

# Springfield Middle School Parent Teacher Organization (SMSPTO) BYLAWS

## **Article I – Name**

The name of this organization shall be the Springfield Middle School Parent Teacher Organization to be referred to as “Springfield Middle School PTO”.

## **Article II – Vision/Mission/Purpose**

### **A. Vision**

The creation of a cooperative relationship among the Springfield Middle School PTO, students, families, teachers and administrators of the Springfield Middle School will ensure educational excellence, promote the well being of children, and strengthen the entire community.

### **B. Mission Statement**

The Mission of the Springfield Middle School PTO is to provide a bridge between the home and school so that parents/guardians, teachers, and administrators may work together in a cooperative environment to enhance and enrich the educational experience of all students attending the Springfield Middle School. The Springfield Middle School PTO will provide resources for educational, social, and recreational needs, and promote open communication among and between all members of the Springfield Middle School community.

### **C. Purpose**

The Springfield Middle School PTO is designed to strengthen the partnership between home and school through parent volunteer opportunities, student enrichment activities and family fun events. This organization is organized exclusively for charitable, educational and scientific purposes, including making distributions to organizations that qualify as exempt organizations under section 501(c)3 of the internal revenue code or corresponding section of any future tax code. No activities or funds of this organization shall be for political campaign or for influence of legislation. The organization shall not carry on any activities not permitted to be carried on by virtue of federal income tax section 501(c)3 of the internal revenue code.

## **Article III – Advocacy**

The Springfield Middle School PTO shall not endorse a commercial enterprise or political candidate. The name of the Springfield Middle School PTO or the names of any of its officers shall not be used in any partisan interest, or for any purpose other than the regular work of the organization. The Springfield Middle School PTO may submit recommendations and suggestions to the administration of the Springfield Middle School regarding the administration and policies of the school.

## **Article IV – Bylaws**

### **D. Process for approval**

A proposed set of bylaws will be presented at a regular meeting of the PTO or provided by e-mail or backpack upon request. Once the members present at the meeting approve a draft by majority vote, the approved draft will be put in final form and remain in effect as the official bylaws unless and until duly amended.

### **E. Date of effect**

The Bylaws will be in effect from the date they are approved until amended or dissolved.

### **F. Amendment of Bylaws**

Process of amendment:

1. Any member may propose an amendment by submitting it to the Executive Board to be put on the agenda for the next PTO meeting or by bringing it up from the floor at that PTO meeting. After initial discussion at the PTO meeting, if necessary an ad-hoc committee can be appointed to

clarify the amendment.

2. Notice of the proposed amendment will be included in the agenda of the next PTO meeting and posted on the PTO website and in the PTO Binder at least 7 calendar days prior to the meeting.
3. Approval of proposed changes. An amendment needs approval from a majority of the total ballots received by members present at the meeting to be adopted.

The Bylaws and all amendments will be made available to all members upon request.

## **Article V – Membership**

### **A. Membership**

All parents and/or legal guardians of Springfield Middle School students and all Springfield Middle School staff members shall be eligible for voting membership in the organization and be able to hold office. Membership consists of an Executive Board, Board of Directors, and General Membership.

### **B. Dues**

There shall be no dues. Dues may be instated only by 51% majority of all parents and staff members able to vote.

### **C. Bylaws**

All Springfield Middle School PTO members agree to comply with the guidelines established by these Bylaws.

## **Article VI – Meetings/Quorum/Voting**

### **A. Meetings**

1. The Springfield Middle School PTO will hold a minimum of 3 general meetings a year. The Executive Board is responsible for determining the time and location of the meetings. Notices of the meetings and their agenda will be posted on the PTO website.
2. A sign in for members will be completed at meetings and decisions will be made by a majority vote of those present at the meetings except as provided for amending the PTO bylaws. A final meeting of the year in May will include completion of final tasks, prep for new year, accounting of funds, projection of budget, election of new officers, etc. to make carry over to next year smooth. In addition, there will be a review of the standing committees for additions or deletions for the next year.
3. All PTO general and PTO Committee meetings are open to all members.
4. The PTO Executive Board meetings will be held in executive sessions for confidentiality reasons.

### **B. Special Meetings**

1. Special Meetings may be called, either by a vote of the Executive Board or by petition of 5% of the total membership.
2. The time and place of all special meetings shall be announced at least 7 days in advance.

### **C. Quorum**

1. A quorum shall consist of all persons present at a properly called general membership or special meeting. This quorum shall be entitled to take action on behalf of the Springfield Middle School PTO.

