

BYLAWS

Morgan South Parent-Teacher Organization

Article I: Name

The name of this organization is the Morgan South Parent-Teacher Organization.

Article II: Articles of Organization

The organization exists as an unincorporated organization of its members. Its "articles of Organization " comprise of these bylaws, as from time to time amended.

Article III: Objects

The objects of the organization are:

- a. To promote the welfare of children and youth in home, school, and community.
- b. To bring into a close relationship the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- c. To help provide, through available funds, the instruments necessary to achieve the aforementioned objects.

Article IV: Basic Policies

Section 1: The following are basic policies of the organization:

- a. The organization shall be non-commercial, non-sectarian, and non-partisan.
- b. The name of the organization or names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the Objects or the organization.
- c. The organization shall not --directly or indirectly— participate or intervene (in any way, publishing or distributing of statements) in any political campaign on behalf of, or in opposition to any candidate for any public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise until the election of their successors.
- d. A person shall not be eligible to serve more than five (5) consecutive terms in the same office.

Section 2:

- a. There shall be a nominating committee composed of three (3) members appointed by the executive committee.
- b. The nominating committee shall nominate one (1) eligible person for each office to be filled and report its nominees at the meeting in May in which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to such office shall be placed on the ballot.

Section 3:

A vacancy occurring in any elective position shall be filled for the unexpired term by a person elected by the majority vote of PTO members present at that PTO meeting, notice of such election

having been given two weeks prior to the vote. In case a vacancy occurs of President, the Vice President will assume the office and serve notice of the election of a new Vice-President.

Section 4:

All officers shall be expected to fulfill their duties as outlined in Article VII of these bylaws.

Article V: Duties of officers

Section 1: President

The President shall preside at all meetings of the organization and of the executive committee; shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the association or by the executive committee and shall coordinate the work of the officers and committees of the organization in order that the objects may be promoted.

Section 2: Vice President

The Vice-President shall act as an aide to the President and shall perform the duties of the President in absence or inability of the officer to act.

Section 3: Secretary

The secretary shall record the minutes of all meetings of the organization and of the executive committee, to submit articles for publication in the local newspaper and shall perform other duties as may be delegated by her/him.

Section 4: Treasurer

- a. The Treasurer shall have custody of all of the funds of the organization; shall keep a full and accurate account of receipts and expenditures and shall make disbursements in accordance with the authorization of the organization, executive committee, or a special committee.
- b. The Treasurer shall present a financial statement at every meeting of the organization and at other times when required by the executive committee.
- c. The Treasurer shall be responsible for the maintenance of books of accounts.

Section 5: All Officers Shall:

- a. Perform the duties prescribed in these bylaws and those assigned from time to time.
- b. Deliver to their successors all official material not later than ten days following the election of their successors.

Article VI: Executive committee

Section 1: Executive Committee

The executive committee shall consist of the officers of the association and the principal of the school or a representative by her/him. The members of the executive committee shall serve until the election of their successors.

Section 2: Duties of the Executive Committee

- a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- b. To create standing committees.
- c. To approve plans of work of the standing committees.
- d. To present a report at the regular meetings of the organization
- e. To approve routine bills under the amount of \$100.00
- f. To fill vacancies in appointive positions.
- g. All business shall be presented to a member of the executive committee before brought to the general membership for voting:

The following notification will be used:

Dear Parents and Teachers,

Please use the bottom of this form to submit in writing any topics of old or new business that you would like to discuss at our next PTO meeting. The next PTO meeting is scheduled for _____.

Please send in your submissions by _____ so that these items can be added to the agenda that will be going out to parents and teachers prior to the meeting.

Old Business: _____

New Business: _____

- h. A PTO agenda will be sent out prior to the meeting.

Article VII: Meetings

Section 1.

Regular meetings of this association shall be held on the 3rd Thursday of each month at 3:45 p.m. during the school year, unless otherwise provided by the executive committee. Three (3) three days notice shall be given of change of date.

Section 2.

In case of a school cancellation due to bad weather, the P.T.O. meeting scheduled for that night would be postponed for one (1) week.

Section 3.

All meetings are to be held in a classroom.

Article VIII: Parliamentary Authority

Robert's Rule of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article IX: Standing and Special Committees

Section 1:

The executive committee may create such standing committee as it may deem necessary to remote the objects and carry on the work of

the organization. The term of each chairman shall be one (1) year until the selection of his/her successor.

Section 2:

No committee work shall be undertaken without the consent of the executive committee.

Section 3:

The power to form special committees and appoint their members rests with the executive committee.

Section 4:

The President shall be a member ex-officio of all committees except the nominating committee.

Section 5:

The Treasurer shall be a member of the Ways and Means Committee.

Section 6:

These are committees that we considering: current chairman or future chairman for these committees will write the guidelines for each committee that will be added to our bylaws at the May meeting.

Field Trip, Teacher Appreciation Committee, Secret Santa, 31 Bingo, 31 Bingo Food committee, Other fundraisers, Author, Scholarship,

Fall Festival committee:

Raffle Ticket, Donations, Games, Food, Prize Room, and classroom baskets committees.

Section 7:

Each committee will consist of at least 2 and no more than 3 members. These members will be expected to delegate to other volunteers as needed.

Section 8:

All officers and Chairman shall:

- a. Prepare Procedure Books for their successors.
- b. Submit their plans of work for approval by the executive committee before undertaking any project.

Article X: Fiscal Year

The fiscal year of the organization shall begin on June 1 and end on the following May 31.