

BY-LAWS OF THE PLUM POINT MIDDLE SCHOOL PTO, CALVERT COUNTY, MARYLAND

Article I. Name

The name of the organization shall be the Plum Point Middle School PTO.

This organization shall hereinafter be referred to in these bylaws as PPMS PTO.

The organization is located at 1475 Plum Point Rd., Huntingtown, MD 20639

Article II. Purpose and Mission Statement

This PTO is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (referred to as “Internal Revenue Code”).

The purpose of the PPMS PTO is to enhance and support the educational experience and welfare of students at Plum Point Middle School (PPMS), to foster relationships between school and home by promoting communication within the community and encouraging parental involvement, and to support the general goals of PPMS through volunteer and financial support.

Article III. Members

Section 1. Membership in this organization shall be open, without discrimination, to anyone who believes in and supports the missions and purposes of the PPMS PTO. This includes but is not limited to any parent, guardian, or other adult associated with a student at the school; the principal, teachers, and staff at the school may all be members and have voting rights.

Section 2. This organization shall conduct an annual membership campaign in the beginning of each school year but shall continue to admit individuals to membership at any time.

Section 3. Each member of this PTO shall pay annual dues of \$10, as established by the executive board. Paid Members have rights for voting, to hold an officer position and to chair a committee.

Article IV. Officers and Their Election

Section 1. Officers and Duties

- A. Each officer shall be a member of this PTO.
- B. Officers may be elected in the annual general membership meeting in May.
 - a. **President.** The president shall preside over all meetings of this organization; serve as the primary contact for the principal; coordinate the work of the officers and committees in order that the purposes of the organization may be promoted; shall be a member ex officio of all committees except the nominating committee; perform such other duties as may be prescribed in these bylaws or assigned by this PTO or by the Executive Board; review bank statements monthly; and represent the PTO at meetings outside of the organization.
 - b. **Vice President.** The vice president shall assist the president and perform the duties of the president in the absence or inability of that officer to serve; and perform such other duties as may be prescribed in these bylaws or assigned by this organization or the Executive Board.
 - c. **Secretary.** The secretary shall record the minutes of all meetings of the organization; prepare the agenda; handle correspondence; send notices of meetings to the membership; file all records. The secretary shall also keep copies of the minutes, have a current copy of the bylaws and any rules, maintain a current membership list; and any other necessary supplies and bring them to meetings. The secretary may also perform such other duties as may be prescribed in these bylaws or assigned by this organization or by the Executive Board.
 - d. **Treasurer.** The treasurer shall have custody of all funds of the organization and keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month and make disbursements as authorized by the president or Executive Board in accordance with the budget adopted by the PTO. In addition, the treasurer has the following responsibilities:
 - i. Present a written financial statement at every meeting of the Executive Board, the general membership and at other times when requested by the Executive Board;
 - ii. Make a final report before the newly elected officers officially assume their duties;
 - iii. Be responsible for the maintenance of such books of account and records in accordance with all laws;
 - iv. Be responsible for preparing and filing all necessary tax forms;
 - v. Have the accounts examined at the close of the fiscal year and upon change of treasurer by an auditor or an auditing committee at least three (3) persons who, satisfied that the treasurer's annual report is correct, shall

sign a statement of that fact at the end of the report. An auditor or an auditing committee shall be selected by the Executive Board at least (30) days before the new officers assume their duties; and

- vi. Perform such other duties as may be prescribed in these bylaws or assigned by organization or by the Executive Board.

Section 2. Election.

- A. Officers shall be elected at the annual general membership meetings in May.
- B. Officers shall be elected by ballot; however, if there is only one nominee for any office, election for that office may be by voice vote. A majority vote is required for election.
- C. Officers shall assume their official duties the first day of the fiscal year and shall serve for a term of 2 years or until their successors assume their official duties.
- D. Officers shall not be eligible to serve more than three (3) full consecutive terms in the same office.

Section 3. Nominations.

Notification requesting nominations of officers for the Executive Board will be sent out by email, or any other reasonable form of communication, at least one (1) month prior to the election of officers.

- A. The list of nominees received will be reported to the general membership at least seven (7) days prior to the general membership meeting in May. Additional nominations may be made from the floor at the general membership meeting.
- B. Only current members of this PTO who have signified their consent to serve if elected shall be nominated for, or elected to, the Executive Board.

Section 4. Vacancies.

Upon acceptance of a letter of resignation from any officer, the vacancy, except for president, shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president. The Executive Board will then elect a new vice president.

