

Bylaws of American Canyon Middle School Parent Teacher Organization (PTO)

ARTICLE I – Name

The name of the organization shall be American Canyon Middle School Parent Teacher Organization (ACMS PTO).

ARTICLE II – Purpose

The purpose of the American Canyon Middle School Parent Teacher Organization (PTO) is to support and enhance the education and enrichment programming of children at American Canyon Middle School by fostering relationships among the school, students, parents, teachers, staff, and community.

ARTICLE III – Members

Section 1. Eligibility. Any parent, guardian, or other adult standing in loco parentis for a student at American Canyon Middle School may be a member and shall have voting rights with membership dues paid in full. The Principal and any teacher or office staff employed at the school may be a member and have voting rights with membership dues paid in full.

Section 2. Dues. Dues will be established by the Executive Board. A member must have his/her/their dues cleared before the meeting in order 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, 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, serve as an ex-officio member of all committees except the board nominating committees, 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 and carry out the president's duties in his/her/their absence or inability to serve. The vice president will represent the board, serve as an ex-officio member of designated school committees, and serve as the coordinating officer for board nominations.

c. *Secretary.* The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. The secretary will post the notices of meetings and the approved meeting minutes online. In the absence of a vice president, the secretary may assume the role of president to conduct board 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 executive board. He/she/they 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 at the April meeting. The last two (2) months of the school year (May and June) shall serve as a transition and training period for newly elected officers. The nominating committee (consisting of two (2) outgoing officers and two (2) regular members) shall send nomination forms to the full membership one (1) week prior to the March meeting. These forms may be sent via electronic notification. Nomination forms shall be returned to the secretary. The secretary shall present the slate at a meeting held one (1) month prior to voting or the third to last meeting of the school year. At that meeting, nominations may also be made from the floor. Voting shall take place during the second to last meeting. Voting may be made by voice vote (either in person or via conference call circumstances permitting). If more than one person is running for office, a ballot vote shall be taken. Ballot votes may be taken in person or via electronic survey circumstances permitting.

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

Section 4. *Terms of Office.* Officers are elected for a one year term. Each member shall hold only one office at a time. Officers may serve no more than three terms consecutively per role.

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, the standing executive board may nominate a member in good standing to be approved by membership through an election at the next regular meeting.

Section 6. *Officer Resignation.* The resignation of an officer must come in the form of a formal letter that includes the date, a name to whom it is addressed, the reason for the resignation, and the person's signature. The person resigning may mail or email (as long as a signature is present) his/her/their letter to the secretary (or president in the case of the secretary's resignation), or hand it to him/her/them in person. The letter shall not be sent to the membership by the officer resigning or to other officers. All resignations must be signed, therefore verbal resignations will not be accepted. The accepting body will read the letter in order to consider it. Every resignation will be put to a vote by the remaining officers. The resignation becomes official when acknowledged at an open PTO meeting. When it is accepted, the office is considered vacant and shall be filled according to the rules for filling vacancies. See Article IV, Section 5. If an officer submits a resignation and then decides to withdraw it, he/she/they can do this until a vote is taken. Withdrawn resignations will not be sent to the membership.

Section 7. *Removal From Office.* Officers may be removed from office with or without cause by a two-thirds vote of the membership (assuming a quorum) at the next regular meeting. At least fifteen (15) days notice must be given to the officer in question prior to the meeting.

ARTICLE V – Meetings

Section 1. *Regular Meetings.* A regular meeting will be held every third Tuesday of the month at a time and place to be determined by the executive board. Meetings may take place in person or online via conference call. The schedule for these meetings will be determined at the first executive meeting of each year (starting July 1) and will be published in advance for the school population. No less than seven (7) meetings will be held per school year. No regular meetings will be held in December or July.

Section 2. Annual Meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that shall arise. The secretary will notify the members of the meetings via electronic notification one (1) week prior to the meeting.

Section 3. Special Meetings. Special meetings may be called by the president, any two (2) members of the executive board, or five (5) members submitting a written request to the secretary. Notice of the special meeting shall be sent to the members at least three (3) days prior to the meeting by electronic notification.

Section 4. Emergency Meeting. An emergency meeting may be called by any officer 24 hours prior to the meeting by electronic notification.

Section 5. Quorum. A quorum shall be ten (10) attending members of the organization.

