

**Jack Jouett Middle School
Parent Teacher Organization
By-Laws**

I. NAME

The name of the organization is the Jack Jouett Middle School Parent Teacher Organization, otherwise known as the JJMS PTO.

II. PURPOSE

- a) To facilitate and support a sense of community among parents/guardians, teachers, and administrators.
- b) To support excellence in education for all students.
- c) To work as a liaison between parents and administrators.
- d) To promote the welfare of JJMS and its students.
- e) To enhance the educational resources and opportunities for the students at JJMS that are not otherwise provided for in the School's budget and/or plans
- f) To organize and implement fund raising events to benefit students and teachers

III. MEMBERSHIP

- a) All parents/guardians of students currently attending JJMS and all current faculty, staff, and administrators at JJMS are PTO members.
- b) All members have the right to attend and participate in the general meetings and activities of the Organization and shall have the right to vote at the general meetings.
- c) All members shall have the privilege of making motions and serving on committees.
- d) The Principal and Vice Principal shall serve as sitting advisors and/or consultants.

IV. POLICIES

- a) This Organization shall be noncommercial, nonsectarian, and nonpartisan.
- b) The name of the Organization or names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to purpose of the Organization.
- c) JJMS PTO will not discriminate on the basis of sex, race, creed, or national origin.
- d) The Organization shall neither seek to direct the administrative activities of the school nor to control school policies.
- e) The Organization may make suggestions to Administration concerning activities of the school, if such suggestions are made toward the

betterment of conditions for all concerned (i.e. Students, Teachers, Administrators, and Parents).

- f) In the event of the dissolution of the Organization, its assets shall be donated to JJMS.

V. OFFICERS AND THEIR ELECTION

a) OFFICERS

1. The Officers of this Organization shall be President, Vice President, Secretary, and Treasurer.
2. Any of the Offices may be jointly held by two persons (i.e. Co-Presidents).
3. Officers shall be elected annually and assume the office duties effective July 1st.
4. A person shall not be eligible to serve more than two consecutive terms in the same office.

b) NOMINATING COMMITTEE AND ELECTIONS

1. There shall be a Nominating Committee consisting of up to five members and no fewer than three. Members shall be appointed by the Executive Committee.
2. The Nominating Committee shall be established prior to Spring Break with elections taking place at a PTO general meeting on or about May 1.
3. The Nominating Committee shall actively seek nominations from parents/guardians having children in Jack Jouett Middle School, and from parents/guardians having students entering JJMS in the fall.
4. The Nominating Committee shall select at least one nominee for each office to be filled out and reported to the Executive Committee.
5. An opportunity shall be given for nominations from the floor preceding elections.
6. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
7. Voting will occur by show of hands, voice, or ballot with majority rule.

c) VACANCY

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee. Due notice of such election shall be given.

VI. DUTIES OF OFFICERS

- a) The President shall preside at all meetings of the Organization and of the Executive Committee at which s/he is present. The President shall coordinate the work of the Officers and Committees of the

Organization, in order that the purposes of the Organization may be promoted. The President shall appoint the chairpersons of all standing and special committees and shall be an ex-officio member of all Committees of the Organization.

- b) The Vice President shall act as an assistant to the President and shall perform the duties of the President in the absence or disability of that Officer. The Vice President shall perform such other duties as are assigned by the President or the Executive Committee.
- c) The Secretary shall record the minutes of all meetings of the Organizations and of the Executive Committee, and shall perform such other duties as may be delegated to preserving the Organization minutes in a minute book. Minutes shall be made available to the Executive Committee one week prior to the monthly meeting for review. Minutes from the previous meeting will be distributed and approved and/or amended as required by those members present. The Secretary shall be responsible for maintaining the PTO notebook, which will include copies of previously approved minutes and monthly financial statements.
- d) The Treasurer shall have custody of all funds of the Organization; shall keep a full and accurate account of receipts and expenditures; shall make disbursements as authorized by the Executive Committee, President or Organizational membership. One of two designated members of the Executive Committee may sign checks for the purposes of disbursement for the Organization. Checks for amounts larger than \$100 must be approved by 2 Officers. The Treasurer shall present a written financial report and the monthly bank statement at each monthly meeting and at other times as requested by the Executive Committee.

VII. EXECUTIVE COMMITTEE

- a) The Executive Committee shall consist of the elected Officers of the Organization, a teacher, and the Volunteer Coordinator. The Principal and Vice Principal may attend as non-voting members.
- b) Duties of the Executive Committee:
 - 1. To establish an agenda of activity for the school year with a goal of 2 school-wide community events, and to establish a means of enacting the agenda.
 - 2. To transact necessary business in the intervals between Organizational meetings.
 - 3. To create Standing Committees.
 - 4. To approve the plan of work of the Standing Committees as necessary.
 - 5. To prepare and submit to the Organization for approval a budget for the fiscal year.

- c) Meetings of the Executive Committee shall be held as needed during the school year. Meetings may be called by the President or a majority of the members of the Committee.
- d) The Executive Committee shall not approve any expense in excess of \$100.00 between any 2 monthly meetings beyond the allocations made in the budget.
- e) Expenses less than \$100.00 may be paid at the discretion of an Officer without the approval of the Executive Committee.

VIII. STANDING AND SPECIAL COMMITTEES

- a) Standing Committees shall be created by the Executive Committee as deemed necessary to promote the objectives and to carry out the work of the Organization. The Chairpersons of the Standing Committees may be selected by the Officers. The terms of the Chairpersons will be one year.
- b) The Chairperson of each Standing Committee shall present a plan for work to the Executive Committee for approval. No committee work shall be undertaken without consent of the Executive Committee.
- c) The Chairperson of each Standing Committee shall report as necessary to the Executive Committee. Attendance at Executive Committee meetings will be requested as necessary.

IX. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall loosely govern this Organization in all cases in which they are applicable.

X. AMENDMENTS

- a) These by-laws may be amended at any meeting of the Organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment changes has been given to the Organization membership.
- b) Amendment motions may be made by any member in writing to an Officer of the Organization.

AMV: Revised and Produced 6/8/2004
Amendments proposed to members 4/11/2007
Amendments approved by members 5/16/2007