

# Bylaws

*Of the*

## Center Hill Elementary School

### Parent Teacher Organization

I. NAME. The name of the organization shall be the Center Hill Elementary Parent Teacher Organization.

II. PURPOSE. The purpose of the organization shall be to aid the students of Center Hill Elementary School by providing support for their educational and recreational needs and to promote open communication between the community, administration, faculty, and parents.

#### III. MEMBERSHIP.

A. Voting Membership. All Regular Members who are current in the payment of annual dues, as established pursuant to Section X herein, shall be designated as Voting Members. Voting Members shall have the right to vote on all issues before the membership, to elect officers, and to hold office.

B. Non-Voting Membership. All parents and/or legal guardians of students who currently attend Center Hill Elementary School and all current faculty and staff of Center Hill Elementary School shall be eligible for Non-Voting membership in the organization. Non-Voting members shall have the right to attend and participate in all meetings and activities of the organization, but shall not have the right to vote or to hold office.

C. Honorary Membership. All parents and/or legal guardians of former students and former faculty or staff of Center Hill Elementary School shall have the right to participate in the organization as Honorary Members. Honorary Membership may also be extended to other persons by a vote of the membership. Honorary Members shall have the right to attend and participate in all meetings and activities of the organization, but shall not have the right to vote or to hold office.

#### IV. MEETINGS

A. Regular Meetings. At least five General Membership Meetings of the organization shall be held during each school year. Dates of the meetings shall be approved by the Executive Committee and be announced at the first regular meeting of the year. When possible, Five days notice will be given if the dates must change.

B. Special Meetings. Additional meetings of the organization may be called, either by vote of the Executive Committee or by petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least five (5) days prior to the meeting.

C. Quorum. At least ten (10) Voting Members present at a properly called General Membership or Special Meeting shall constitute a quorum for the transaction of business in a regular meeting of the Organization.

D. Voting. A majority vote of the Voting Members present at any meeting shall be required for a motion to pass and for subsequent implementation of such motion.

#### V. OFFICERS

A. Positions. The officers of the organization shall consist of a President, Vice-President, Secretary, Treasurer, and Reporter. All officers shall:

1. Perform duties as prescribed in Roberts Rules of order, in addition to those outlined in these by-laws and those assigned from time to time.
2. Deliver to their successors all official material and records of any remaining monies no later than ten (10) days following the first meeting at which they are introduced.
3. Meet within 30 days following the meeting at which they are introduced.
4. Be required to attend meetings of the Organization, Officers, and Executive Committee. The President shall be notified directly on each occasion that an officer cannot be present for said meetings. Absence from two (2) consecutively missed meetings may result in review by the Officers unless previous arrangements have been made. Any officer who cannot meet the attendance requirements shall be willing to relinquish his/her position in order that the business of the Organization may be carried forth without any interruption. This vacancy shall be filed in accordance with Section VI. Part E.

5. Have a child legally enrolled in Center Hill Elementary School

B. General Powers. The Officers shall manage the Daily affairs, activities, and operations of the Organization. The Officers shall transact necessary business during intervals between the meetings of the membership. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of membership and the Executive Committee prepare and submit a budget to the Executive Committee and Membership for approval, and, in general, conduct business and activities of the Organization. All communications going home with the students from Center Hill Elementary School Shall be approved by the President of the PTO and then the Principal per the procedure that is established by both.

C. President. The President shall preside at all meetings of the Organization, the Officers, and the Executive Committee; shall perform such other duties as may be prescribed in these by laws or assigned to him/her by the Organization or the Executive Committee; and shall coordinate the work of the officers and committees of the Organization in order that the objectives of such be promoted to the good of the Organization. The President shall approve and/or select the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees

D. Vice-President. The Vice-President shall be a member of the Executive Committee, act, as an aid to the President and in the absence or disability of that officer, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Committee.

E. Secretary. The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the Organization, the Officers, and the Executive Committee, shall receive from the Treasurer the list of Regular Members who have paid dues and prepare the official list of Voting Members, shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee.

F. Treasurer. The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Officers. The Treasurer shall make disbursements as authorized by the President, Officers, or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all membership dues as are established by the organization and shall certify to the Secretary an accurate list of the Voting Members of the organization. The Treasurer shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the

Officers. The Treasurers shall also make a full written treasury report at the meeting at which new officers officially assume their duties.

