

**C.W. RUCKEL MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION
(PTO Ruckel Rams)
BY-LAWS**

ARTICLE I: PURPOSE

Section 1. NAME: The club formerly known as the Ruckel Academic and Athletic Booster Club shall hereafter be known as the Ruckel Parent Teacher Organization, referred to as the PTO.

Section 2. MISSION STATEMENT: The purpose of the PTO shall be to promote all academic and athletic endeavors for all students. The PTO shall support and encourage all enrichment projects that promote good citizenship, sportsmanship, and integrity in worthy programs. The goal is to assist with the improvements in the overall quality of education at Ruckel Middle School.

ARTICLE II: ORGANIZATION AND STRUCTURE

Section 1. MEMBERSHIP: The membership shall consist of parents or guardians, students, faculty, and staff of Ruckel Middle School who support the Mission Statement of the PTO, subject to compliance with the provisions of the by-laws. Membership shall coincide with the current school year. Membership in the PTO shall be available without discrimination and shall commence upon receipt of applicable membership fee.

A. Executive Board: Shall consist of the officers of the PTO: *President, Vice President (or Co-Presidents), Secretary and Treasurer*. In addition, the Chairpersons of the Standing Committees and the Immediate Past-President or Immediate Past Co-Presidents shall be ex-officio members of the Executive Board. The Ruckel Middle School Principal is automatically a member of the Executive Board. The purpose of the Executive Board is to provide leadership and an administrative structure to conduct business.

B. General Membership: General Membership is unlimited and open to all as outlined in Article II. Section 1. Membership. The purpose of the General Membership is to provide a support base from which the Executive Board can draw committee membership and volunteers. The General Membership also provides suggestions and feedback on major issues.

Section 2. STRUCTURE:

A. Terms of Office: The elected officers of the PTO shall serve for one (1) year beginning July 1 and expiring the final meeting in June of the current school year. Officers may serve more than one term if elected as set forth in these by-laws.

B. Dues: Family memberships include parents or guardians and students. All family, faculty and staff members shall be eligible to participate in any PTO vote as long as they are current paid annual members. The Executive Board, prior to the start of the school year, shall decide the annual dues for membership. Annual dues for all members shall expire on the 30th day of June each year.

C. Voting: Voting shall be reserved for paid, registered members only. Each adult member of a family membership shall have one (1) vote.

D. Quorum: At any meeting a majority of the Executive Board shall constitute a quorum for the transaction of business.

E. Meetings: Regularly scheduled PTO meetings shall be held monthly. Special meetings may be requested by any Executive Board member. After such a request, the President shall ensure that a special meeting is called within a reasonable time. PTO meetings shall be open to the general membership at all times.

1. **Agenda:** The agenda for an upcoming meeting shall be available the Friday before the scheduled PTO meeting. Requests for issues to be included in the agenda should be discussed with the President or Co-President of the PTO one week prior to scheduled PTO meeting.
2. **Parliamentary Authority:** *Roberts Rule of Order Newly Revised* shall govern the organization in all cases in which they are applicable and not in conflict with these by-laws.

F. Vacancies: Whenever a vacancy shall occur on the Executive Board, or among the other officers by death, resignation, removal or otherwise, the position shall be filled without delay by Presidential appointment with Executive Board approval. The person filling the vacancy will continue to serve out the rest of the one (1) year term. In the event the President position becomes vacant, the Vice-President will assume the duties of President and appoint a new Vice-President with approval from the Executive Board.

G. Removal of Executive Board Members: Any member of the Executive Board may be removed with cause, at any time, by the vote of the general membership through a special meeting called for that purpose.

ARTICLE III: MANAGEMENT RESPONSIBILITIES

Section 1. EXECUTIVE BOARD: The Officers of the PTO shall be:

A. President or Co-President

- 1) Shall be responsible for preparing and posting agendas for PTO meetings.
- 2) Shall preside at all meetings of the PTO.
- 3) Shall call regular and any special meetings of the PTO in accordance with these by-laws.
- 4) Shall coordinate all activities of the PTO with the school principal.
- 5) Shall fill vacancies on the Executive Board and Committees according to Article II, Section 2F.

B. Vice President or Co-President

- 1) Shall assume from time to time the duties of President, or assuming the position of the office of President if it is vacated.
- 2) Shall assume responsibilities for administrative details delegated to him by the President.

C. Secretary

- 1) Shall keep written minutes of all meetings and forward a copy of these minutes to the President and Principal no later than one (1) week following the scheduled meeting.
- 2) Shall be custodian of the records.
- 3) Shall attend to all correspondence and perform all duties incidental to the office of secretary.

