

Foulois PTO

Bylaws

Article 1

Name

The full and legal name of the organization shall be hereinafter referred to as the "Foulois PTO".

Article 2

Purpose

The purpose of this organization is to support Benjamin D. Foulois Creative and Performing Arts Academy. This PTO will support the children of Benjamin D. Foulois in the school, community and before the government. This PTO will work with parents and care-givers to work toward ensuring every child at Benjamin D. Foulois thrives.

Article 3

Basic Policies

1. The Foulois PTO stands as a non-profit organization.
2. This local PTO shall be organized and charter under our own free-will with a joined purpose of supporting the students, faculty, and staff of Benjamin D. Foulois Creative and Performing Arts Academy.
3. The PTO will maintain insurance with a policy approved by a majority of the Executive Board.
4. The PTO will maintain their Employer Identification Number (EIN) from the Internal Revenue Service (IRS).
5. The PTO will be in compliance with the Maryland Nonprofit law by maintaining a board to include, but not limited to, a President, a Secretary, and a Treasurer.
6. The PTO will file the appropriate tax forms required by the IRS and submit a copy to the membership within 30 days of filing.
7. The PTO will submit a copy of its annual financials for review by the membership at the September meeting each year. At any point, the majority of the membership can ask for an audit of the PTO.
8. The PTO will have a minimum of 2 board members, one of which is the treasurer, trained by PTO Today or an equal program approved by a majority of the Executive Board, annually.
9. The calendar for the PTO will run from July 1 to June 30.

Article 4

Membership and Due

Section 1.

- A. Any individual connected to Benjamin D. Foulois that completes the annual application and pays dues set by the Executive Board is considered a member of this PTO.
- B. Membership is open to anyone, without discrimination, to anyone who believes in and supports the mission of this PTO.
- C. The PTO recognizes that incoming parents for an upcoming school year may want to join upon receiving admission to Benjamin D. Foulois. This PTO encourages those families to join!

Section 2.

- A. The Executive Board, in conjunction with a membership committee, is charged with running a membership kick-off campaign at the beginning of each school year.
- B. The Executive Board, in conjunction with the membership committee, will maintain on-going efforts year round to encourage membership.

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Section 3.

- A. At the annual planning meeting hosted by the President prior to the beginning of the school year, the board will set the dues.
- B. With majority Executive Board approval, the board can individually waive dues for financial hardship situations.

Article 5

Meetings, Voting and Quorum

Section 1.

- A. The President is charged with calling all general membership meetings, special meetings and Executive Board Meetings.
- B. Committee Chairs are charged with calling meetings for the committee they chair. Should a committee chair not follow through with their duties, the President will step in to ensure the needs of the committee are met.
- C. General Membership meetings must be announced seven days prior to the meeting. Section 2.

Only members in good standing may vote. A member in good standing is someone that has completed a membership application and paid dues for the current school year.

Section 3.

If a member cannot be present for a vote but would like to vote by proxy, that member may petition the Executive Board for the ability to vote via written or electronic proxy. All requests must be received by the Executive Board 14 days prior to a vote.

Section 4.

If a member wishes to resign their membership, they may do so in writing to the President. There will not be a consideration for a pro-rated return of dues.

Section 5.

- A. The President, along with the Executive Board are responsible for ensuring there is a monthly general membership meeting every month during the school year.
- B. The President is responsible for scheduling a planning retreat to occur during the summer, before school starts.
- C. The President, along with the Executive Board will meet once a month. These meetings are open to all members. However if a member would like to be heard on the agenda, they must notify the President seven days in advance of the meeting.

Section 6.

Five (5%) or ten percent (10%), whichever is greater, of the membership shall constitute a quorum at general membership meetings.

Section 7.

All meetings will be done using a combination of standing rules created by the President, Executive Board, and Robert's Rules of Order.

Article 6

Financials

The PTO will keep a permanent book of all accounts and records for seven years. Records shall include, but not be limited to gross income note, receipts, disbursements, number of members, dues collected. Such books of account and records shall be available for inspection by the membership with a majority vote at a membership meeting. The Executive Board will make those books available within fourteen days of the vote.

Section 1.

This PTO will have a bank account.

- A. The President, Treasurer and one other majority-approved Executive Board member will have check signer privileges
- B. All checks must be signed by two of the three approved check signers.
- C. The PTO is allowed to have a debit or credit card.

