

MCGRAW IB WORLD SCHOOL
PARENT TEACHER STUDENT ORGANIZATION
BY-LAWS ("By-Laws")

Article I - Purpose

The McGraw Elementary Parent Teacher Student Organization (henceforth called the PTSO) is an organization devoted exclusively to non-profit, educational purposes. It shall provide a means of communication among parents, teachers, and administration of McGraw Elementary School ("McGraw"): provide opportunities for our community to get together in various social activities, generate funds for the purchase of materials and equipment to further the education and welfare of students, and to decide how those funds will be disbursed. The PTSO is a nonprofit 501(c)3 volunteer organization.

Article II - General Membership

A. Members:

Membership of the PTSO is comprised of parents and legal guardians of any child attending McGraw, students of McGraw, the school's teachers, Principal, and staff.

B. Responsibilities:

The members of the PTSO shall select/elect representation from their respective membership category to serve on the Board of Directors ("BOD"). In addition, the members may vote on any matter put to them by the BOD at a General meeting and, may themselves place items on the agenda of a General meeting by means of a written proposal, delivered to the Secretary of the BOD, at least two weeks before the date of that meeting. They may also request an item be placed on the BOD agenda.

C. Meetings:

The members of the PTSO shall meet at such times as may be determined by the BOD, provided that at least one General Meeting shall be held no later than May of each year to elect the Executive Committee of the BOD and approve a budget for the following year.

1. Quorum: The quorum for a meeting of the PTSO shall consist of one-half of all members of the BOD that are parents or staff, including at least one of the persons elected to the office of President or Vice President.
2. Notice: Except in an emergency, notice of any General Meeting of the PTSO members shall be published in the monthly newsletter preceding that meeting. An agenda for each meeting will be posted at least one week prior to that meeting on the PTSO bulletin board or other designated area and on the school web site in the PTSO section. Although other business may be discussed, only those items appearing on the agenda may be voted upon.
3. Special Meetings: A meeting may be called at any time a majority of the Executive Committee believes that one is necessary. At least two weeks' notice of the meeting time, date, and agenda must be given to the members through written notice. Only one notice per family, teacher or staff person is necessary.

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D. Voting:

Each family and staff member shall be entitled to one vote on any matter put to the members for their consideration. Each family is comprised of parents/legal guardians and students. Should a person be both a staff member, and a family member, they shall be entitled to one vote per member category. Any vote by the members may, at the discretion of the board, be conducted by secret or oral ballot at a General meeting, or by "mailed" ballots; counted at either a General meeting of the PTSO, or a meeting of the Executive Committee or BOD, or by a combination of these methods. In the event of "mailed" ballots, the BOD may, at its discretion, count only those votes appearing on the ballot prepared by the BOD and included in the notice of the vote. For purposes of these By-laws, a "mailed" ballot is one given to students for delivery to their parents or guardians, and placed in staff mailboxes. A simple majority of returned ballots voting on a measure is required for its passage. Late ballots shall not be counted. Voting by proxy shall not be permitted.

Article III - Board of Directors

A. Members:

The BOD of the PTSO shall be comprised of parents/legal guardians of students, the Principal, staff representative(s) and student representative(s). It is intended that representation from each of these member categories actively participate in the PTSO BOD.

Representation shall be from the following membership categories:

1. Parents or legal guardians of children attending McGraw
 - A minimum of 5 parent/legal guardians shall be elected to the Executive Committee.
2. Teachers, the Principal and staff of McGraw
 - The Principal shall be a member but may designate another staff person in his/her place.
 - At least two staff members other than the Principal shall be designated, elected, or appointed to the BOD, as determined by the staff and Principal.
3. Student representation
 - Student representation of one to three students shall be selected. If there is an active Student Council, then the Council may designate representation. If there is no Student Council, or the Student Council chooses not to designate a representative, then the Executive Committee shall approve the method that is used to designate student representation or determine that no student representation is needed that year.

B. Responsibilities:

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The BOD is responsible for governing the PTSO and seeing that the purposes of the PTSO, as set forth in Article I, are fulfilled. Specifically, the BOD shall prepare an annual budget and slate of parents/guardians for candidates for election to the Executive Committee for general membership each May, review such business matters as may be brought before it, inform the members of the PTSO of issues and decisions pertinent to the operation of the PTSO, and fulfill any other responsibilities set forth in these By-laws. The BOD will be responsible for determining and overseeing PTSO fund-raising activities. Board members will attend meetings of the Executive Committee at which their attendance is requested by the Executive Committee, or if they ask to be put on the agenda.