G. Reporter. The Reporter shall be a member of the Executive Committee. The Reporter shall be responsible for publicity for all events of the Organization and shall act as a liaison between the school and the media. The Reporter shall keep the official history of the organization and shall keep an annual record of all of the activities of the organization.

H. Voting. All elected officers shall have full voting rights. A majority of the Officers shall constitute a quorum for the transaction of business.

I. Meetings Regular meetings of the Officers shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Officers. Adequate notice shall be given, when necessary, notice of the meeting should be announced to all Regular Members of the Organization pursuant to the guidelines referenced in Section IV B.

## VI. ELECTIONS.

A. Nominating Committee. The Nominating Committee is a Special Committee (see section VIII. Part C) composed of three (3) persons and shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of candidates to present for election by the Voting Membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are Voting Members and otherwise eligible to serve in the office.

B. Procedure. The election of officers shall take place during the next to last General Membership Meeting each year, leaving the last meeting of the year for run-offs, and for the presentation of the new Officers. All Voting Members may participate in the election. The Nominating Committee shall present a slate of nominee for election meeting. Further nominations may be received from the floor. However, if there is but one (1) nominee for any office, voting shall be by voice. In case of a tie, a run-off election will be held at the next regular meeting. There will be no voting by proxy. All candidates must be present at the time of election to run for office. Any contested election shall be by written ballot.

C. Term of Office. Officers shall assume their official duties following their installation at the close of the final regular meeting of the year and shall serve for a term of one (1) year or until their successors are elected. No person shall be eligible to serve more than two (2) consecutive terms in the same office (more than 6 months shall be considered a full term).

D. Selection. A majority of the votes cast by the 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.

E. Vacancies. The Executive Committee shall fill any vacancy in office due to death, resignation or inability to serve for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice-President will be given the opportunity to fill the vacancy. If the Vice-President accepts the presidency, an election will be held to fill the Vice-Presidents' office. If the Vice-President declines the offer, then the election will be held for the position of President. Either election will be the result of a majority vote of the Voting Membership at the next regularly scheduled meeting. A vacancy occurring in any of the other offices shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee. The Secretary shall be responsible to notify the Executive Committee of an upcoming election.

## VII. EXECUTIVE COMMITTEE

A. Membership. The Executive Committee shall consist of the elected officers of the Organization and two (2) faculty representatives selected by the faculty. The principal of the school or his/her designee and the chairperson of all Standing Committees shall serve as ex-officio members and shall be entitled to vote.

B. Duties. In addition to the other duties prescribed in these By-laws, the Executive Committee shall:

1. To be able to meet in a timely manner at the call of the President.
2. To transact necessary business as may be referred to it by the Organization or the Officers.
3. To approve the plans of work of the Standing or Special Committees.
4. To approve a budget to be submitted for adoption by the Organization.
5. To approve the chairpersons of the Standing Committees.
6. To select a Nominating Committee (see Section VI. Part A).

C. Quorum. A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

D. Voting. The act of the majority of the Executive Committee and ex-officio members present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee. The Executive Committee may, by a majority vote,

remove any Executive Committee member or any Standing Committee chairperson from the Executive Committee for failure to perform to his/her duties. The Vice-President shall notify such person. In the case of an Officer, then the vacancy of that office will be filled in accordance with Section VI. Part E.

E. Meetings. At least two (2) meetings of the Executive Committee of the Organization shall be held during each school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.

## VIII. STANDING AND SPECIAL COMMITTEES

A. Special Committees. The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or at the end of the school year, whichever occurs first. The President shall select/approve the chairpersons of all Special Committees. Only Voting Members may serve as chairpersons. Any Non-Voting or Honorary Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such plans and activities. (An example of a Special Committee would be a Standing Rules Committee to set up the permanent rules/guidelines for each Standing Committee.)

