

### **Article I – Name**

The name of the organization shall be the Miami R-I School PTO.

### **Article II – Purpose**

The corporation is organized for the purpose of supporting the education of children at Miami R-I Elementary by fostering relationships among the school, parents, and teachers.

### **Article III – Membership**

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. Members have one vote per household.

### **Article IV – Officers and Elections**

**Section 1. Officers.** The officers shall be a president, vice president, secretary, and treasurer. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

**a. President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

**b. Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization.

**c. Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, membership list, and any other necessary supplies, and brings them to

the meetings.

**d. Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board and make a full report at the end of the year.

**Section 2. Eligibility.** Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

**Section 3. Nominations and Elections.** Elections will be held at the second to last meeting of the school year. Any interested candidates must notify the President or Secretary at least one week before the upcoming election. Voting shall be by voice vote if everyone is running unopposed. If more than one person is running for an office, a ballot vote shall be taken. Ballots will be counted by the Vice President and the Secretary. In the event of a tie, the principal will vote to break the tie.

**Section 4. Removal from Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

**Section 5. Vacancies.** If there is a vacancy in the office of president, the vice president will become the new president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

### **Article V – Meetings**

**Section 1. Regular Meetings.** The regular meeting of the organization shall be on the same day and at the same time each month, to be determined by the executive board.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls.

**Section 3. Annual meeting.** The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

**Section 4. Quorum.** The quorum shall be 5 members of the organization.

**Section 5. Notification of Meetings.** The secretary will notify the members of the meetings via email at least one week prior to the meeting.

#### **Article VI – Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the officers, principal, and standing committee chairs.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

**Section 3. Meetings.** Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours' notice.

**Section 4. Quorum.** Half the number of board members plus one constitutes a quorum.

#### **Article VII – Finances**

**Section 1.** A tentative budget shall be drafted in spring for the following school year and

approved at a fall meeting by a majority vote of the members present.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The board shall approve all expenses of the organization over the amount of \$50.

**Section 4.** Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president, treasurer, and principal.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the board.

**Section 6.** The fiscal year shall coordinate with the school year.

**Section 7.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

#### **Article VIII – Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/standing rules.

#### **Article IX – Standing Rules**

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

#### **Article X – Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

#### **Article XI – Amendments**

These bylaws may be amended at any regular or special meeting. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

## **Article XII – Conflict of Interest Policy**

**Section 1. Purpose.** The purpose of this policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

No member of this organization shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with this organization. This shall also include the member's business or other nonprofit affiliations, family and/or significant other, employer, or close associates who may stand to receive a benefit or gain. Each individual shall disclose to the Board Chair any personal interests which he or she may have in any matter pending before the organization and shall refrain from participation in any discussion or decision on such matter.

Any member of this organization shall refrain from obtaining any list of clients or donors for personal or private solicitation purposes at any time during the term of their affiliation.

We understand that the purposes of this policy are to protect the integrity the Miami R-I School PTO and the organization's decision-making process as well as to enable our constituencies to have confidence in the integrity, intentions and actions of the board members and volunteers.