and general Board members. The PTO is striving to achieve representation on behalf of all Grades on the Board.
- e. Board members are elected once a year by the membership in the month of June.
- f. Each position shall be voted for independently.
- g. Members will be able to cast their ballot via email addressed to the secretary by midnight of the announced voting date.
- h. No more than 49% of the Board members may be school employees.
- i. Board members may not be related to each other.
- j. The outgoing President shall be invited to serve as an advisor to the new Board for one year in order to ensure continuity. The outgoing President in an advisor role shall not have a vote.

Section 2

- a. Nominations for all PTO positions will be open up to one week prior to the election meeting (the “freeze date”). Nominees who meet the deadline will appear on the pre-printed ballot and will be publicly announced. Nominees who come forward after the freeze date will be considered write-in candidates on the ballot and will receive no public announcement.
- b. The consent of each nominee shall be secured before his / her name is presented.
- c. Majority wins.
- d. The outgoing Board and the newly elected Board shall have a combined meeting in June so as to provide an orderly transfer of responsibilities.
- e. In case of insufficient number of Board members, an acting officer may be appointed.

Section 3

- a. Resignation – Any Board member may resign by giving written notice to the President. The effective date is immediate unless otherwise agreed to in order to assure a responsible transition to the successor.
- b. Removal – Board members may be removed without cause by a simple majority vote of Board members who are then in office, effective at a date specified by the Board.
- c. Vacancy – A vacancy occurring in any office shall be filled by a majority vote of all remaining Board members. If the office of President becomes vacant, the Vice-President shall assume the duty for the remainder of the school year, or until the office is filled.

Article 6 – Duties of Officers

Section 1 – President Duties

- a. Presides all Meetings.
- b. Be the official spokesperson for the organization.
- c. Provides direction to the officers and assures execution of Board decisions.
- d. Act as custodian of all records of the organization.
- e. Create and publish the annual PTO calendar by the first PTO meeting of the school year.
- f. Deliver to the successor in office, all records in his/her possession by fiscal year end.

Section 2 – Vice-President Duties

- a. Aid the President.
- b. Assumes all duties of the President in his/ her absence.
- c. Shall be the point person for the volunteers of the various PTO committees.
- d. Deliver to the successor in office, all records in his/her possession by fiscal year end.

Section 3 – Secretary Duties

- a. Prepare the agenda for the General Membership meetings and Board meetings with the assistance of the President.
- b. Prepare material needed for distribution or reference at General Membership and Board meetings.
- c. Take meeting minutes at General Membership and Board meetings.
- d. Finalize minutes, obtain approvals and publish minutes in a timely manner.
- e. Store and renew as required all communications, papers, records and statutory filing documents of the PTO such as licenses, permits, registrations etc. belonging to the organization.
- f. To be sufficiently familiar with legal documents (articles, bylaws etc.) and note applicability during meetings.
- g. Deliver to the successor in office, all records in his/her possession by fiscal year end.

Section 4 – Treasurer Duties

- a. Be custodian of all organization funds, and shall be authorized to disperse funds on behalf of the PTO.
- b. Is responsible for accounting, budgeting, banking, tax reporting and payments.
- c. Give written monthly financial reports to review at all Board and General Membership meetings.
- d. At the beginning of each fiscal year the Treasurer shall prepare an annual budget of estimated revenues and expenses. The budget shall be approved by a simple majority of the Board.
- e. Track and report expenses and provide a monthly cash-flow report at the Board meeting.
- f. Deliver to the successor in office, all records in his/her possession by fiscal year end.

Article 7 – Board Meetings

Section 1

- a. Regular Board meetings shall be held monthly during the school year and as needed during the summer break. The President shall publish a calendar of Board meetings at the beginning of the school year.
- b. Special meetings to be called by the President when required and subject to advance notice to all Board members. Confirmation of attendance or request to be excused should be in writing.
- c. All meetings shall be conducted in English and in conformance with “Robert’s Rules of Order”.
- d. A quorum of the conduct of a Board meeting shall consist of at least 5 Board members and must include the President or Vice-President. Decisions are made by simple majority.
- e. Actions without a Board meeting may be taken provided all Board members have been notified by email at least 24 hours in advance and have confirmed receipt of such notice. Board members may vote by email, provided the required quorum of 5 has responded. The action is approved by simple majority.

Article 8 – General Meetings

Section 1

- a. A General Membership meeting shall be held 3 times during the school year.
- b. Special meetings by be called by the President when required and subject to advance notice to the General Membership.
- c. All meetings shall be conducted in English and in conformance with “Robert’s Rules of Order”.
- d. A quorum of the conduct of a General Membership meeting shall consist of at least 3 General Members and must include the Board’s President or Vice-President. Decisions are made by simple majority.

Article 9 – Committees

Committees shall be created by members as needed to promote the purpose and interests of the organization.

Section 1 – The chairperson of each committee shall present their plans to the membership. No committee work shall be undertaken without the approval of the Board. The chairpersons shall report on committee activities to the Vice President monthly and at the general membership meetings as necessary.

Section 2 – Special committees may be established by the Board, or by action taken at a General Membership meeting.

Section 3 – Proposal ideas should be submitted to the Board 30 days prior to the event to be considered for approval.

Article 10 – Dissolution

Section 1 – Procedure

- a. The organization may be dissolved with previous notice (14 calendar days).
- b. 2/3 vote of those present at the General Member meeting.

Section 2 – Funds

- a. The funds remaining in the treasury at the time of dissolution shall be submitted to the School Administration for the use of the school.
- b. These funds shall be earmarked for use at MHMS.

Article 11 – Revision of Bylaws

Section 1 – Revision Procedure

- a. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a General Membership meeting, or by a 2/3 vote of the entire Board.
- b. Amendments and/or revisions must be posted at least one General Membership meeting prior to the General Membership meeting in which all proposed changes are read and discussed.
- c. Bylaws may be amended or revised by the affirmative vote of 2/3 of the members present and voting at any general membership meeting provided that the proposed amendment has been presented at a previous regular meeting.

Section 2 – Revision Schedule

- a. These Bylaws may be revised on a three year schedule, or as needed.