B. Standing Committees. The Officers may establish such other Standing Committees, as it deems necessary and advisable. The President shall approve the chairpersons of all Standing Committees, who shall serve as ex-officio members of the Executive Committee. Only Voting Members may serve as chairpersons. The chairperson of each committee shall contact or recruit volunteers for his or her committee. Any Regular or Honorary Member may serve as a committee member. Any Committee may have a co-chairperson. The Chairperson shall submit a written report, within one (1) week of all committee meetings, of the plans and activities of the committee to the Officers, which must approve all such plans and activities. Specific duties of each committee may be found in the Standing Rules Document, as are the list of the Standing Committees. An example of a Standing Committee would be a Membership Committee, which typically handles the yearly membership drive for the Organization.

C. Nominating Committee. The Nominating Committee shall be composed of three (3) persons who shall be selected by the Executive Committee. In addition, the Vice-President shall be an ex-officio member of the committee. The committee shall carry out its responsibilities, as specified in Section VI. Part A.

## IX. FINANCES

A. Budget. The Officers shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. The Executive Committee must have already approved this budget. This budget shall be used to guide activities of the Officers and the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.

B. Obligations. The Officers may enter into contracts or agreements for the purchase of materials or services on behalf of the organization after having reached a majority vote on the matter. The officers shall not have the authority; however, to enter into such agreements on behalf of Center Hill Elementary School or the Desoto County School District, nor should they hold themselves out as having such authority.

C. Loans. No loans shall be made by the organization to its officers or members.

D. Commercial Paper. Two (2) officers of the Organization shall sign all checks, drafts, or other orders for the payment of money on behalf of the Organization.

E. Deposits. The Treasurer shall deposit all funds of the organization to the credit of the Organization in such banks, trust companies or other depositories as the Officers may select and shall make such disbursements as authorized by the Officers in accordance with the budget adopted by the Voting membership. All deposits and/or disbursements shall be made within a maximum of fourteen (14) days from the receipt of the funds and/or orders of payment.

F. Financial Report. The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the year. The Treasurer will reconcile the monthly bank statement in a timely manner. The Executive Committee shall have the final report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

## X. MEMBERSHIP DUES

A. Amount. This Organization shall be made available without regard to race, color, creed, or national origin to any individual who subscribes to the rules and regulations as may be prescribed in these Bylaws. Every individual who is a member of the Organization is entitled to all benefits of such membership. The Organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time. All memberships are valid during the school year and expire on the last day of the school calendar year no matter when the enrollment took place.

B. Dues. The Organization shall authorize and collect membership dues to be used for the operation of the organization. Any change in the amount of the dues shall be

approved by a vote of the Voting Members acting in the manner prescribed in Section IV.

C. Financial Hardship. No Regular Member shall be denied the right to participate in the activities of the organization or to become a Voting Member due to financial hardship. The Executive Committee shall establish the criteria to insure compliance with this policy.

XI. AMENDMENTS. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Voting Members at any Regular or Special Meeting of the Organization with a two-thirds (2/3) vote of the members present and voting. Notice of the amendment shall be given at least thirty (30) days prior to the meeting at which the amendment is voted upon.

XII. AUTHORITY. If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Desoto County School Board, then the decision of the Desoto County School Board shall, in all cases, control.

### XIII. Dissolution

- A. Dissolution. In order to dissolve the Organization, the Executive Committee must all vote to present to its Membership a motion to dissolve. The Membership must be notified at least thirty (30) days prior to the next general meeting that the resolution to dissolve will be considered. Said meeting cannot be held during the periods of time when the school is closed for vacations or holidays. Approval to dissolve requires two-thirds (2/3) vote by written ballot, a majority of the voting membership must be present, or sent a proxy. Dissolution shall take effect immediately and shall not be postdated. If the Organization, at some later date, wishes to resume activities, it will be necessary to reorganize the Organization. The same procedures for a new organization would be followed.
- B. Distribution of assets. Upon dissolution of the Center Hill Elementary PTO, after paying or adequately providing for debts and obligations of this organization, the remaining assets should be distributed to Center Hill Elementary School. If Center Hill Elementary School ceases to exist, the remaining PTO assets shall be distributed for one (1) or more exempt purposes within the magnitude of section 501<sup>©</sup> (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

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These Bylaws were adopted by the Membership by a majority vote during a meeting properly called in the Month of December, 2002 and shall take effect immediately.

These Bylaws were amended by the Membership by a majority vote during a meeting properly called in the Month of March, 2004 and shall take effect immediately.