**WARREN T. EICH MIDDLE SCHOOL**

**Parent Teacher Organization**

**Bylaws**

**Article I. Name**

The name of this organization shall be EICH PARENT TEACHER ORGANIZATION, also referred to as Eich PTO or PTO.

**Article II. Declaration**

Eich PTO makes the declaration that our bylaws are our main and only organizing document which has been approved by the governing body of our organization. These bylaws serve as our organization’s constitution and were originally adopted on 11/23/20.

**Article III. Objectives**

The PTO objectives shall be:

1. To promote a positive, cooperative school community for students, staff, administration and parents.
2. To provide support for students, staff and the administration of the school.
3. To provide members the opportunity to serve the school and the student body by contributing to the development of the school and student enrichment.

**Article IV. Policies**

1. The PTO shall be educational, non-partisan, non-profit and non-commercial. It shall not endorse anyone for office. The PTO will not endorse or advertise any business or service through social media with the exception of PTO donors.
2. The PTO shall seek neither to direct nor to control the administrative activities of the school.
3. Funds raised by the PTO each year must be disbursed or encumbered by the end of the school year or those funds shall revert to the PTO general fund.
4. The name of the PTO or the names of any officers in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the school
5. The property of the PTO is irrevocably dedicated to charitable purposes. Income or assets of the PTO shall not inure to the benefit of any board member or private person. The PTO can contract with individuals or companies to provide services.
6. The PTO does not discriminate on the basis of race, creed, color, gender, religion, sexual orientation, disability or national origin.
7. The fiscal year of the PTO begins July 1 and ends June 30 of the following year.
8. All funds shall be kept in a bank account in the name of the PTO, requiring two signatures of the Executive Board and held at a local financial institution.
9. Authority to sign contracts is limited to the President, Vice President or Treasurer of the Board.

**Article V. Parent Teacher Organization Board**

1. All members of the Executive Board, “Board,” shall be voting members except for the President who will only vote in the event of a tie. The right to vote, however, is limited to members of the Board who are actually at the meeting or by electronic media or by teleconference, as long as the action is reflected in the minutes of the next meeting.
2. New officers will be elected at the last general meeting of the academic year. Their terms begin July 1st. Each office has a term of one year. No person shall hold the same elective office for more than two consecutive years, unless the office is uncontested in election.
3. Each member of the PTO Board shall be responsible for attending each regularly scheduled meeting of the PTO Board. In the event that any PTO Board member misses three (3) or more of the regularly scheduled monthly Board meetings, the remaining members of the PTO Board may vote, with the Board’s discretion and by a two-thirds majority of the Board voting, to remove said member from the PTO Board and replace that member with another individual to fill the remaining term, notice of such replacement having been given to all members of the PTO through a school-related publication.
4. A vacancy occurring in any elective position shall be filled for the unexpired term by a person elected by a two-thirds majority vote of the remaining Board members, notice of such election having been given through a school-related publication.
5. A Board member may hold more than one position simultaneously, but the person cannot be both President and Treasurer.
6. A member of the Board may resign their position by placing their resignation in writing to the Board.
7. A member of the Board may be removed from their position when their affiliation is determined to undermine the objectives of the organization. Any elected officer may make a motion to have a Board member removed from his or her position. A two-thirds majority of the Board, exclusive of the Board member being considered for removal, is required to remove a member from the Board.
8. The Executive Board shall be composed of elected officers and appointed officer, including the following members:

**ELECTED OFFICERS AND EXECUTIVE BOARD**

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**President:** The President shall (1) coordinate the work of the officers and committees in order that the objectives be promoted; (2) preside at all meetings of the PTO and the Executive Board; (3) assist in the selection of committee chairpersons and appointed officers; (4) make sure PTO activities are approved by the Principal and do not interfere with school activities; (5) develop agendas for meetings in consultation with the Executive Board; (6) keep parents and staff apprised of the PTO activities and act as a primary liaison between them; (7) participate in the financial audit at the end of the school year; (8) perform duties prescribed in these bylaws.

**Vice President of Communications**: The Communications Chair shall (1) oversee the construction and maintenance of the PTO website; (2) Work with administrative staff to include PTO content in school communications; and (3) perform other such functions as may be incident to the office or designated by the President.

**Vice President of Fundraising:**The Vice President of Fundraising shall (1) serve as the fundraising coordinator for the PTO; (2) schedule the fundraisers in consultation with the administration and Board; (3) recruit chair people and committee members for fundraising events and activities; (4) plan and work with the committees in charge of fundraising events and activities; (5) facilitate communication relating to fundraising events to the school community; (6) be familiar with state and local fundraising requirements.

**Secretary:**The Secretary shall (1) record the minutes of each Board meeting; (2) prepare and provide minutes for the President and the meeting attendees; (3) maintain a current copy of bylaws and incorporate any approved amendments; (4) prepare and distribute board applications, election ballots, and other items relating to the Elections Procedures; (5) perform other such functions as may be incident to the office or designated by the President.

**Treasurer:** The Treasurer shall (1) reconcile the bank account(s) every month; (2) be the custodian of all financial records; (3) collect and receive all funds due and disburse funds only upon order of the Board; (4) present financial statements to the Board at their regular meetings and an annual report at the spring meeting; (5) assist the President in preparing the annual budget to be ratified by the Executive Board and approved by the PTO; (6) present the Club’s financial records to the auditor at the end of the year; (7) work in conjunction with the President to complete all tax information required for the fiscal year in which they hold office. (8) Attend all events where money may need to be counted, or assign Financial Secretary to be present; and (9) ensure at least two people count the cash receipts together and sign income forms.

