

## **BYLAWS**

**of**

### **BLACKSBURG MIDDLE SCHOOL PTO**

**Date of most recent review: 9/12/2020**

#### **ARTICLE 1- NAME, DESCRIPTION AND PURPOSE**

Section 1: NAME - The name of the organization shall be Blacksburg Middle School PTO. The PTO is located at 3109 Prices Fork Road, Blacksburg, VA 24060.

Section 2: DESCRIPTION - The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE - The purpose of the PTO is to enhance and support the educational experience at Blacksburg Middle School, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Blacksburg Middle School through volunteer and financial support.

#### **ARTICLE II – MEMBERSHIP**

Section 1: MEMBERSHIP - Membership will be automatically granted to all parents and guardians of Blacksburg Middle School students, as well as all staff at Blacksburg Middle School. There are no membership dues. Members have voting privileges.

#### **ARTICLE III – OFFICERS**

Section 1: EXECUTIVE BOARD - The Executive Board shall consist of the following officers: President(s), Vice President (s), Secretary(s) and Treasurer(s). Officer positions can be shared. The School Principal, or his/her designee is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning the August 1 following the election and ending July 31<sup>th</sup> of the following in year. This allows for overlap with the incoming Board and aligns the term with the financial year. If there are no other candidates, the President may remain in office for another year.

Section 3: QUALIFICATIONS - Any active PTO member may become an officer of the PTO. Active is defined as available and willing to attend PTO meetings and Executive Board meetings consistently and be available to represent the PTO at other school-based functions as needed.

Section 4: NOMINATIONS AND ELECTIONS – Nominations for Officers' positions shall be submitted prior to or during the last general meeting of the school year. Voting shall take place at the last general PTO meeting of the school year. Voting shall take place by written ballot if there is more than one candidate. The election will be determined by a simple majority of those present to vote.

#### Section 5: DUTIES

Executive Board – Establish and oversee committees to conduct the work of the PTO, establish fund raising programs, develop the annual budget, approve by majority vote of the Board unbudgeted expenditures not to exceed \$100.00 and review bylaws annually. The Board will ensure all passwords are reset annually in order to provide security over time.

**President** - The President shall:

- Preside at General PTO meetings and Executive Board meetings.
- Prepare each meeting's agenda.
- Serve as the official representative of the PTO.
- Retain any official records of the PTO.
- Coordinate the work of the Executive Officers and committees.
- Appoint Chairperson(s) for standing committees.
- Along with the Executive Board, develop an annual budget which includes expenses and income.
- Prepare master calendar for the school year pending approval from Principal.
- Facilitate an annual review of the PTO bylaws by the Executive Board to insure that they serve the changing needs of the BMS community.
- Approve all official PTO business that does not require a vote.
- Maintain Standing Committee Chairperson(s) records of all events planned by

the PTO.

- Sign official contracts when necessary.
- Shall only vote in the event of a tie.
- Serve as liaison between BMS staff and the PTO.
- Represent the BMS PTO at meetings outside of the organization.
- Check PTO mail in office.
- Check PTO email a minimum of one time per week
- Perform duties of Vice President in the event that Vice President is absent/unable to serve
- May delegate above duties as needed.
- Maintain a debit card on the PTO account to be used expressly for PTO related expenses only

**Vice President** – The Vice President shall:

- Organize and oversee committees related to PTO programs,
- Serve as a liaison between committee Chairperson(s) of program committees and the PTO Executive Board.
- Serve as an ex officio member of all program committees.
- Facilitate an annual audit.
- Assist the President as needed.
- Perform duties of the President if the President is absent/unable to serve.
- Maintain a debit card on the PTO account to be used expressly for PTO related expenses only

**Secretary** – The Secretary shall:

- Record and distribute minutes of all Executive Board meetings and all General PTO meetings.
- Send approved minutes to the PR/ Social Media coordinator for posting on website and shared google drive for record keeping
- Hold any historical records for the PTO.
- Conduct and oversee voting during general PTO meetings.
- Maintain record of voting results in minutes.
- Prepare sign-in sheets for meetings and other events when necessary.
- Correspond on behalf of PTO thru notes of thanks, sympathy, inquiry, etc. as needed, with approval of executive board.

**Treasurer** – The Treasurer shall:

- Serve as custodian of the PTO's finances.
- Collect revenue.
- Make deposits.

- Pay authorized expenses
- Reconcile financial activity with actual bank statements monthly to be available for review upon request by Board.
- Report financial activity each month to be available for review a minimum of 3 days prior to each general body PTO meeting.
- Submit necessary tax paperwork.
- Submit payment for liability insurance.
- Prepare year-end financial report.
- Hold all financial records in either a paper or electronic record.
- Along with the Board, develop an annual budget which includes expenses and income to be presented at the first general membership meeting of each fiscal year.
- Maintain a debit card on the PTO account to be used expressly for PTO related expenses only.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President. Meetings may be in person or virtual, at the discretion of the board.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/ her duties after reasonable notice, by a simple majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer’s term.

#### **ARTICLE IV – MEETINGS**

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. Meetings may be in person or virtual, at the discretion of the board.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote. Absentee or proxy votes are not allowed.

Section 3: QUORUM – Quorum shall be considered met by those in attendance of a published scheduled meeting. A motion may be passed with a simple majority of those present.

