

CENTRAL MAGNET SCHOOL
PARENT TEACHER ORGANIZATION BY-LAWS

ARTICLE I: Name

The name of the organization shall be Central Magnet School (CMS) Parent Teacher Organization (PTO).

ARTICLE II: Purpose

The CMS PTO will be a non-profit organization and its purpose is to support and enhance the education of the students at CMS by fostering relationships between the school, parents, and teachers. The CMS PTO will organize and contribute funds and services to special projects and/or extra-curricular activities for the betterment of the education of its students. Its goal is to assist in providing needed resources for the teachers and students to enhance the educational experience.

ARTICLE III: Members

Any parent, guardian or other adult standing in loco parentis for a student at CMS 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. Only members of the PTO shall be eligible to participate in the business meetings or to serve in any of its elected or appointed positions. Membership is valid as long as a child is enrolled at CMS.

ARTICLE IV: Officers and Elections

Section 1. Officers. The officers shall include a president, vice president, treasurer, corresponding secretary, recording secretary, volunteer coordinator and fundraising coordinator.

- a. President. The president shall set the agenda and 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, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The president shall also be authorized to co-sign all checks.
- b. Vice President. The vice president shall assist the president and carry out the president's duties in his/her absence or inability to serve. Coordinate standing committee work for PTO.
- c. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditure and pay out funds in accordance with the approval of the executive board. All funds shall be deposited within seven (7) days, and all disbursements shall be made within thirty (30) days. He/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 each school year. The treasurer shall also be authorized to co-sign all checks.
- d. Corresponding Secretary. The corresponding secretary shall coordinate correspondence to and from the PTO, such as thank you letters, maintain website, emails, publicity, and has the responsibility for safekeeping all of the correspondences of the PTO.
- e. Recording Secretary. The recording secretary shall record the minutes at every meeting, including Regular, Special and Executive Board meetings of the PTO. Also provide a copy (upon approval at subsequent meetings) to post to PTO website and/or otherwise have available to PTO membership.
- f. Volunteer Coordinator/Co-Coordinator. The volunteer coordinator/co-coordinator shall organize the master volunteer list and coordinate volunteers for PTO events. Including teacher luncheons, Open House, meal events, graduations, etc.
- g. Fundraising Coordinator/Co-Coordinator. The fundraising coordinator/Co-Coordinator shall coordinate all PTO fundraising events, set fundraising goals and apply for grants.

Section 2. Nominations and Elections

Elections will be held at the second to last meeting of the school year. The nominating committee shall present a proposed slate at a meeting held one month prior to the election. 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. Nominating Committee

The Executive Board will select three (3) eligible parents who are not currently serving as officers or committee chairpersons of the PTO to serve on the Nominating Committee. The members of the Nominating Committee will be selected by the Executive Committee at least thirty (30) days prior to an election. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness and eligibility to serve.

Section 4. Eligibility

Members are eligible to serve if they are a parent, guardian or other adult standing in loco parentis for a student at CMS for the next school year.

Section 5. Terms of Office

Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 6. Voting

One-half plus one (1) votes cast by the attending Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

Section 7. 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 executive board will fill the vacancy for the remainder of the term, at its next meeting.

Section 8. 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

There shall be a minimum of three (3) regular meetings of the organization. These meetings shall be at a time and place determined by the Executive Board at least one month before the 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 should arise. The corresponding secretary will notify the members of the meetings with at least ten (10) days prior notice.

Section 2. Special Meetings

Special meetings may be called by the president, any two (2) members of the Executive Board, or five (5) general members by submitting a written request to the corresponding secretary.

Section 3. Voting

Half plus one (1) of the members in attendance shall be required to pass agenda items.

ARTICLE VI: Executive Board

Section 1. Membership

The Executive Board shall consist of President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Volunteer Coordinator/Co-Coordinator, Fundraising Coordinator/Co-Coordinator, Student representation consisting of one student from each grade, and appropriate sub-committee chairpersons as needed.

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 committee, 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, at a place and time to be determined by the board. Special meetings may be called by the president or any two (2) board members, with 24 hours notice.

Section 4. Quorum

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

Article VII: Committees

Section 1. Membership

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

Section 2. Special Committees

The board may appoint special committees as needed.