C. Meetings:

At minimum, the BOD shall meet in September, November, January, March, and May during the academic year, but may meet more often, as necessary.

1. Quorum: A quorum of the BOD shall consist of one-half of all BOD members, including Executive Committee members and staff representation. At least one of the persons elected to the office of President, First Vice President, or Second Vice President must be present.
2. Notice: PTSO members may attend any meeting of the BOD. Therefore, notice and agenda of all BOD meetings shall be posted at least one week prior to the meeting on the PTSO bulletin board or other designated area and on the school website in the PTSO section. PTSO members attending BOD meetings may speak on any matters presented to the BOD, but shall not be entitled to vote upon them.
3. Special Meetings: A meeting may be called at any time that a majority of the Executive Committee believes that one is necessary. At least 48 hours notice is required and the agenda needs to be provided via written notice or email, and posted on the PTSO bulletin board.

D. Voting:

Any properly constituted quorum of the BOD shall be sufficient to approve any matters presented to the BOD for action. Each member of the BOD shall be entitled to one vote. Voting by proxy shall not be permitted; however, written absentee ballots will be accepted.

E. Recall:

1. General Membership -- Removal for Cause: Any member of the BOD may be subjected to a recall vote upon presentation to the Executive Committee of a petition, signed by at least 50 voting members of the PTSO. Upon presentation of such a petition, the BOD shall schedule a general membership vote on the recall within 30 school days from the date on which the petition is submitted. In the event that the recall is approved, the officer shall be deemed removed from office immediately upon conclusion of the meeting at which the vote is counted.

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2. BOD -- Removal for Cause: The BOD may remove an Executive Committee member with 2/3-majority vote of the BOD. The removed member may appeal at a General Meeting. The removed Executive Committee member has two weeks after the removal to notify the BOD of intent to appeal to the general membership. If an appeal is requested, a General Meeting must be called within 60 days of the request. The general membership may overturn the removal with a simple majority.

F. Monetary Compensation:

No member of the BOD may receive directly or indirectly, any monetary compensation for services rendered to, or on behalf of the PTSO.

Article IV - Executive Committee

A. Members:

1. President: The duties of the President shall be to preside at PTSO General Meetings and BOD meetings, organize business items to be discussed and formally represent the PTSO membership and its officers.
2. Vice-President, Fundraising: The Vice-President, Fundraising, is to act on behalf of the President in his/her absence and will assume the presidency should that office be vacated in midterm for any reason. The main responsibility of the Vice-President, Fundraising, is the oversight of all fundraising efforts including any family event associated with the Direct Donation campaign. Oversight can be in the form of chairing a fundraising committee or being the liaison to other committee chairs handling fundraising. Activities may include, but are not limited to, the Direct Donation campaign, passive fundraisers, and the book fair. The Vice-President, Fundraising, shall also fulfill such other responsibilities as may be assigned to him/her by the President.
3. Vice-President, Events: The main responsibility of the Vice-President, Events, is the oversight of all PTSO sponsored events. Activities may include, but are not limited to, Fall Outdoor Movie Night, Donuts with Dads, International Night, Muffins with Moms, Teacher Appreciation Week, and merchandise.
4. Secretary: The Secretary shall record and keep minutes of all PTSO meetings. He/she shall provide a copy of minutes to all members at the next general or BOD meeting, send all minutes to the McGraw webmaster, write summaries of minutes for the newsletter, and prepare correspondence initiated by the BOD. The Secretary will also serve as liaison to the school directory chair and newsletter editor. The Secretary will maintain the authoritative copies of all official documents of the PTSO. The Secretary will manage all communication between the PTSO and the school parents.

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5. Treasurer: The Treasurer shall receive and safeguard all PTSO funds; make monthly reports to the BOD regarding the financial affairs of the PTSO; and make disbursements as authorized by the Executive Committee, the BOD, or the general membership. He/she shall maintain those records of the income, expenditures, assets and liabilities of the PTSO as well as any other document required by local, State or Federal entities. The Treasurer will provide, at each meeting, a report on the last month's financial activity as well as the year-to-date activity in relation to the budget.

