

**Bylaws of Medfield Heights Elementary School
Parent Teacher Organization**

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME — The name of the organization shall be the Medfield Heights Elementary School Parent Teacher Organization (MHES PTO). The PTO is located at Medfield Heights Elementary School, 4300 Buchanan Avenue, Baltimore, Maryland, 21211.

Section 2: DESCRIPTION — The PTO operates under the nonprofit status of Strong City Baltimore and exists exclusively for the charitable, scientific, literary or educational purposes set forth in Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code.

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

ARTICLE II: MEMBERSHIP

Section 1: MEMBERS – Membership shall be automatically granted to all parents and guardians of Medfield Heights Elementary School (MHES) students, plus all staff at MHES. Members have voting privileges, one vote per parent/guardian/staff member. If a person is a parent as well as being employed at the school, that person shall be entitled to only one membership in the PTO.

Section 2: DUES – Mandatory membership dues, if any, will be established by the Executive Board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights. If no mandatory dues are assessed, all of the persons in Section 1 shall be considered members in good standing with voting rights. If no mandatory dues are assessed, dues for the PTO may be paid on a donation basis.

ARTICLE III: EXECUTIVE BOARD

Section 1. MEMBERSHIP — The Executive Board shall consist of the Officers of the PTO (including Committee Chairs), the Principal, and the Assistant Principal or equivalent administrative position (to be selected by the Principal). The Officers, Principal, and Assistant Principal shall each be entitled to one vote.

Section 2. MEETINGS — Executive Board meetings shall be held at the discretion of the President with no less than two weeks notice in advance of any meeting. Emergency meetings not scheduled in advance may be called by any two Executive Board members, with 24 hours prior notice. Executive Board business may otherwise be conducted by email.

Section 3. QUORUM — Half the number of Executive Board members plus one constitutes a quorum.

ARTICLE IV: OFFICERS OF THE PTO

Section 1: EXECUTIVE BOARD — The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, Committee Chairs and Members-at-Large. Officer positions can be shared. Vice President is an optional officer position that may remain vacant if no one is elected.

Section 2: TERM OF OFFICE — The term of office for all officers is one year, beginning July 1 and ending June 30 of the following year.

Section 3: ELIGIBILITY — Any PTO member in good standing who has attended two meetings within the school year, one of which must be between January and May of the voting year, may run for a PTO office. The June election meeting does not count towards these requirements.

Section 4: DUTIES

A. Executive Board: The Executive Board will develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of up to \$250.

B. President: The President will preside at general and Executive Board meetings of the PTO, prepare agendas for official PTO meetings, serve as the official representative of the PTO, and retain all official records of the PTO. The President will make a year-end report to the PTO at the last meeting of the school year.

C. Vice President: The Vice President will oversee the committee system so that the purpose of the PTO is served, assist the President, and chair meetings in the absence of the President.

D. Secretary: The Secretary will record and distribute minutes of all Executive Board meetings and all general PTO meetings, and manage communications and marketing for the PTO, including but not limited to PTO website, email broadcasts, flyers, bulletin boards, etc.

E. Treasurer: The Treasurer will serve as custodian of the PTO's finances, receive and deposit all funds, pay out funds in accordance with the budget, keep an accurate record of all receipts and expenditures, and maintain all financial records in the central PTO files. The Treasurer will present a financial statement at every general meeting and at other times of the year when requested by the Executive Board, and make a written year-end report.

F. Committee Chairs: Duties as assigned by the acting board. The Committee Chairs will preside over project-based committees on the PTO, including the fundraising committee, the Spring Fling committee, etc. In the meeting prior to officer elections, the general PTO will decide which committees they would like

Bylaws of Medfield Heights Elementary School Parent Teacher Organization

to endorse for the following school year, and nominate Committee Chairs accordingly. Committee Chairs are optional positions that may remain vacant if there are no committees established.

G. Members-at-Large: Duties as assigned by the acting board. One to three Board Members-at-Large may be elected each year. Members-at-Large are optional positions that may remain vacant if no one is elected.

Section 5: ELECTION VOTING — Any PTO member in good standing who has attended one meeting within the school year is eligible to vote in an election for PTO officers. The June election meeting does not count towards these requirements.

Section 6: REMOVAL — An officer can be removed from office for failure to fulfill his/her duties, after 1 month's notice, by a majority vote of the Executive Board.

Section 7: VACANCY — If there is a vacancy in the office of President, the Vice President will become the President. At the next general PTO meeting, a new Vice President will be elected. If there is a vacancy in any other Executive Board office, members will fill the vacancy through an election at the next general PTO meeting.

ARTICLE V: 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. Notice of the general meeting will be given to all PTO members no less than two weeks in advance of any meeting. Elections will be held at the last general meeting of the school year.

Section 2: SPECIAL MEETINGS — Special meetings for the general PTO may be called by the President, any two members of the Executive Board, or five members submitting a written request to the Secretary. Notice of the special meeting will be given to all PTO members no less than one week in advance of the meeting.

Section 3: VOTING — Each member in attendance at a PTO meeting is eligible to vote, one vote per parent/guardian/staff member. Proxy votes are not allowed.

Section 4: QUORUM — Seven (7) members of the PTO voting on an issue constitute quorum for the purpose of voting. Absentee votes cannot be counted to obtain the minimum quorum threshold.

ARTICLE VI: FINANCIAL POLICIES

Section 1: FISCAL YEAR — The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BUDGET — A budget shall be drafted in the summer for each fiscal year and approved by a majority vote of the Executive Board members before the beginning of the school year.

Bylaws of Medfield Heights Elementary School Parent Teacher Organization

Section 3: BANKING — All funds shall be kept on deposit with Strong City Baltimore, the PTO’s fiscal sponsor.

Section 4: EXPENSES — The board shall approve all expenses of the PTO. An authorized signature shall be required for each check request. The Treasurer is the primary authorized signature and two others are designated through the PTO’s agreement with Strong City Baltimore.

Section 5: CONTRACTS — Authority to sign contracts is limited to the President or the President’s designee.

Section 6: REPORTING — The Treasurer shall keep accurate records of any income, disbursements, and bank account information in a digital system. The Treasurer will present a financial statement at every general meeting and at other times of the year when requested by the Executive Board, and make a written report at the end of the year. Strong City Baltimore has oversight over the management of the PTO’s funds.

Section 7: ENDING BALANCE — The organization shall leave a minimum of \$500 in the PTO account at the end of each fiscal year.

Section 8. DISSOLUTION — Upon the dissolution of the PTO, any remaining funds should be used to pay any outstanding bills and donated to Medfield Heights Elementary School.

ARTICLE VII: AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. The Secretary must give notice of the vote to all PTO members no less than two weeks in advance of the meeting. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

ARTICLE VIII: DISSOLUTION

The PTO may be dissolved with two months’ previous notice and a two-thirds vote of the entire membership.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert’s Rules of Order Newly Revised shall govern meetings when they are not in conflict with the PTO’s bylaws, and shall be enforced by the President and Vice President.

ARTICLE X: STANDING RULES

Standing rules may be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.

Bylaws of Medfield Heights Elementary School Parent Teacher Organization

These bylaws were adopted by the Medfield Heights Elementary School PTO on 05/19/2016. Amended by the Medfield Heights Elementary School PTO on 06/08/2017.