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Section 2

- A. A budget must be presented to the membership in writing thirty days prior to the May general membership meeting. The membership must approve a budget for the upcoming school year at the May general membership meeting by a majority vote.
- B. The Executive Board may approve expenses outside of the budget up to \$500 per line item or activity with a majority vote of the Executive Board. The Treasurer, with acknowledgment from the Executive Board, may take up to \$50 cash out of the bank for the purposes of creating change for events.
- C. The membership may approve additional expenses with a majority vote at any general membership meeting. If a special meeting is needed, the President may call the meeting with seven days notice.
- D. All Executive Members must submit receipts for purchases to the Treasurer along with their monthly board report. The Treasurer is charged with ensuring the expense has been approved before issuing a reimbursement.
- E. No Board Member and/or Executive Member can open any accounts without the approval of the Executive Board.

Article 7

Officers and Elections

Section 1.

- A. The Executive Board will consist of the following elected positions: President, Vice President of Operation, Vice President of Fundraising, Secretary, and Treasurer.
- B. The Executive Committee will consist of the Executive Board and following appointed positions: Student Representative (Student Government President or a Representative from the National Junior Honor Society), Faculty Representative, Administrative Representative, and all Standing Committee Chairs. All appointments are made by the President.
- C. For passage of measures presented, a majority approval vote is required.

Section 2.

- A. Elections will be run by the Election Committee. This committee will be selected by a majority vote at the March general membership meeting. That committee is charged with seeking candidates for open positions and holding elections. No one seeking election is allowed to serve on the Election Committee. The committee will consist of no less than three and no more than five members in good standing. The committee chair will be elected by the committee.
- B. Members wishing to run for an open seat on the Executive Board will submit their names in April to the Election Committee. The Election Committee will gather members interested in running for office throughout the month of April.
- C. At the May general membership meeting, the Election Committee will present the membership with the candidates for election.
 - I. If the open seats are unopposed, then a voice vote may be taken. If the voice vote is unsure of a winner, a ballot may be used to determine the winner.
 - II. If the open seats are contested, then a secret ballot is to be used.
 - III. The candidate with the most votes will be the winner.

Section 3.

- A. Board Terms are from July 1 to June 30.
- B. The following positions are two (2) year terms, with an option to hold the office for no more than two (2) consecutive terms: President, Vice President of Operation, Vice President of Fundraising, Secretary, and Treasurer.
- C. The following positions are one (1) years terms with no term limits: Student Representative, Faculty Representative, and Administrative Representative, and Standing Committee Chairs.

Section 4.

The outgoing Executive Board and incoming Executive Board will work collaboratively throughout June and July to ensure continuity and an effective transition.

Section 5.

- A. Should an Executive Board member resign, they must do so in writing to the President. Upon receipt of a written resignation, the President will notify the Executive Board and Membership within three days.

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- B. The resigned Executive Board member must return all Foulois PTO supplies, books and records to the President within seventy-two (72) hours of a resignation letter being sent.
- C. The President will call upon the Election Committee to fill the open seat. The President will work with the Executive Board to task the vacated duties to the remaining Executive Board until the seat can be filled.
- D. The Election Committee will hold a thirty (30) day window to allow for nomination for the open seat. The committee will then hold an election at the next general membership meeting following the thirty (30) day window.
- E. Should the resignation be of the President, the Vice President of Operations will delegate the duties of the President to the Executive Board until the Election Committee can fill the open seat.

Article 8

Duties of Officers

All officers and committee members shall provide evidence of a background check to the Foulois main office within 30 days of election. The PTO reserves the right to ask for that list at anytime from the office to ensure all volunteers are in compliance with the background check and fingerprinting requirements set in place by Prince George's County Public Schools.

Section 1.

The **President** shall:

- A. Preside at all public meetings of this PTO, general membership meetings, and Executive Board meetings.
 - /. Create the agenda for all meetings.
 - // Gather all board reports
- B. Coordinate the work of the officers and committees in order that the purpose of the organization be promoted.
- C. Be a member ex officio of all committees, except the Election Committee.
- D. Serve as a Committee Chair for any committee without an acting chair.
- E. Perform all duties delegated within these bylaws.
- F. Review bank statements monthly with the Treasurer.
- G. Represent this PTO at outside community functions.
- H. Vote only in the event of a tie.
- I. Create committees to promote the purpose of the PTO.
- J. Keep a continuity books to include: seven years worth of approved general membership meeting minutes, seven years worth of Executive Board approved minutes, seven years worth of financial documents, a current copy of the Bylaws, and seven years worth of tax paperwork.

Section 2.

