

Marine Science Magnet High School Parent Teacher Organization Bylaws

ARTICLE I

Name: Marine Science Magnet High School PTO

It is our intent to form an organization. This organization shall be called The Marine Science Magnet High School PTO (MSMHS PTO).

ARTICLE II

Purpose

The purpose of this organization shall be to promote the welfare of the Marine Science Magnet High School and the students therein, by fostering community and building relationships among students, parents, and educators. The PTO will also support the MSMHS faculty and staff, as well as activities and programs of the school through financial and/or voluntary support in ways that uphold the mission and the vision of the school.

ARTICLE III

Mission Statement

The MSMHS PTO sponsors assistance to teachers and other staff members, raises funds for supplemental educational materials and student enrichment programs, supports school and family social interaction, and provides a non-biased forum for sharing information on educational issues that impact our children. It is our belief that the team effort of a parent teacher organization strengthens the school community and offers the best possible learning environment for our children.

ARTICLE IV

Policies

(Section 1) This organization shall be a non-profit organization. The use of funds and proceeds derived by this organization shall be for the benefit and improvement of the school. The funds may not be used to support any organized charitable drive.

(Section 2) This organization shall be non-commercial, non-sectarian, non-partisan and non-political. The names of its members or officers shall not be used in any manner other than in the regular work of the organization.

(Section 3) This organization shall not seek to direct the administrative activities of the school or to control its policies.

(Section 4) Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE V

Membership

(Section 1) Any parent or guardian and any member of the Marine Science Magnet High School staff interested in the purposes for which this organization is established and willing to uphold its policies and subscribe to its bylaws is welcome to participate.

ARTICLE VI

Officers and Their Election

(Section 1) The officers of the organization shall be a President/Co-Presidents, Vice-President, Secretary, and Treasurer.

(Section 2) The Executive Committee shall consist of the President/Co-Presidents, Vice-President, Secretary, Treasurer and Principal (ex-officio). The Executive Committee may make decisions on an ad hoc basis between meetings.

(Section 3) These offices shall be held for one year. Elections shall take place each fall in October of the academic year. Officers shall assume their duties immediately following the vote.

(Section 4) At the first meeting of the school year the Principal will ask for any nominations for the above offices. Election and installation of Officers shall be at the following meeting.

(Section 5) All elections shall be by majority vote. Each member present to vote shall be entitled to one vote on each matter submitted to a vote of the members.

(Section 6) Any vacancy may be filled by a majority vote of the Executive Committee. The newly appointed officer would serve for the remainder of the current term.

(Section 7) The principal of the Marine Science Magnet High School shall be an ex officer member of the Executive Committee. Furthermore, the MSMHS Principal retains final veto power of any function, if said function will interfere with procedures, policy and/or the best interest of the Marine Science Magnet High School. If the Principal is unable to attend a meeting, then the Assistant Principal will attend in his/her place. The Principal/Assistant Principal cannot be an authorized signatory to the MSMHS PTO checks.

ARTICLE VII

Duties of Executive Committee

(Section 1) The President (Co-Presidents) shall preside at all meetings of the organization and of the executive committee, shall appoint the committees and committee chairpersons, and shall perform all other duties pertaining to the office.

(Section 2) The Vice-President shall take charge of all responsibilities of the president in his/her absence. He/she shall also work in any capacity delegated by the president and executive committee for the fulfillment of all school related activities, fundraisers, etc.

(Section 3) The Secretary shall keep a complete record of the proceedings of each meeting and seek approval of the minutes, and shall perform other such duties as may be delegated.

(Section 4) The Treasurer shall collect all money forthcoming from any and all projects and make a clear record of the same and report thereon to the membership whenever called upon to do so. The Treasurer shall pay all bills and accounts against the organization when properly certified. The Treasurer, with the support of the Executive Committee, is responsible for financial integrity, monthly report of income and expense and year-end reporting of income, expenditures and remaining balance.

(Section 5) The Executive Committee may transact business of the organization up to \$250.00 if necessary. However, no action shall be in conflict with that taken by the voting body of the organization.

Page 5

ARTICLE VIII

Committees

(Section 1) Committees are formed to provide a specific service for one year or more. Committees may be appointed or dissolved by the Executive Committee.

(Section 2) Committee Coordinators support service functions within the school and representatives serve as liaisons as needed.

MSMHS PTO Committee Guidelines

The following guidelines pertain to all MSMHS PTO committees including the following:

- Fundraising
- Staff Appreciation
- Student Appreciation
- PTO Scholarship
- All School Event
- Summer/Back to School

Chairpersons

One chairperson should lead each PTO committee. This person is responsible for planning, organizing and overseeing committee business, recruiting additional members, and communicating with the team. Though not required to attend every committee happening, regular participation is strongly encouraged. Committee chair people DO need to attend PTO meetings regularly and have a student currently enrolled at MSMHS.

Communications

The chairperson may communicate with their team as they see fit — using calls, texts, emails, Zoom, and/or in-person meetings. The PTO will retain the 6-6:30pm window prior to monthly meetings for committee meetings. Additionally, each committee chair may share updates and requests during their designated time in the monthly PTO meeting agenda.

When communicating with the PTO executive board, please do so via email and include all board members. Doing so will ensure that all board members receive correct, up-to-date information in a timely manner for necessary decisions and promotions. Texting is acceptable on the day of a happening or with an urgent request.

Executive PTO board emails...

MSMHSpresident@gmail.com

MSMHSvicepresident@gmail.com

MSMHStreasurer@gmail.com

MSMHSptoseceratry@gmail.com

Funds

PTO committees are funded by and at the discretion of the PTO. All committees should formally submit funding requests at a PTO meeting preceding the event or endeavor that requires funds, and the committee head should request “up to a certain dollar amount.” Items can be purchased by any committee member and reimbursed with a receipt OR the PTO treasurer can order items with guidance from the committee. Reimbursements should be requested at the PTO meeting immediately following the event by submitting receipts to the PTO treasurer. Receipts not received within 60 days may not be refunded. Additionally, PTO reimbursement checks should be deposited quickly, so that we can keep our account up to date. Lastly, any fundraising or money received by the PTO must be submitted to the treasurer or another PTO executive board member, and deposited immediately! No one should “carry” PTO funds.

Events/Happenings

The PTO aims to support the school in everything we do. Committee-planned events should never interfere with the students’ school day, their community events, or fundraising. All PTO events, dates, fund requests, and fundraising should be planned and approved at our monthly PTO meeting. The Board works closely with the school administration to secure dates that support rather than conflict with school happenings. The PTO will use its regular email newsletter to promote all PTO functions and initiatives. In addition, the PTO may request communication support from the administration.

ARTICLE IX

Meetings

(Section 1) The organization will meet on a regular basis. The dates of the meetings shall be flexible so as to adjust to the school calendar.

(Section 2) Members present at a duly called meeting shall constitute a quorum.

ARTICLE X

Adoption of By-Laws

The By-Laws shall be adopted by the membership present at any meeting where they are reviewed and considered for adoption.

Page 6

ARTICLE XI

Amendments

These bylaws may be amended at any regular meeting of the organization by a majority vote of the members present and voting provided the proposed amendment has been presented through the executive committee and has been read at the previous meeting of the organization.

ARTICLE XII

Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern the MSMHS PTO in all cases to which they are applicable and in which they are consistent with these bylaws.

Presented for approval on: *February 7, 2023*

Accepted:

Signed: _____

Signed: _____