

Official Bylaws
Of Partners in Education
Maumee, Ohio

ARTICLE I

Name

The name of this organization shall be Partners in Education, AKA Fort Miami Parent Teacher Organization, which can be abbreviated as Fort Miami PTO.

ARTICLE II

Objective

Who We Are

We are Fort Miami families working together toward a common goal: to create a better school and a better educational experience for our children. We are welcoming and friendly to all. We are neighbors, and we share many of the same concerns.

What We Do

We enhance the school community by organizing and running family events. We encourage unity and school spirit by raising funds to provide educational programs and extracurricular activities for the students. We aid teachers by fulfilling their classroom requests and support the school by purchasing equipment and supplies not funded by the general budget.

Why We Do It

To support the education of our children. To develop a closer relationship among the school, families, and teachers. To create an atmosphere where teachers and administration can do their best work- and so can our children. To support student activities and student enrichment.

ARTICLE III

Membership

Any parent, legal guardian, or adult standing *in loco parentis* of a student attending Fort Miami Elementary School is eligible for membership in the organization, which includes voting rights at PTO meetings. The principal and teachers under the jurisdiction of the Fort Miami Elementary School shall be honorary members of this organization, which includes voting rights at PTO meetings. At this time no dues are required for membership in this organization. A vote and addendum to the bylaws must take place in order to require dues.

ARTICLE IV

Officers, Officer Duties, and Elections

Section 1

The officers of this organization shall be a president, vice-president, secretary, treasurer and public relations director. These officers shall constitute the executive board. Officers shall be required to keep a record of their office, which shall be transferred as required in Article IV, Section 3.

Section 2

- ⤴ President: The President shall preside over all meetings of the PTO and executive board. The president shall: 1) appoint all committees, with the approval of the executive board; 2) announce them at the first meeting of the school year; 3) be a member, *ex officio*, of all committees with the exception of the nominating committee; 4) serve as the primary contact for the principal; 5) serve as the representative of the PTO at meetings outside of the regularly scheduled PTO meetings; 6) designate the work of all officers; 7) assure that bylaws are followed, including bringing a current copy to all meetings; 8) serve as an adviser on parliamentary procedures using Robert's Rules of Order.
- ⤴ Vice President: The vice president shall: 1) preside at all meetings in the absence of the president; 2) automatically assume the duties of the president for the remainder of the term, if for any reason, a vacancy occurs in the presidency; 3) shall be in charge of the PTO closet and its yearly inventory; 4) select refreshments for the monthly meetings and prepare a sign-in sheet for members to sign at the meetings; 5) shall assist in the editing and proof-reading of PTO materials, flyers and documents prior to disbursement.
- ⤴ Secretary: The secretary shall: 1) keep the minutes of all meetings; 2) read the minutes and all communications at the monthly executive meetings; 3) conduct all correspondence as directed by the president, the executive board, or the organization; 4) receive all annual reports and place them in the files; 5) prepare the agenda for all PTO meetings 1 week prior to the meetings and send a copy to PR 7 days in advance for disbursement.
- ⤴ Treasurer: The treasurer shall: 1) keep and record all funds of the organization; 2) disburse funds on the order of the executive board; All accounts shall require any two signatures of the president, and the treasurer; 3) be required to retain a minimum of \$1000.00 (one thousand dollars) in the treasury to be transferred to the new officers by the end of June; 4) keep accurate records, that can be audited if necessary by future

treasurers before the start of the next school year; 5) ensure that at minimum 2 officers read all bank statements; 6) require that during any given event in which cash is being received there are at minimum 2 officers accepting the monies and verifying the amount for deposit.

- ✧ Public Relations Director: The public relations representative(s) shall: 1) conduct all correspondence as directed by the president, the executive board, or the organization; 2) compose and send out monthly flyers announcing meetings and other information; 3) maintain master calendar of all PTO events, attempt to coordinate the events with other schools within the district; 4) keep PR platforms, including the PTO bulletin board up to date with relevant information and upcoming events; 5) communicate with chairpersons from events to develop methods of communication to publicize events via letters, newsletters, flyers, social marketing, Honeywell alert system, etc; 6) ensure that all correspondence be submitted to the vice president for editing.