**BOARD OF DIRECTORS**

The Board of Directors shall be composed of elected and appointed officers. A current list of Board members shall be maintained by the Secretary and published to the school community. The Board of Directors shall include, but is not limited to elected officers listed above and the following members:

**Hospitality Chair**: Shall coordinate the hospitality function for PTO events such as Staff Appreciation, PTO meetings, etc. The Hospitality Chair is responsible for overseeing the allocated budget and delegating to volunteers.

**Social Media Chair:** The Social Media Chair shall (1) create and maintain the electronic communication channels (e.g. Facebook, Twitter, etc.) in cooperation with the Communications Chair and upon authorization of the President and Administrative Representative.

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**Administrative Representative:**The Principal of Eich Middle School, or his or her designee, shall serve as the Administrative Representative to the PTO and work closely with the President to coordinate and approve all events, meetings, fundraisers and policies.

**Teacher Representative**: Shall advise Board of upcoming events, staff concerns and desires. She/he maintains a liaison relationship with the Eich staff and the PTO. This person is appointed by the Principal of Eich Middle School, or by his or her designee.

**COMMITTEES AND APPOINTED CHAIRPERSONS**

The Board of Directors by a simple majority vote of those in attendance at a regular board meeting may create committees deemed necessary to promote the objectives and carry on the work of the PTO. Notice of each new Board member or committee formation shall be given to all members of the PTO and the school community. The Chairperson of each committee shall present a plan of work to the Board for approval. No committee work shall be undertaken without the consent of the Board by a simple majority vote of those in attendance at a regular general meeting.

Should a new Executive Board position need to be created, it would need to be approved by a two-thirds vote of the Executive Board.

**Article VII. Election Procedures**

1. Notice of the Election Procedures and a copy of the PTO Bylaws will be published to the school community and posted and available on the school website at least two weeks prior to the PTO meeting when the election will be held.
2. All parents, guardians or family members with a student who will be attending Eich Middle School for the upcoming academic year that are interested in one of the elected officer positions must submit their application to the Principal pursuant to the Election Procedures. Nominations will not be taken from the floor at the general election meeting.
3. The general election meeting to elect the next year’s officers will be held at the final PTO meeting of the current school year. The date and time will be determined and posted in advance. Officers shall be elected by a simple majority vote and announced prior to the conclusion of the final PTO meeting of the current school year and published to the school community.
4. The Principal will provide the names of the individuals that have applied for each position to the Secretary. The Secretary will prepare the ballot and make copies available at the last general meeting of the academic year. The Principal and/or staff appointed by him/her will be responsible for processing and announcing the outcome of the elections. Those running for an elected position will not be allowed to tally votes.
5. Any changes to the Elections Procedures must be voted upon by a majority of the elected officers, and in consultation with the Board.

**Article VIII. Meetings**

1. The PTO will hold monthly meetings throughout the school year. Summer meetings may be held at the discretion of the President. All Eich parents and teachers are welcome to attend and participate in board meetings, but only Board members may vote.
2. Special meetings may be held at the discretion of the Board. Notice of such meetings must be given to all Board members.
3. PTO Board members present shall constitute a quorum for regular and special meetings providing there are a minimum of 50% of the PTO Executive Board present.

**Article IX. Purchases & Expenditures**

1. All regular expenditures of proceeds of the PTO must be approved in accordance with the current year’s budget by a majority of the Board members.
2. Board members and volunteers of the PTO shall not be paid from the treasury for volunteering their time in any capacity.
3. A Board member, or a volunteer to the PTO shall be reimbursed for reasonable expenditures incurred in accordance with the current year’s budget.
4. Volunteers shall not be prohibited from receiving incidental rewards and/or gifts given in recognition of services provided to the PTO and/or Eich Middle School provided that the incidental gifts and/or rewards may not exceed an estimated value of $50.00 (fifty dollars) in one school year.
5. A PTO volunteer may submit bids to perform professional services provided that the vendor chosen to perform those services was selected based on the good of the school, without preferential treatment to members. The selection of vendors shall be fair, impartial and voted upon by the Board.

**Article X. Amendments**

These bylaws may be amended by a two-thirds vote of the membership present at any regular meeting, providing notice has been given at the previous regular meeting.

**Article XI. Authorization**

The Eich Parent Teacher Organization shall exist at the invitation of Eich Middle School.

**Article XII. Termination**

If at any time the PTO does not function in the best interest of Eich Middle School, the PTO may be dissolved. Upon dissolution of the PTO, assets remaining in the PTO’s treasury shall be distributed for any exempt purpose(s) pursuant to Section 501(c)(3) of the Internal Revenue Code, or pursuant to corresponding section(s) of any future federal tax code, that serves the needs of students attending schools administered by the Roseville City School District. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located exclusively for such purposes or to such organization(s), as said court shall determine which are organized and operated for such purposes.

**Article XIII. Exempt Status (Pending)**

Eich Parent Teacher Organization is organized exclusively for charitable and educational purposes including, for such purposes, the making and distributions that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

**Article XIV. Parliamentary Authority**

The Eich PTO will govern by Roberts Rules of Order in all cases in which they are applicable and not in conflict with these bylaws.

These bylaws were adopted on: 11/23/20

Amended (date):