### **ARTICLE V- FINANCIAL POLICIES**

Section 1: FISCAL YEAR – The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING – All funds shall be kept in a checking account and/or a savings account in the name of Blacksburg Middle School PTO, requiring two signatures of the Executive Board and held at a local financial institution. Three Executive Board members will have signature privileges. A debit card attached to this account will be assigned to the three Executive Board members with signature power on the account. Receipts reflecting any debit card transaction will be submitted to the treasurer within 2 weeks of purchase for accounting purposes.

Section 3: REPORTING – All financial activity shall be recorded in a computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange for a CPA or auditing committee consisting of three (3) PTO members to review its financial records each year. No auditors may be account signers.

Section 4: ENDING BALANCE – The organization shall leave a minimum of \$1000.00 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS – Contract signing authority is limited to the president or the president's designee.

Section 6: BUDGET – The Board shall develop an annual budget for the upcoming school year. The proposed Executive Board budget will be voted on and approved at the first general PTO meeting of the school year.

Section 7: USE – All PTO funds shall be used for the programs, events, and items that directly benefit the students, staff, and families of Blacksburg Middle School.

Section 8: EXPENDITURES – Reimbursements for all expenses shall be made only after receipts for the expenditures have been documented and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance or pre-issued check used to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 9: NON-BUDGETED REQUESTS – Monetary requests for non-budgeted items may be submitted to the PTO at an Executive Board meeting or general PTO meeting by any PTO member in good standing. Members present will vote on request of funds. A simple majority vote by attending members will determine funding decision.

#### **ARTICLE VI – BYLAWS AMENDMENTS**

Section 1: REVIEW AND RENEWAL - The Blacksburg Middle School PTO Bylaws are to be reviewed and/or revised by the Executive Board annually. The Bylaws are to be voted on at the first general PTO meeting of the school year. Approved Bylaws shall become effective immediately and will be posted to the PTO website.

Section 2: AMENDMENTS - Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at the subsequent meeting. A simple majority approval of all members present and voting is required to adopt an amendment to the bylaws

#### **ARTICLE VII- DISSOLUTION**

Section 1: DISSOLUTION - In the event of dissolution of the Blacksburg Middle School PTO, the remaining funds shall first be used to pay any outstanding PTO debt. After the PTO is free of debt, the remaining funds shall be held in escrow by the Principal for use by a future school PTO or PTA. If a PTO or PTA is not formed within 24 months, the

funds shall revert to Blacksburg Middle School and be used toward the benefit of the students under the discretion of the Principal.

### **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

Section 1: PARLIAMENTARY AUTHORITY - The authority for this organization does not strictly follow Robert’s Rules of Order Newly Revised.” preferring to function in an informal townhouse meeting style however does loosely follow these Rules by establishing clear bylaws that guide the Executive Board in its actions.

### **ARTICLE IX - COMMITTEE GUIDELINES**

Section 1: STANDING COMMITTEES – The Executive Board may establish as many standing committees as deemed necessary to carry out the objectives of the Blacksburg Middle School PTO.

Section 2: ELIGIBILITY – Any PTO member may become a member of a PTO Committee. Any Executive Board member may be a member of a Standing Committee.

Section 3: MEMBERSHIP - The Executive Board shall form all committees. Each standing committee shall consist of volunteers who have requested to work on the committee or who have been appointed by the Executive Board. Committees may consist of PTO members and PTO Executive Board members, with the Vice President acting as an ex officio member of all committees.

Section 4: CHAIRPERSON(S) - Each committee shall have a Chairperson or Co-Chairpersons. Chairperson(s) shall be volunteers from each Standing Committee. All Standing Committee members are eligible to be Chairperson(s). The Chairperson(s) shall report on the plans and activities of the Standing Committee at the PTO meetings. The Chairperson(s) shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairperson(s). These records shall be submitted to the President, who will maintain a comprehensive file of all events planned by the PTO and make them available for future Chairperson(s).

Section 5: REMOVAL – A Chairperson or Standing Committee member may be removed from his/her position for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 6: VACANCY – If a vacancy of a Chairperson on a Standing Committee occurs, the Executive Board shall appoint a PTO member to fill the vacancy for the remainder of the Chairperson's term. If a vacancy of a Chairperson occurs on a Standing Committee with Co-Chairpersons, it is up to the discretion of the Executive Board and the remaining Co-Chairperson as to whether to fill the vacancy.

#### Section 7: GUIDELINES FOR OTHER CRITICAL POSITIONS -

Hospitality Coordinator - The Hospitality Coordinator shall:

- Oversee hospitality committee.
- Coordinate any hospitality activities, including but not limited to staff appreciation luncheons and staff appreciation week.
- Coordinate and organize committee members to fulfill duties of hospitality committee.
- Maintain hospitality supplies and equipment and an updated inventory.

Social Media Coordinator

- Author and distribute communications and marketing for PTO, including but not limited to PTO broadcast emails, website, PTO newsletter, and bulletin boards/displays.
- Posts meeting minutes to website
- Manages online social networking sites.
- Reviews and edits all flyers, memos, promotions or communications materials for events that are staffed by or benefit the PTO.
- Reviews and edits all news articles, press releases, photos or photo cut lines that involve a PTO fundraiser or function.
- Communicate with local media when necessary.

Fundraising Coordinator:

- Works closely with the executive board to establishing fundraising goals for each school year
- Oversee vendor fundraising campaigns each year including but not limited to Box tops, Kroger Cares, Shelor Motor Raffle and Restaurant nights



- Identify additional fundraising efforts as needed to meet the budget needs of the current school year
- Research, write, and solicit educational grants when necessary