

J.F. Magee Elementary Parent Teacher Organization, Inc. Bylaws

Article I: Name

The name of the organization is the J.F. Magee Elementary School Parent Teacher Organization, Inc. It is commonly known as and will be referred to in these bylaws as “Magee PTO.”

Article II: Purpose

- 1) The purpose of the Magee PTO is:
 - a. To promote the health and welfare of all children who attend Magee Elementary School.
 - b. To promote collaboration between home and school, among families, teachers, staff and students.
 - c. To promote and fund educational and family activities for the students of Magee Elementary School.
- 2) The Magee PTO Mission Statement: Magee PTO is a nonprofit organization, working with the school and families to provide quality enrichment opportunities with the primary focus on programs for educational and school wide benefits for all students.

Article III: Membership and Dues

Section 1. Membership to the Magee PTO shall be available to:

- a) All parents and guardians who have a vested interest in a Magee student’s welfare.
- b) Membership of the Magee PTO includes all teachers and staff of Magee Elementary School.

Section 2. Membership Dues

- a) There will be no membership dues for the Magee PTO

Article IV: Officers and Their Election

Section 1. Officers

The officers shall consist of President, Vice President, Treasurer, and Secretary. These four officers will make up the Executive Board.

Section 2. Executive Board

The Executive Board shall solicit officer recommendations for any vacant positions in March of each school year. Candidates may be nominated by another member or they may nominate themselves. Voting shall be by voice vote. If more than one person is running for an office, a ballot vote shall be taken. The school principal will facilitate this process and count the ballots.

Article IV: Officers and Their Election – continued

Section 3. Eligibility

Members are eligible for office if they are members in good standing with Magee Elementary School.

Section 4. Nominating Committee

The nominating committee shall consist of the school principal and all members of the Magee PTO. An election will be held during the May meeting. New officers will be appointed by a majority vote.

Section 5. Terms of Office

No officer shall hold more than one board position at one time. Elected officers service for two (2) years in the elected position. Members may serve in the same position for an additional one (1) year term of desired and is approved by the election process, for a total of three consecutive years.

Section 6. Removal from Office

Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

Section 7. Newly elected officers will begin their term on July 1.

Article V: Officer Duties

The primary duties if the Officers of the Magee PTO are listed below:

Section 1. President

- a) Presides over all regular ad Executive Board meetings of the Magee PTO.
- b) Sets agendas for all regular and Executive Board meetings of the Magee PTO.
- c) Acts as the liaison between the Magee PTO and the Principal.
- d) Be a member ex officio of all committees, except for nominating.
- e) Authorized to co-sign all checks and vouchers.
- f) Coordinates the work of officers and committees of the Magee PTO in an effort to meet objectives.

Section 2. Vice President

- a) Presides over all regular and Executive Board meetings of the Magee PTO in absence of the President
- b) Coordinates the committee work of the Magee PTO

Article V: Officer Duties - continued

Section 3. Treasurer

- a) Maintains and reports the accounting operations of the Magee PTO on a monthly basis
- b) Responsible for the safekeeping of fund and financial records of the Magee PTO.
- c) Authorized to co-sign all checks and vouchers.
- d) Pays invoices, bills and other expenses incurred in accordance with the approved budget.
- e) Pays invoices or bills within a one-week period upon receiving the expense.
- f) Excess expenditures outside of the approved budget must be reported to the President so further action can be taken by the Executive Board.
- g) All expenses must be paid by June 30 of the year that the invoices occurred. In any invoices are outstanding, they should be reported to the President for follow-up.
- h) After June 30, all expenditures and revenues from the prior 12 months should be audited by an impartial volunteer for accuracy and completeness.

Section 4. Secretary

- a) Records, prepares and maintains the Minutes at regular and Executive Board Meetings of the Magee PTO.
- b) Maintains a current copy of the Magee PTO Bylaws.
- c) Performs other delegated duties assigned.

Article VI: Executive Board Committee

Section 1. The Executive Board Committee shall consist of the Officers of the Magee PTO

Section 2. The duties of the Executive Board include:

- a) Schedule and announce meetings of the Magee PTO. Meetings will be held bi-monthly and a schedule for all meetings shall be set at the May meeting for the following year.
- b) Prepare and submit for adoption and annual budget of the Magee PTO by the November Meeting.
- c) Recruit volunteers to act as chairpersons for special events.
- d) Review and approve the work of the chairpersons.
- e) Authorizes expenditures that have been budgeted or subsequently approved by the Magee PTO.
- f) Transact necessary business during the intervals between regular meetings of the members and such other business as may be referred to it by the organization.

Article VII: Expenditures and Disbursements

All checks, written for and disbursed to pay expenses for the Magee PTO must be signed by both the President and Treasurer.

All school faculty/staff requests for purchases must first be brought to the attention of the school principal who will decide whether it is appropriate to approach Magee PTO for funding.

Article VIII: Meetings

Section 1. Regular Meetings. The regular meetings of the Magee PTO shall be on the third Thursday of every other month beginning in September during the school year at 6:00 pm, or at a time and place determined by the executive board at least one month before the meeting. At least five regular meetings of the Magee PTO shall be held during the school year. The schedule of these meetings shall be presented by the Executive Board at the first meeting in September and also sent home in the Friday folder on the second Friday of the new school year.

Section 2. The Treasurer shall keep accurate records of any income, expenses and bank account information, and present this information to all Magee PTO regular meetings.

Section 3. The Executive Board will approve all expenses that are not within the approved budget. The President, via email, shall seek a motion and a second for all excess expenditures outside the approved budget. A two-thirds vote of the Board shall constitute passage. The Secretary will place this agreed upon expenditure in the minutes.

Section 4. Two authorized signatures shall be required on all checks paid on behalf of Magee PTO.

Section 5. The Treasurer shall prepare final financial income statements for the months of May and June as well as a final budget by August 1 to the Executive Board members.

Section 6. Incorporated Fee. The Treasurer will annually submit an updated **Article of Incorporation** to the Department of Financial Institutions. A \$10.00 fee will also be submitted.

Section 7. Taxes. The Treasurer will submit electronically an e-Postcard or IRS Form 990 – N on or before November annually. (Total gross income must be under \$50,000.00 to submit these types of IRS documents.)

Section 8. Reimbursement Forms. All reimbursements of the Executive Board or any other member shall require a reimbursement form submitted to the Treasurer.

Section 9. Upon dissolution of the Magee PTO, any remaining funds should be used to pay any outstanding bills and, with the Executive Board approval, spent for the benefit of the school.

Article X: Fiscal Year

The fiscal year of the Magee PTO is from July 1 to June 30. In order to balance the budget and avoid expense carryovers into the next fiscal year, efforts should be made to pay all authorized expenditures before July 1.

Article XI: Bylaws and their Amendments

Section 1. The bylaws of the Magee PTO shall be reviewed every two years at the November meeting.

Section 2. Proposed bylaws or amendments may be ratified by a majority vote of the Executive Board. In the event of a tie, the principal will have the deciding vote.