Section 3

In the event that new officers need to be elected, nomination forms will be sent home to all parents of students in the school during the 1st week of April. All nominees must be submitted by the 30th of April. A ballot will be made and published on the website one week prior to voting. Each office to be elected will be voted upon at the annual meeting in May, the last meeting of the school year. The executive board shall require the consent of each nominee to place his or her name on the ballot. The officers shall be elected by a majority vote at the May meeting. Immediately following the vote, all votes will be counted, and the PR director will publish a new list of officers before the close of the school year. Officers are elected for two (2) years and may serve no more than one (1) term in the same office. Each person elected shall hold only one office at a time. Each person shall vacate an officer position at the end of their elected term. For one year they may chair a subcommittee before allowed to be nominated and run for another officer position. The only exception to this rule is in the case of no other candidates running for the previous officer's position at the close of their term. If there is no candidate to fill the position, the previous officer may run again immediately. If after the first full year of service the officer wishes to resign, a formal resignation must be submitted to the executive board by the March PTO meeting. Terms of office shall begin on July 1. All officers' books and materials shall be transferred to the new officer by the end of that school year, or at a special meeting.

Section 4

If for any reason a vacancy occurs in the elected positions of president, vice-president, secretary, treasurer, or public relations, the executive board shall call a special meeting to appoint a replacement to complete the term.

Section 5

In order to be eligible to become an officer of the PTO, the candidate must be a parent, legal guardian, or teacher of a student that attends Ft. Miami Elementary School.

Section 6

If it becomes necessary to remove an officer from office, with or without cause, this can be done only following a two-thirds vote of those present at a regular PTO meeting, assuming previous notice has been given.

ARTICLE V *The Executive Board*

Section 1

The executive board shall consist of the elected officers and the principal. They shall meet at the discretion of the president to aid the administration of his/her duties. They shall meet with the newly elected officers by July 1. The approval of the executive board shall be required for committee and position appointments.

Section 2

The past president shall serve for one year as the board adviser, with voting privileges. If for any reason the past president is no longer a member of this organization, the immediate past vice-president automatically assumes the duties. If they are not available a past officer shall be appointed by the executive board to fill this advisory position.

Section 3

The executive board shall: 1) prepare a budget for the organization, by the first general meeting and shall present the approved budget at the first meeting of the school year; 2) conduct business between meetings regarding preparation for the monthly meetings; 3) create rules and policies; 4) assess the need for and create long-term and temporary committees.

ARTICLE VI

Meetings

Section 1

The regular meetings or programs of this organization shall be held once a month of each month of the calendar year, unless otherwise ordered by the executive board.

Section 2

The regular meeting in May shall be known as the annual meeting, and shall be for the purpose of electing officers, receiving the reports of officers and committees, and for any other business, which may arise.

Section 3

The president, the executive board, or the written request of ten active PTO members of the organization may call special meetings. At least three days' written notice shall be given with the purpose of the meeting stated on the notice.

ARTICLE VII

Committees

Section 1

The president shall: 1) appoint all standing committees, with the approval of the executive board; 2) announce them at the first meeting of the school year; 3) with the approval of the executive board, appoint any other committees or positions necessary for the good of the organization.

Section 2

All standing committees shall be required to keep a record of their committee, which shall be transferred as required in Article IV, Section 3. They shall present a report the at the next PTO meeting following the event, to be given to the secretary to place in the files for future reference. Any other committees or positions may be required to submit a report at the request of the executive board.

Section 3

Budget: The budget is determined prior to the beginning of the school year. The budget is set by the executive committee. Anyone may meet with the executive board to discuss budget concerns or make budget requests after the budget has

been established. The executive board can then amend the budget. The amended budget is presented at the next monthly meeting and included in the monthly meeting minutes. The executive committee determines where incoming money is dispersed with direction from faculty, and general PTO members. They also determine long-term project according to the needs of the school year(s). At the conclusion of the school year all profits above the normal budgeted amount should be transferred to the savings account.

ARTICLE VIII

Parliamentary Authority

The rules contained in the copyright 1970 edition of Robert's Rules of Order newly revised shall govern the organization in all cases to which they are not in conflict with the bylaws and special rules of the Fort Miami Partners in Education.

ARTICLE IX

Amendment of Constitution

This constitution may be amended at any regular meeting by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.