ARTICLE VI – Executive Board

Section 1. Membership. The executive board shall consist of the officers, principal (ex-officio), and standing committee chairs. The members of the executive board shall serve concurrent with their term of office.

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 monthly on the same day and time each month, to be determined by the executive board. Special meetings see Article V, Section 3.

Section 4. Vacancies. See Article IV, Section 5.

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. Standing committees are developed and assigned at the beginning of each year as required. It is the responsibility of the committee chair to supervise, organize, delegate, and ensure all duties for the committee are fulfilled, as well as provide updated records, and a timeline of tasks at the conclusion of any project or event. The following committees may be held by the organization: communications, fundraising, membership, spirit wear, sunshine, event, and auditing.

Section 3. Committee Chairs and Members. Committee chair terms may run concurrently with the officer terms. Committee chairs are selected and removed by the vote of the officers. Removal must be approved by a majority vote amongst the officers and must be in writing. Committee members are selected by the chair with input from the officers.

Section 4. Adding or Removing Committees. The board may add or remove committees as needed.

ARTICLE VIII – Finances

Section 1. Budget. A tentative budget shall be drafted for approval in May for the upcoming school year and approved by a majority vote of the members present.

Section 2. Records. The treasurer will manage and reconcile all financial accounts. The treasurer shall keep accurate records of all revenue, expenses, disbursements, receipts, fund requests, online payments, and banking information. The treasurer shall review the current bank balance, as well as thirty (30) days worth of revenue and expenses with the executive board and membership at each regular monthly meeting. These dollar amounts shall be included in or attached to each meeting's Agenda.

Section 3. Approval of Expenses. The executive board shall approve all expenses of the organization during the first meeting of the school year as noted in the annual budget. Additional expenses may be approved by the officers as needed up to \$250. Any expenses over \$250 not included in the approved budget must be presented and approved by the membership during a regular meeting.

Section 4. Authorizations and Signatures. One authorized signature shall be required on each check. Authorized signers shall be the president, vice-president, or secretary (to be determined at the beginning of the executive board term).

Section 5. Financial Statements. The Treasurer shall prepare a financial statement at the end of the fiscal year (June), to be reviewed by an auditor appointed by the officers.

Section 6. Dissolution of the Organization. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills, with remaining funds disbursed to American Canyon Middle School Associated Student Body (ASB).

Section 7. Fiscal Year. The fiscal year shall commence annually on July 1st and conclude annually on June 30th.

Section 8. Transfer of Signature Card. At the end of the fiscal year (June), the newly elected board must update the signature card at the bank with the approved and signed meeting minutes.

Section 9. Reserves. For sustainability of programs at the start of each school year, a minimum of \$20,000.00 shall be on reserve to fund the basic needs of the upcoming school year.

Section 10. Money-Handling. Procedures regarding the handling of PTO funds is as such:

1. Final counts of official PTO money may only be counted by the executive board. This includes all monies that come into the school office and all monies acquired at PTO events.
2. At no time should PTO monies be placed in the PTO box or folders. All monies shall be held in the PTO safe located in the American Canyon Middle School office until an officer picks it up. The officer picking up the monies on any given day will immediately inform the treasurer of the pickup date and time of pickup.
3. Membership, spirit wear order forms, and any other fundraising forms must contain a field for the officer receiving the forms to note check numbers, cash received, and dollar amount collected. The officer must initial the form confirming receipt. Monies collected must be delivered immediately to the treasurer for deposit.
4. At PTO events, only executive board officers may run the cash boxes and credit card readers. Anyone who is not an executive board officer is not permitted to sit at a money-handling table. All cash boxes

must be double-counted on site by two (2) executive board officers at the conclusion of the event.

- 5. For all other fundraising efforts, at least two executive board officers must be present to count monies collected.

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 current and future use.

ARTICLE XI – Dissolution

The organization may be dissolved with previous notice of fourteen (14) calendar days and a two-thirds vote of those present at a 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 by the secretary. Notice may be given by electronic notification. Amendments will be approved by a two-thirds vote of those present, assuming a quorum

Certificate of Secretary.

I certify that I am the duly elected and acting secretary of the American Canyon Middle School Parent Teacher Organization; that these bylaws, consisting of 5 pages, are the bylaws of this Organization as adopted by the executive board, and that these bylaws have not been amended or modified since that date.

Andrea Long

January 18, 2022

Secretary’s Signature

Date

Andrea Long

January 18, 2022

Secretary’s Printed Name

Date of Adoption