6. Other office positions: Subordinate office position(s) may be created from time to time to assist with the duties of an office. These positions will be determined in advance of a general membership vote to elect these positions with an option of the general membership to oppose any appointment to the position.

B. Eligibility:

All members of the PTSO are eligible to be elected/appointed to the BOD and are suggested to hold their position for 3 years. If a position cannot be filled, a standing officer may remain in the position. More than one office may be held, though not concurrently with any other office of the PTSO.

C. Elections:

Each March the President shall appoint a nominating committee or openly solicit expressions of interest from the general membership for nominations to the elected BOD positions. This Committee will report back with its nominations. Ballots will be prepared, complete with space for write-in candidates, and voting for the upcoming year's officers will occur at the May meeting. All elected officers will assume office as of August 1.

D. Vacancies:

In the event of a vacancy in the offices of any Executive BOD position, nominations will be solicited from the general membership by way of a "mailed" nomination. A General Meeting will be held within four-school weeks of the vacancy occurring to vote on filling the vacancy. In the event of a vacancy at the end of the school year or over the summer the Executive BOD will vote on a replacement at the next General Meeting. Vacancies in staff representation shall be determined by the staff and vacancies in student representation shall be determined by the method described in Article III.

Article V - Finances:

A. Bank Account:

Expenses of the organization shall be paid through an imprinted check featuring the account number and organization name. Two signatures shall be required for the drawing of any PTSO funds. Authorized signers on the account shall be approved by the BOD and must be members of the PTSO Executive Committee.

B. Budget:

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Each April, the Budget Committee will meet to prepare a budget for the following year. The Budget Committee may consist of any PTSO member who wishes to serve on this Committee. The current President is required to be part of this Committee, and at least two other members of the BOD. The Committee will be chaired by the current Treasurer. The budget will be voted on at the May General Meeting. Once the budget is approved for the following year, any expenditure that appears on the budget shall be deemed approved by the general membership and will not need to be voted on again. Such expenditures are to be reported to the general membership at the next regular meeting. The budget may be amended at any time with a majority vote from the appropriate group (see below).

C. Non-Budgeted Expenditures.

All non-budgeted financial transactions of the PTSO over \$500 shall require the approval of the general membership. A majority vote of the BOD may authorize expenditures of less than \$500. A majority vote of the Executive Committee may authorize expenditures of less than \$50. Such expenditures shall be noted in the minutes of the next meeting. All expenditures must be documented. Generally, documentation shall be in the form of a 'Request for Fund Reimbursement Form' and supporting receipts. All other documents shall meet criteria approved by generally accepted accounting principles such as purchase orders through the school district, etc.

D. Financial Examination

An annual examination of the PTSO's financial records must be conducted by a suitably experienced person who is not currently serving on the Executive Committee, is of no relation to any outgoing Executive Committee members, and is knowledgeable in accounting, or by a committee of 3 persons from the BOD. The financial examination needs to be completed by November 1 and reviewed by the BOD at the next meeting. The PTSO fiscal year is defined as August 1 to July 31. All transactions must take place within the dates of that fiscal year.

E. Carry over of funds:

Each BOD must leave an annual carry-over amount of not less than \$3,000 in uncommitted funds for the succeeding BOD to use to begin the next academic year. This amount may be preserved in a separate account.

Article VI - Amendments

The BOD may propose amendments to the By-laws. Any member of the PTSO may propose amendments to the Bylaws to the BOD. If the proposed amendment is not accepted by the BOD for a general membership vote, it can be taken to the membership through a petition. The petition must be signed by at least 50 members of the PTSO and submitted in writing to the BOD. The BOD must schedule a general membership vote on the requested amendment within 60 school days of submission. This vote will be conducted by any method by which the members of the PTSO may conduct an election.

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Article VII - Other Items

- A. All business shall be conducted in accordance with Roberts Rules of Order, unless otherwise specified in the By-laws and in accordance with all State Open Meeting laws.
- B. All documents of the PTSO are the property of the PTSO and will be maintained in the PTSO closet at McGraw Elementary.

Approved by the members of the PTSO on _____
Date

Signed by _____
Secretary of the Board of Directors