ARTICLE VIII: Finances

Section 1. The executive board shall create a tentative budget in the fall for each school year. This budget will be presented to the membership at the first Regular Meeting of the year and approved by a majority vote of the members present. Any deviation greater than ten (10) percent from the budget must be approved in advance by the membership. The board shall strive to carry over no more than \$2000 from one school year to the next.

Section 2. The treasurer shall keep accurate records of any disbursements, income and bank account information.

Section 3. Two authorized signatures shall be required on each check. There will be three (3) authorized signers per school year, which include the president, treasurer and a third Executive Board member.

Section 4. The treasurer shall prepare a financial statement at the end of the year. The financial statement can be audited by volunteers serving on an informal audit committee.

Section 5. Obligations

The executive board may enter into a contract or agreement for the purchase of materials or services on behalf of the CMS PTO. The officers shall not have the authority, however to enter into such agreements on behalf of CMS or the Rutherford County School District, nor shall they hold themselves out as having such authority. The CMS PTO shall make no loans to its members.

Section 6. The fiscal year shall coordinate with the school year.

Section 7. Upon 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.

ARTICLE IX: Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's By-Laws.

ARTICLE X: Standing Rules

Standing rules may be approved by the Executive Board, and the recording 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) by a vote of one-half plus one (1) of those present at the meeting.

ARTICLE XII: Amendments

These By-Laws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and sent to all members of the organization by the corresponding secretary. Amendments will be approved by a vote of one-half plus one (1) of the members present.

Drafted September 7, 2010

Approved at General Sessions meeting on September 28, 2010

CMS PTO BY-LAW AMENDMENTS

Amendment I:

No Board Member, Teacher or anyone related to Board Members or Teachers will benefit from PTO business.

(Approved by vote at the PTO General Sessions meeting on January 25, 2011.)

Amendment II:

An amendment to Article VI Section 1 is proposed as follows;

We will strike the following line from Article VI section 1 that reads: *Student representation consisting of one student from each grade,*

Under Article VII a new section will be added as Section 3 which will read;

A special student advisory committee will be formed to meet as deemed appropriate with available PTO Board members and PTO representatives to provide necessary feedback and student involvement.

(Approved by vote at the PTO General Sessions meeting on March 29, 2011.)

Amendment III:

Article IV: Section 2 Nominations and Elections

Currently Stated in the by-laws

Elections will be held at the second to last meeting of the school year. The nominating committee shall present a proposed slate at a meeting held one month prior to the election. 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.

Proposed Change for 2011-2012 Year

The slate of officers up for election shall be presented at the General Sessions Meeting by the nominating committee in the month of February, at which time nominations may also be made from the floor. The officers shall be elected by ballot in March and presented to the general membership in April.

The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall elect. Written ballots shall be counted by three members selected at the election meeting.

(Approved by vote at the PTO General Sessions meeting on September 15, 2011)

Amendment IV:

Article IV Section 5

Add the following to Terms of Office

Proposed Change for 2011-2012 Year

Officers shall assume their official duties following the close of the school year and shall serve for a term of one year or until their successors are elected.

(Approved by vote at the PTO General Sessions meeting on September 15, 2011)

Amendment V:

Article VIII: Section 1

Currently Stated in the By-Laws

The board shall strive to carry over no more than \$2,000 from one school year to the next.

Proposed Change for the 2011-2011 Year

The Board shall strive to carryover no more than approximately \$2,500 after May 31st to avoid service charge on the account.

(Approved by vote at the PTO General Sessions meeting on September 15, 2011)

Amendment VI:

Article VIII: Section 6

Currently Stated in the By-Laws

The fiscal year shall coordinate with the school year.

Proposed Change for the 2011-2012 Year

The fiscal year shall be July 1 through June 30 to coordinate with the Charter filed with State of Tennessee.

(Approved by vote at the PTO General Sessions meeting on September 15, 2011)

CMS PTO
Standing Rules

1. To honor employee retirements and the death of school employee/student's immediate family with the purchase of a library book at the cost of \$25 with explanatory cards to be sent to the families. For the death of a student a plaque would be placed in a memorial garden with a sympathy card sent to the family.