### **D. Voting**

1. All members listed under Membership are Voting Members who may vote on all issues before the

Springfield Middle School PTO, introduce motions, debate the merits of motions before the Springfield Middle School PTO, to elect officers, and to hold office. Each member gets one vote.

2. A majority of the voting members present at any meeting or via proxy or mail-in vote shall be required for action to be taken by the Springfield Middle School PTO.
3. An issue to be voted on should be announced in the organization's newsletter or at a general meeting at least two weeks before the vote will be taken. Members may vote in person if applicable or mail in a printed ballot by a specified date to cast their vote or send in their printed ballot vote with another member (proxy) if voting in person.

## **Article VII – Organization Structure**

### **A. Structure**

1. Springfield Middle School PTO shall be comprised of Members, various standing and ad hoc committees, and an Executive Board.
  - a. The Executive Board is the policy-making body and may exercise all the powers and authority granted to the Organization by law.
  - b. All members of this organization are volunteers and there is no compensation financially or otherwise to be paid or provided to the board members or general members of this group.

### **B. Committee Membership and Meetings.**

1. Committees shall consist of members of the Springfield Middle School PTO.
2. A Committee consists of a minimum of 3 members.
3. Members may be on more than one committee.
4. PTO members are welcome at all committee meetings regardless of committee membership.
5. Committees will distribute information with the goal of making information accessible to every member.

### **C. Committee Chairs**

1. The Executive Board shall select committee chairs.
2. General Duties of All Committee Chairs:
  - a. Coordinate committee members and coordinate recruitment of additional volunteer members as needed;
  - b. Give updates for PTO meetings;
  - c. Submit recommendations or suggestions to Executive Board for PTO action;
  - d. Contact treasurer monthly or as needed;
  - e. Abide and enforce the bylaws; and
  - f. Deliver to their successors all official materials in their possession, including pending topics, within ten (10) calendar days after the expiration of their term in office.

### **D. The Executive Board**

1. The Executive Board shall consist of President, a Vice President, a Secretary, a Treasurer, past President, and the Springfield Middle School Principal. The Executive Board may appoint a Monitor as a nonvoting member.
2. The purpose of the Executive Board is to:
  - a. Carry out the mission and vision of the PTO;
  - b. Transact necessary business in the intervals between organization meetings;
  - c. Transact business as may be referred to it by the organization;
  - d. Create and support standing and ad-hoc committees;

- e. Present a report at the regular meetings of the organization;
  - f. Approve bills according to Article VII; and
  - g. Facilitate the creation of the annual budget
3. Voting by the Executive Board
- a. Each member of the Executive Board will have one vote.
  - b. A total of 3 votes shall constitute a quorum.
4. Duties of the Executive Board:
- a. The Executive Board shall:
    - i. Fulfill all duties under the Bylaws;
    - ii. Review the Bylaws annually;
    - iii. Prepare the agenda for the PTO meetings; and
    - iv. Distribute information with the goal of making information accessible to every member.
  - b. Duties of the President:
    - i. Preside over Springfield Middle School PTO Meetings;
    - ii. Appoint additional ad-hoc committees as necessary; and
    - iii. Generally supervise the interests of the organization and serve as ex-officio member of all committees.
  - c. Duties of the Vice President:
    - i. Assist the president and carry out the president's duties in his or her absence or inability; and
    - ii. Perform other duties as assigned by the president.
  - d. Duties of the Secretary:
    - i. Keep the minutes of all general PTO and Executive Board meetings;
    - ii. Keep copies of the bylaws;
    - iii. Maintain custody of all documents belonging to the organization, except those currently necessary to the work of other officers and chairpersons;
    - iv. Update the PTO website with PTO events and news and coordinating PTO news student handout distributions with Springfield Middle School staff;
    - v. Abide with the PTO bylaws; and
    - vi. Perform other duties as assigned by the President.
  - e. Duties of the Executive Board Treasurer:
    - i. Establish and maintain bank accounts, including the PTO's checking account;
    - ii. Receive all and deposit monies collected by the Springfield Middle School PTO;
    - iii. Keep a record of receipts and expenditures;
    - iv. Pay out funds in accordance with the approved budget as authorized by the organization and policies established by these Bylaws;
    - v. Get appropriate insurance and bonding for officers and organization;
    - vi. File all necessary tax and legal documents;
    - vii. Present a basic financial statement at every meeting of the organization, a detailed statement when requested by the President or Executive Board Committee, and a full report at the final meeting;
    - viii. Make disbursements as requested by the President;
    - ix. Oversee the creation of the annual PTO budget in conjunction with the Executive Board, beginning in the spring with a draft budget to be presented to the incoming Executive Board in June (The budget will be refined and presented at the first PTO meeting of the year, after being circulated to the Executive Board in advance of this meeting. This budget should include some uncommitted funds for new ideas or projects that may arise);
    - x. Provide a review of records at any time on request of any Executive Board member or request of 10 members; and
    - xi. Abide with PTO bylaws, particularly Article VIII, Finances.
  - f. Duties of the past President:
    - i. The past President shall be a member of the Executive Board and shall be responsible for assisting the President with transition and shall head up the

Nominating Committee.