D. Treasurer

- 1) Shall keep accurate records concerning funds taken in on behalf of the PTO.
- 2) Shall keep accurate records of funds paid out by the Ruckel Middle School Bookkeeper in support of PTO projects.
- 3) Shall coordinate depositing funds in the name of the PTO with the Ruckel Middle School Bookkeeper.
- 4) Shall oversee check requisitions in the name of the PTO.
- 5) Shall render a statement of the condition of finances of the PTO at each meeting and at such other times as required.
- 6) Shall exhibit at all reasonable times the books and account to any members when requested.

E. Principal or Principal's Designee

- 1) Shall provide the active interface between the PTO, the school administration, faculty, and students.
- 2) Shall be the focal point to coordinate faculty and student issues and represent their point of view.

Section 2. STANDING COMMITTEES:

A. Membership Committee: This committee shall devise methods of expanding and maintaining the General Membership in the PTO. The membership drive will also help establish members who are available to volunteer for various activities within the PTO. This committee will offer a detailed list of members, volunteer status, and telephone numbers upon request by other committees.

B. Hospitality Committee: This committee shall make all arrangements for PTO functions which include Faculty Appreciation, Holiday celebrations, meetings, etc. This committee will arrange facility location and availability, menus, decorations, etc.

C. Publicity Committee: This committee shall further the purpose of the PTO by submitting monthly news articles concerning activities to the Newsletter Coordinator on the school staff. All news releases in the name of the PTO shall be released through this committee with the approval of the Executive Board President and the School Principal.

D. Fundraising: The committee shall be responsible for all fund raising activities undertaken by the PTO with the exception of the School Dances which has a separate committee.

E. Dance Committee: This committee shall coordinate all activities required to hold dances for the Ruckel students. This includes but is not limited to location, security, food entertainment, chaperones, and concessions.

ARTICLE IV: FISCAL RESPONSIBILITY

Section 1. BILLS, ETC: All bills payable, checks, or other negotiable instruments of the PTO shall be made in the name of the PTO, and shall be approved by the President, Co-President, or Treasurer, along with the Principal. On a day to day basis, the Ruckel Middle School Bookkeeper shall make the actual payment out of the PTO funds in support of approved activities.

Section 2. OPERATING EXPENSES: Normal expenses amounting to \$100.00 or less may be incurred by the President or Co-President prior to conferring with the Executive Board.

Section 3. BUDGETING: The budget shall be compiled by the Executive Board as close to the beginning of the school year as practical, to include approximate net funding, the proposed division of funds, and the proposed source of funds.

A. Allocation of funds for extracurricular activities should be based on the previous year's budget review and responsible faculty advisor input.

B. The Principal shall represent the school concerning the amount of funds needed per activity.

C. Each activity director shall be responsible for utilizing a PTO Request For Funds form. The form will be used by the director to request funds needed for a specific activity for presentation at a PTO meeting.

D. Faculty directors of the various activities are charged with the responsibility to apportion the funds allocated to their repeated activity from the PTO.

E. Annual budget requests must be submitted to the PTO Executive Board by June 1. If funding is available, any additional requests throughout the year will be reviewed on an as needed basis.

ARTICLE V: ELECTIONS

Section 1. ANNUAL MEETING: There shall be an Annual Meeting in April for the purpose of electing the Executive Board Officers.

Section 2. ANNUAL NOMINATIONS FOR OFFICE: A Nomination Committee shall be appointed no later than March 1. This committee shall consist of three (3) members of the PTO. The President or Co-President shall designate the Chairperson of the committee. The duties of this committee shall be to make nominations (with the consent of those nominated) and present the slate to be nominated at the Annual Election Meeting held in April, open to all members of the PTO. At this meeting nominations may be made from the floor for any office. All voting will be by written ballot. A nominee must receive a majority of the ballots cast to be elected.

Section 3. NEW EXECUTIVE BOARD: A new Executive Board will be elected not later than April 30 and will assume new offices effective July 1. All elected Executive Board Members *must* pay annual membership dues to occupy the office.

ARTICLE VI: AMENDMENT OF BY-LAWS

Section 1. AMENDMENTS: These by-laws may be amended by a three-fourths (3/4) vote of the Executive Board or by a majority of the PTO members at any regular or special meeting, providing the notice for the meeting includes the proposals for amendments. Any proposed amendments shall be submitted to the Executive Board or posted for the membership in writing at least ten (10) calendar days in advance of the meeting at which they are to be acted upon.