The **Vice President of Operations** shall:

- A. Act as an aide to the President.
- B. Oversee the committees assigned by the President that pertain to operations and activities of the PTO. This may include, but are not limited to: Field Day Committee, 8th Grade Dance Committee, and Activities Committee.
- C. Submit a board report and all receipts to the President at least seventy two (72) hours prior to an Executive Board meeting.
- D. Keep a continuity books to include: seven years worth of approved general membership meeting minutes, seven years worth of Executive Board approved minutes, seven years worth of financial documents and a current copy of the Bylaws.

Section 3.

The **Vice President of Fundraisers** shall:

- A. Act as an aide to the President.
- B. Oversee the committees assigned by the President that pertain to fundraising of the PTO. This may include, but is not limited to the Fundraising Committee.
- C. Submit a board report and all receipts to the President at least seventy two (72) hours prior to an Executive Board meeting.

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- D. Keep a continuity books to include: Keep a continuity books to include: seven years worth of approved general membership meeting minutes, seven years worth of Executive Board approved minutes, seven years worth of financial documents and a current copy of the Bylaws.

The **Secretary** shall:

- A. Act as an aide to the President.
- B. Maintain the official Bylaws.
- C. Oversee the committees assigned by the President that pertain of the PTO. This may include, but is not limited to the Communications Committee.
- D. Submit a board report and all receipts to the President at least seventy two (72) hours prior to an Executive Board meeting.
- E. Keep a continuity books to include: Keep a continuity books to include: seven years worth of approved general membership meeting minutes, seven years worth of Executive Board approved minutes, seven years worth of financial documents and a current copy of the Bylaws.

Section 5.

The **Treasurer** shall:

- A. Act as an aide to the President.
- B. Have custody of all funds of this PTO.
- C. Keep a full and accurate account of all receipts and expenditures including reconciliations of the bank statements each month. The monthly statements are to be reviewed with the President monthly.
- D. Make disbursements as authorized by the Executive Board, general membership, or approved budget.
- E. Present a written financial statement at every meeting of the Executive Board and general membership meetings.
- F. Be responsible for preparing and filing all necessary tax forms and giving a copy to the President and Secretary for continuity.
- G. Oversee the committees assigned by the President that pertain to fundraising of the PTO.
- H. Submit a board report and all receipts to the President at least seventy two (72) hours prior to an Executive Board meeting. The President and the third check signer must sign all reimbursement approved for the Treasurer.
- I. Keep a continuity books to include: Keep a continuity books to include: seven years worth of approved general membership meeting minutes, seven years worth of Executive Board approved minutes, seven years worth of financial documents and a current copy of the Bylaws.

Section 6.

The **Student Representative, Faculty Representative, and Administrative Representative** shall:

- A. Attend all meetings.
- B. Bring the voice of their segment of the membership to the Executive Board.
- C. Vote in all meetings on behalf of the segment of membership they represent.
- D. Keep a continuity books to include: seven years worth of approved general membership meeting minutes, seven years worth of Executive Board approved minutes, seven years worth of financial documents and a current copy of the Bylaws.
- E. The Faculty and/or Administrative Representative will be a liaison(s) to communicate to the PTO about events such as athletics, try-outs and other activities where necessary.

Section 7.

In the event an Executive Board member does not fulfill their duties, the President is charged with working with that board member to find a solution to have those position's duties met. Should a solution not be found, the President may call for a vote of no-confidence from the Executive Board. With a two-thirds majority or greater, the board can remove that member from their position. Any board member may call for a vote of no-confidence of the President after a second by another board member. To remove a President from their position, the membership must vote with a two-thirds confidence to remove a President.

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Article 9

Amendments

All proposed amendments to these bylaws must be received in writing by the President; All proposed amendments must include the signature support of at least five members. Amendments require a thirty day consideration window from the membership. To pass, an amendment must have two-thirds or greater majority or a quorum to pass. The President is charged with taking a properly submitted amendment and presenting it to the membership for their consideration.

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Amendments require a (suggested edit: add word thirty) 30 day consideration window from the membership. To pass, an amendment must have 2/3 (suggested edit: add 'rd') or greater majority or a quorum to pass. The President is charged with taking a properly submitted amendment and presenting it to the membership for their consideration.

Article 10

Fiscal Year

The fiscal year of this PTO shall begin on July 1st and end on the following June 30th.

Article 11

Dissolution

In the event, this PTO votes to dissolve and terminate its affairs, it shall be done in the following methods:

- A. A special membership meeting must be called with at least (suggested edit: add word thirty) 30 days notice by the President.
- B. With at least ten percent (10%) of the membership present, two-thirds majority must vote in favor of dissolution.
- C. All assets will be turned over to a like-minded organization, to be determined by a majority vote of the Executive Board, upon dissolution.