5. Standing and Ad Hoc Committees
  - a. The Springfield PTO Committees currently consist of the following standing committees: Book Fair, Fundraising, Spirit Nights, and Staff Appreciation. The organizers of the following matters will report to the appropriate standing committee, who, in turn, will report to the Executive Committee:
    - i. Fundraising
    - ii. Grade Level Events Committee
    - iii. Open House
    - iv. Teacher Appreciation
    - v. Book Fair
    - vi. Box Tops
    - vii. Field Day
    - viii. The Lounge
    - ix. Other Fundraisers as approved by the PTO
6. Terms of Positions
  - a. All Executive Board positions and committee chairs are elected for one school year with the option to run for reelection for a second consecutive year. Terms begin on June 1st and end on June 30th, a year later, to provide a month overlap.

**E. Nominations and Elections.**

1. Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the 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.
2. The membership shall vote on the slate via mail-in ballots. Write in candidates will be allowed. Ballots may be returned via backpack mail or US mail.
3. A simple majority of all votes returned will signify a win.
4. The newly elected officers will be installed at the final general meeting for the current school year.
5. Any vacancy on the Executive Board after the election may be filled by an appointment by the Nominating Committee. The appointed officer will serve the full term.

**F. Term Limits**

1. All Executive Board positions and committee chairs are elected for one school year with the option to run for reelection for a second consecutive year. Terms begin on June 1st and end on June 30th, a year later, to provide a month overlap.
2. The past President serves a one-year term immediately following the end of his/her presidency.

**G. Resignation, Vacancies and Removal**

1. Resignation - Any committee chair or Executive Board member who wishes to resign must submit their resignation in writing or by email to an Executive Board Co-Chairperson.
2. Vacancies - Vacancies on the Executive Board will be filled to serve on an interim basis by a majority vote of the remaining members of the Executive Board. The PTO will hold an election to fill the vacant office for the remainder of the term at the next PTO meeting. The Executive Board will fill committee chair vacancies.
3. Removal
  - a. Any committee chair may be removed from office by a majority vote of the PTO members present at a special meeting or at a regularly scheduled meeting. Before this vote can be

called, the complaint must be brought to the Executive Board, who will speak to all parties and try to resolve the issues. If there can be no resolution, all PTO members must be notified of the meeting agenda, time, date and place, by posting to the PTO website at least one week in advance of the meeting.

- b. An officer may be removed by the Executive Board at an Executive Board meeting when in the best judgment of the majority of the Board for non-completion of duties, misuse of power and/or failure to regularly attend Executive Board meetings.

#### **H. Powers**

1. The Executive Board shall manage the affairs, activities, and operations of the organization.
2. The Executive Board shall transact all necessary business during the intervals between the meetings of the membership and other such business as may be referred to it by the membership or these bylaws.
3. The Executive Board may create Standing and Special Committees, approve the plans and work of Standing and Special Committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

### **Article VIII – Finances**

#### **A. Budget**

1. The fiscal year shall run from July 1 – June 30, inclusive.
2. The newly elected Executive Board shall set the budget for the coming year by August 15 and publish the proposed budget two weeks prior to the first general meeting. The membership shall vote on the budget at the first general meeting.
3. Any proposals or request for programs or expenditures for the coming year should be submitted in writing to the organization's President by August 1.
4. At the first meeting of the year, a tentative annual budget will be presented by the Executive Board.
5. The PTO members present at the meeting will vote on approval. The budget will be reviewed and amended throughout the year as needed.
6. The Treasurer will document all policies and procedures regarding finances.
7. There shall be at least 2 signers on the checking account, the President and Treasurer.
8. Any non-budgeted request for funding over \$100 must be proposed at an Executive Board Meeting and voted on for approval.
9. The budget shall be used to guide the activities of the Executive Board during the year. Any substantial deviation from the budget must be approved in advance by the membership.

#### **B. Wish List Money**

Wish list money will be available 3 times per school year based on the approved budget for that school year. All wish list items will be presented to the Executive Board and addressed for recommendation and approval.

