



Parent Teacher Organization (BLMS PTO) Bylaws

I. NAME

The name of the organization shall be the Bluffton Middle School Parent Teacher Organization. Hereinafter referred to as BLMS PTO

II. PURPOSE

The purpose of the BLMS PTO shall be to aid the students, faculty and staff of Bluffton Middle School in their educational and recreational needs. Through fund-raising and family activities, we will promote an open communication between the administration, faculty, parents and the community to enhance our children's educational environment.

The BLMS PTO is organized exclusively for the charitable or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

III. MEMBERSHIP

A. Membership. All parents (and/or legal guardians) of students who attend Bluffton Middle School shall be eligible for membership in the BLMS PTO. All current staff members of Bluffton Middle School may also be regular members. Community participation is welcomed also. Members have the right to attend and participate in all meetings and activities of the BLMS PTO.

IV. MEETINGS

A. Regular Meetings. Meeting will be monthly or as determined by the officers.

C. Quorum. The President or Vice-president and at least one additional officer must be present at any scheduled PTO meeting to constitute a quorum necessary for the transaction of business of the BLMS PTO

D. Voting. A simple majority vote of the Members present at any meeting will be required for actions to be taken by the BLMS PTO

V. OFFICERS

A. Positions. The officers of the BLMS PTO shall consist of a President, Vice President, Secretary, Treasurer, Volunteer Coordinator and Faculty Representatives. Two persons may be nominated and elected to fill any single position except President. The President may be elected a year in advance to ensure continual momentum of the PTO. In the instance that two members fill a position, both of the persons shall be given all of the rights and responsibilities of the office.

B. President. The President shall be the principal executive officer of the BLMS PTO and, subject to the direction of the membership, shall in general supervise and control all of the activities of the BLMS PTO. The President shall preside at all meetings of the membership. The President shall select and appoint the chairpersons of all committees. The President shall serve as an authorized signatory of all PTO checks.

C. Vice President. The Vice President shall, in the absence of the President, perform the duties of the President.

D. Secretary. The Secretary shall keep the minutes of the proceedings of the membership and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President.

E. Treasurer. The Treasurer shall have charge of and be responsible for all funds of the BLMS PTO and shall receive and give receipts for monies due and payable to the BLMS PTO from all sources and shall deposit such funds in such banks or other organizations as are selected by the members. The Treasurer shall make disbursements as authorized by the President or membership in accordance with the budget adopted by the membership. The Treasurer shall present a written financial report at each meeting of the membership and at other times as requested by the President.

F. The Volunteer Coordinator. The Volunteer Coordinator(s) shall organize the master volunteer list and sub-group lists as needed. She/He should produce the BLMS PTO newsletter. Coordinate volunteers but *not necessarily* chair all events, such as: Teacher Appreciation Luncheon, Holiday Festival, and Family Fun Night.

G. Faculty Representatives. Ideally there will be two Faculty Representatives. The Faculty Representatives will act as advisor and liaison between school staff and P.T.O. Officers. These positions are voluntary and/or may be assigned by the school principal, they are not elected positions.

H. The Principal. The Principal retains final approval or veto power of any function, if said function will interfere with procedures, policy and/or the best interest of the Bluffton Middle School. The Principal and President shall work closely to ensure a viable PTO.

VI. ELECTIONS.

A. Procedure. The election of officers shall take place during the Spring Meeting each year. All Members of the BLMS PTO may participate in the election. Nominations will be made and members will vote to establish a slate of officers.

B. Term of Office. There will be no limit on the term of office. However, an election will take place at the Spring Meeting.

D. Selection. A majority of the votes cast by the members shall be necessary for election.

E. Vacancies. The President may appoint a person to a vacant office. However, should a vacancy occur in the office of the President, the Vice President should immediately assume office.

IX. FINANCES

A. Budget. The Officers shall present to the membership a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the BLMS PTO during the year.

B. Obligations. The Officers may authorize any member to enter into contracts or agreements for the purchase of materials or services on behalf of the BLMS PTO. The officers shall not have the authority, however, to enter into such agreements on behalf of BLMS PTO, nor should they hold themselves out as having such authority.

C. Loans. No loans shall be made by the BLMS PTO to its officers and/or members.

D. Bank Deposits The Treasurer shall deposit all funds of the BLMS PTO to the credit of the BLMS PTO such banks, trust companies or other depositories as the Officers may select. If the Treasurer needs assistance Officers may deposit and provide Treasurer with deposit receipts. All deposits will be made the next business day from receiving funds. Disbursements shall be made within a maximum of thirty days from the receipt of orders of payment.

E. Financial Report. The Treasurer shall present a financial report at each meeting of the BLMS PTO and shall prepare a final report at the close of the school year. The Officers shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

Adopted: September 28, 2010