



*Ubly Community Schools
Parent-Teacher Organization*



Bylaws

(Revised August 20, 2007)

ARTICLE I: NAME

The name of this organization will be Ubly Parent Teacher Organization.

ARTICLE II: PURPOSES

- a. To promote the welfare of students in home, school, and the community.
- b. To foster a closer relationship between school and home.
- c. To place an emphasis on the social, emotional, and academic welfare of our students.
- d. To help fund programs which contribute to the social, emotional, and academic welfare of our students.

ARTICLE III: BASIC POLICIES

- a. The organization shall be non-commercial, non-sectarian and non-partisan.
- b. This organization shall work with the school to provide quality education for all children and youth, and shall seek to participate in an advisory capacity in the decision-making process through the superintendent, realizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.
- c. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing this organization in such matters shall make no commitments that bind this organization.
- d. This organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition of, any candidate for public office.
- e. All fundraisers must be approved by the Board of Education.
- f. No part of the net earnings of the organization shall inure the benefits of, or be distributable to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to request payments and distributions for cost, which are directly related to this organization's purpose.
- g. All monies collected and dispersed must be accounted for using procedures established by the Ubly Community Schools Business Office. These funds will be kept in an internal fund for use by the Parent Teacher Organization.

- h. Upon dissolution of this organization, after paying or adequately providing for debts and obligations of this organization, the remaining assets shall be distributed to one or more of the internal accounts of the Ubly Community School District.

ARTICLE IV: MEMBERSHIP

- a. All staff, parents, and community members of the Ubly Community School District are, by default, members of the Ubly Community Schools Parent Teacher Organization. Membership in this organization shall be available without regard to race, creed or national origin.
- b. The Membership Year shall coincide with the academic year.
- c. This organization shall conduct an annual enrollment to register members, and may register persons to membership at any time.
- d. Only registered members of this organization shall be eligible to vote on any proposals or necessary business at the meetings of the organization.
- e. There are no annual dues to become a registered member of this organization.
- f. Only registered members of this organization that have attended and/or participated in at least three PTO functions (including monthly meetings or any PTO activity) for the current year shall be eligible to vote in the general officer elections.

ARTICLE V: OFFICERS AND THEIR ELECTION

- a. The officers of the organization shall consist of a President or Co-Presidents, Vice-President, Secretary, and Treasurer.
- b. Officers shall be elected by ballot or vote at the regular meeting of the organization in the month of May.
- c. Officers will take office in June.
- d. Officers may serve two consecutive terms in the same office.
- e. No person shall hold more than one office at the same time.
- f. Nomination for officers shall be accepted from the floor, by members at large, in the meeting prior to the May meeting.
- g. Any registered member who has attended and/or participated in at least three PTO functions (including monthly meetings or any PTO activity) for the current year shall be eligible for nomination to office.
- h. If a vacancy occurs during the school year, the Ubly Community Schools Parent Teacher Organization Executive Committee (President, Vice-President, Secretary, Treasurer, and Teacher Representative) shall appoint a member to fill the vacancy until the next election.

ARTICLE VI: MEETINGS

- a. General meetings will be held at least four times a year.
- b. The Executive Committee will meet on a monthly basis.

ARTICLE VII: DEFINITION AND DUTIES OF THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the President or Co-Presidents, Vice-President, Secretary, Treasurer, and Teacher Representative.

Section 2. The Executive Board position for the Teacher Representative shall be nominated by the administration and/or staff.

- a. The nominated individual will then be voted on and approved by the general membership at the regular May meeting or when officer elections are held.
- b. The Teacher Representative will take their position on the Executive Board in June.
- c. The Teacher Representative may serve two consecutive terms.
- d. No person shall hold an office and the Teacher Representative position at the same time.

Section 3. The duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between PTO meetings and such other business as may be referred to it by the membership.
- b. To create standing committees.
- c. To review and decide to approve or deny the recommendations of the standing committees.
- d. To annually review the bylaws and determine if any revisions are necessary.
- e. To meet prior to the May PTO meeting to plan a preliminary budget for the following fiscal year.

Section 4. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board. A majority of the Executive Board shall constitute a quorum.

Section 5. The President shall:

- a. Preside at all meetings of the PTO and Executive Board.
- b. Be a member ex-officio of all committees.
- c. Perform such other duties as may be prescribed in these bylaws.
- d. Coordinate the work of the officers and committees.
- e. Provide the Executive Board with bylaws annually.
- f. Deliver to their successor all materials relevant to the functioning of their duties.

Section 6. The Vice President shall:

- a. Act as an aide to the President and shall by his/her designated order, perform the duties of the President in his/her absence.
- b. Deliver to their successor all materials relevant to the functioning of their duties.

Section 7. The Secretary shall:

- a. Keep accurate record of all the meetings of the PTO.
- b. Present minutes of the previous meetings to the PTO membership for approval.
- c. Coordinate arrangements to post the PTO minutes.
- d. Deliver to their successor all materials relevant to the functioning of their duties.

Section 8. The Treasurer shall:

- a. Keep a full and accurate account of the receipts and expenditures.
- b. Approve disbursements in accordance with the approved budgets as authorized by the PTO. Deposit revenues in the PTO account maintained by the Ubly Community School District.
- c. Present a financial statement (Balance Sheet and/or Profit and Loss Statement) at every general membership meeting of the PTO and other times as requested by the Executive Board.
- d. Distribute the current financial statement (Balance Sheet and/or Profit and Loss).
- e. Present a year-end summary report at the first fall meeting.
- f. Based on the results of the May meeting with the Executive Board, prepare a preliminary budget report for the following fiscal year to be presented to the PTO membership for approval at the May meeting.
- g. Prepare a final budget report to be presented to the PTO membership for approval at the October meeting.

Section 9. The Teacher Representative shall:

- a. Act as an intermediary between the school and PTO.
- b. Communicate PTO news and activities with teachers and staff at monthly union and staff meetings.
- c. Provide an update to PTO members of school activities and new or proposed school regulations.
- d. Deliver to their successor all materials relevant to the functioning of their duties.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Parliamentary procedure shall govern all meetings when applicable

General Guidelines:

- Motion is made.
- Motion is seconded.
- Motion is discussed.
- Chairman restates the motion and calls first for the affirmative, then for the negative votes.

ARTICLE IX: AMENDMENTS

These bylaws may be amended at any general meeting of the PTO by a two-thirds (2/3) vote of the members present provided that notice for the proposed amendment shall have been given at the previous meeting.