#### **C. Purchase Procedure**

The Executive Board or Standing Committee Chairs may make purchases as provided for in the approved budget. Principals or other SMS staff will need to make a request for purchase through the

President. A payment/reimbursement form is required for all purchases made to be reimbursed, as well as, copies of the cash receipt for such purchases.

#### **D. Obligations**

The President and a second Executive Board member must sign any contracts that the organization will enter into. If the contract derives from a specific committee, then that committee chairperson and the president is to sign the contract. No contract is valid without 2 signatures.

#### **E. Recordkeeping**

1. Software - The organization may use a software program to keep track of finances and volunteers. The Executive Board will control all access to the data. Any financial or personal information will be used only as it was intended by the organization. It may not be used as a source of data for business or individual mailing lists or other personal gain.
2. Audits - An annual audit will be conducted by the audit committee consisting of no less than three members assembled at the beginning of the school year. The Treasurer must be available to present all documentation and answer any questions for the committee.
  - a. An independent firm will audit all financial books for the Springfield Middle School annually, in addition to the audit committee.

#### **Article IX - Insurance**

The organization will carry general liability insurance at all times. In addition, the organization should purchase property, officers' liability, and fidelity bond insurance each year.

#### **Article X- Amendment of Bylaws**

These Bylaws may be amended or new bylaws added by a majority vote of the membership present at a meeting or via mail-in ballot through backpack or US mail, provided that notice of the amendment or proposed bylaw is given in writing at least two weeks before the meeting.

#### **Article XI - Dissolution**

1. The organization must provide that written notice of the intent to dissolve to all members at least 30 days prior to the vote being taken.
2. In the event of dissolution, the assets of the Springfield Middle School PTO shall be distributed for one or more purposes as determined by majority vote of all voting members in attendance, except that the assets shall not be distributed to the members of the PTO.
3. After paying all outstanding obligations, the Executive Board will disburse any remaining assets into other local school pto/pta's or non-profit community charitable organizations that have a status of 501(c)3 under the internal revenue code or corresponding section of any future federal tax code. Any assets not disposed of shall be disposed of by the court of common pleas of York County to other organizations such as this with the same 501(c)3 status.

#### **Article XII - Parliamentary Procedure**

During meetings, the Springfield Middle School PTO conducts regular business as dictated by the following Simplified Rules of Order and these bylaws. All votes are by majority except where indicated otherwise in these bylaws.

##### **A. Simplified Rules of Order**

1. The president, or other person selected by the Executive Board, will be designated to be the meeting chair, and will be responsible for generally following the agenda previously set forth.
2. The person responsible for the agenda item will be called upon to give their report or state their resolution, after which questions and debate from the floor will be entertained. Anyone wishing to

Speak must either rise or raise their hand and wait to be called upon by the meeting chair.

3. The President will take each question in turn without favoring any one individual. After each speaker, the person responsible for the agenda item may speak to answer a question or clarify or rebut a point. Discussion continues until all who wish to speak have been recognized, or a motion passes to limit the time allowed for discussion.

#### **B. Items From the Floor**

After the scheduled agenda items, people may bring items from the floor for discussion following the procedure outlined above for debate on agenda items.

#### **C. Voting at Meetings**

1. All resolutions must be put in the form of a motion whether from the floor or as the result of an agenda item. The person responsible for the agenda item may make the initial motion. A second must come from the floor. Once a motion has been made and seconded, debate may occur as described above. When debate has been completed a vote may be taken.
2. Voting will be by voice with the chair first repeating the question to be voted upon specifically stating what a yes or no vote means, and then calling for those in favor of the resolution to say "aye", followed by those opposed to say "no", and then determining which of the voices is louder.
3. Any member present or the meeting chair may call for a "show of hands" if they feel that the voice vote is too close to determine. The chair will again state the question and ask first for people to raise their hands if in favor of the resolution and then if they are opposed. The chair will determine the vote by estimating which received more hands.
4. Any member present or the meeting chair may call for a "full tally" if they feel that the show of hands is too close to determine. The chair will again state the question and ask people to respond individually as to whether they are for or against the resolution or wish to abstain. The recording secretary will record the number of yes or no votes and state the result.

#### **D. At PTO meetings, the President or presiding member calls meeting into order.** Meetings must include the following:

1. Reports from Treasurer
2. Reports from Executive Board
3. Report on continuing/new business
4. Reports from Committees, as needed
5. Open meeting up to members to take the floor

#### **Article XIII- Conflict of Interest Statement**

No member of the Springfield Middle School PTO, Directors, officers or committee chairpersons shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in Springfield Middle School PTO.

Amended this 30th day of June 2013, as requested by the Internal Revenue Service, for satisfaction of 501(c)3 tax exemption status request.