

**Woodbury Middle School PTO By-Laws**  
**Adopted January 6, 2009**  
**Modified and Approved April 5, 2011**  
**Modified and Approved January 8, 2013**  
**Modified and Approved February 4, 2014**  
**Modified and Approved August 26, 2014**

**Article I – Name**

The name of the organization shall be the Woodbury Middle School PTO.

**Article II – Purpose**

The corporation, as stated in our articles of incorporation, is organized for the purpose of supporting the education of the students at Woodbury Middle School by:

- Providing enrichment opportunities for our students
- Building community through social and school-related events
- Providing services, programs, equipment, and supplies not provided by the school district

**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, teachers and other school staff employed at WMS may be a member and have voting rights. Community members volunteering their time to the PTO or the school may be a member and have voting rights.

**Article IV – Officers and Elections**

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

a. President. The president shall prepare the meeting agenda, preside over meetings of the organization and executive board, serve as the primary contact for the principal, may represent the organization at meetings outside the organization, may serve as an ex officio member of all committees except a nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

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

c. Secretary. The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership as requested by other officers. The secretary also keeps a copy of the minute's book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

d. 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 membership. He or she 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.

Section 2. Nominations and Elections. Elections will be held by the next to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at the meeting. At that 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.

Section 4. Terms of Office. Officers are elected for one year. 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 regularly scheduled 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 regular 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 regular meeting where previous notice has been given.

## Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be scheduled as needed on the first Tuesday of the month during the school year at 6:30 p.m., or at a time and place determined by the executive board at least five days before the meeting. The secretary or other designee will notify the members of the meetings through the list serve and on the website.

Section 2. 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 five days prior to the meeting, by list serve and website.

Section 3. Quorum. The quorum shall be 5 members of the organization, to include at least half the executive board.

## Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal, and standing committee chairs.

Section 2. Duties. 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 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. Meetings. Regular meetings shall be held as needed during the school year, to be determined by the board. Special meetings may be called by any two board members, with five days notice.

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

## Article VII – Committees

Section 1. Membership. Committees may consist of members and board members.

Section 2. Standing Committees. The following committees shall be held by the organization: Volunteer Coordination, Fall Fundraisers, Box tops, Pizza/Bingo, Book Fair, Scrip, Staff Dinners and Staff Appreciation.

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

## Article VIII – Finances

Section 1. A tentative budget shall be drafted in the fall 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.

Section 3. The membership shall approve all expenses of the organization.

Section 4. The executive board shall transact necessary business in the intervals between meetings. When business requires a vote, such as requests for unbudgeted funds under \$250,

which cannot wait until the next membership meeting, a majority rule of the executive board will apply. In the event of a tie vote, the principal's vote will break the tie.

Section 5. When any proposal is coming to the membership for 1/3 or more of the special request budget, written notification must be provided to the membership 5 days in advance.

Section 6. Authorized signers shall be 4 people from the executive board, to be selected by the board.

Section 7: Two signers will be required on all checks.

Section 8: An appointee of the executive board shall review checking statements each month.

Section 9. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by officers of the executive board.

Section 10. The Treasurer will close the books by July 1<sup>st</sup> and be audited by a committee by Sept 1<sup>st</sup>.

Section 11. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and the balance will be donated to WMS.

Section 12. The fiscal year shall coordinate with the school year.

Section 13. The PTO will set a fund balance policy while budgeting on a yearly basis.

## 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.

Section 1: Proposals - All proposals must be sent to the PTO in electronic form 5 days prior to the PTO meeting in which they request to be heard. Exemption for this process is at the discretion of the President and Vice President on an individual proposal.

Section 2: Person/persons presenting the proposal shall present, answer questions, then leave the room during the voting process. Remaining members will have an opportunity for additional discussion prior to voting. Once the voting is complete, person/s shall return to the room for voting results. Departments, parents, and/or anyone directly affiliated with request will be asked to abstain from voting on their requests.

Section 3: All voting will be done anonymously and confidentially.

Section 4: Proposal procedure: 1 – vote on if original proposal. 2 – if no, vote on allowing an amendment 3 – if passed, vote on proposal with amendments 4 – or vote to table the proposal with or without amendments.

Section 5: If a PTO meeting needs to be cancelled for any reason, the President or Vice President will send out a list-serve in regards to rescheduling. The meeting will be rescheduled for the following Tuesday at 6:30pm. The President or Vice President is responsible for rescheduling the building permit and communication with the school community.

Section 6: If for any reason a PTO meeting needs to be rescheduled, staff and students will be asked to present at the rescheduled meeting. If this is not an option, the PTO President or Vice President will present the proposal and abstain from voting on the proposal.

Section 7: All proposals before the PTO are required to have a specific dollar amount prior to voting or after amendments are voted on for approval.

Standing rules may be approved by the Executive Board and the secretary shall keep a record of the standing rules future reference.

### **Article XI – Dissolution**

The organization may be dissolved with previous notice (five calendar days) and a two-thirds vote of those present at the meeting.

### **Article XII – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization. Notice may be given by postal mail, e-mail, or fax.

Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Approved by the Woodbury Middle School PTO Membership, Tuesday, January 6<sup>th</sup>, 2009.

Amended Tuesday, April 5, 2011

Amended Tuesday, January 8, 2013

Amended Tuesday, February 4, 2014

Amended Tuesday, August 26, 2014