Section 5. Removal from Office and Expiration of Term

Officers can be removed from office with or without cause by two-thirds vote of the remaining officers at a regular meeting where notice has been given in accordance with these bylaws.

Upon the expiration of the term of office or in case of resignation or removal from office, each officer shall turn over to the president or the Executive Board within fourteen (14) days, all records and other materials pertaining to the office, and shall return to the treasurer, immediately, all funds pertaining to the office.

Article V. Executive Board

Section 1. Membership

Each Executive Board member shall be a member of this PTO. The Executive Board shall consist of the officers of this PTO, the chairs of standing committees, and the principal of the school or a representative appointed by him/her.

A PTO member shall not serve as a voting member of this Executive Board while serving as a paid employee of, or under contract to, this organization.

Section 2. Duties.

The duties of the Executive Board shall be as follows:

1. To transact necessary business in the intervals between general membership meetings,
2. To create standing rules and policies
3. To create standing and temporary committees and approve plans of work for those committees
4. Prepare and submit an annual budget to the membership for adoption
5. Approve routine bills and expenses of no more than \$600.
6. Prepare reports and recommendations to the membership or select an auditor or an auditing committee to audit the treasurer's accounts
7. Fill vacancies on the Executive Board

Section 3. Executive Board Meetings.

Regular meetings of the Board shall be held on a regular basis during the year, at least 4 times per year, as determined by the Board at its first meeting of the fiscal year. Special meetings of the board of directors may be called by the president or by a majority of the members of the board with at least 3 days' notice. Notice may be given by email, or any other reasonable form of communication.

Section 4. Quorum.

A majority of the Board members shall constitute a quorum.

Section 5. Removal of a Board Member.

The Executive Board, by a two-thirds (2/3) vote of the members present and voting, may remove from his/her position any board member who fails to perform designated duties as outlined in these bylaws or the current standing rules, fails to attend two consecutive meetings

and/or board of directors meetings without being excused, violates the basic policies, misrepresents the positions of the organization or acts in any other way which is detrimental to the philosophy and purposes of the organization. When removal action is contemplated, the board member shall be advised by email at least seven (7) days prior to the meeting determination of his/her right to appear before the Executive Board at that meeting. Such removal constitutes a vacancy in that position.

Article VI. Committees

Section 1. Only members of the PTO shall be eligible to serve in any elected or appointed position. Committees may consist of general members and board members, with the president acting as an ex officio member of all committees.

Section 2. The board of directors may create such standing or special committees as it may deem necessary to promote the purposes and carry on the work of this PTO.

Section 3. The chair of each standing or special committee shall be elected by the executive board of the PTO. The term of each chair shall be 1 year or until the election of a successor. The chair may serve for additional terms at the discretion of the board.

Section 4. The chair of each standing committee shall present a plan of work to the board of directors for approval. No committee work shall be undertaken without the consent of the executive board.

Section 5. Vacancies of standing or special committees' chairs shall be filled by the executive board if determined they are necessary.

Article VII. General Membership Meetings

Section 1. At least 4 general membership meetings of this PTO shall be held during the school year. Dates and times of meetings shall be determined by the executive board and announced at the first general membership meeting of the fiscal year. Meetings will be held in person, or virtually, at the discretion of the Executive Board. Five days' notice shall be given in the case of change of date or time.

Section 2. Special general membership meetings of the PTO may be called by the president or by a majority of the executive board, 5 days' notice having been given.

Section 3. The annual general membership meeting of the PTO shall be held in May; elections to be held if applicable.

Section 4. Those members present at a properly called general membership meeting shall constitute a quorum for the transaction of business at that meeting.

Section 5. Only members of the PTO who have paid dues for the current membership year may participate in the business of the organization. Each individual member in good standing of the PTO shall be entitled to one vote.

Section 6. Members shall receive notice of all meetings at least 5 days before the date of the meeting. Notice may be given by email, or any other reasonable form of communication.

Article VIII. Finances

Section 1. A proposed budget shall be drafted by the executive board in the fall for each school year and approved by a majority vote of the members present at the first annual meeting of the school year.

Section 2. The treasurer shall keep records of any disbursements, income, and bank account information as set forth in Article IV Section 1.B.d.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures are required on each check over the amount of \$600. Authorized signers shall include the president, vice president, treasurer and secretary.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by an Auditor, or a financial review committee of 3 people.

Section 6. Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills, and with the membership's approval, spent for the benefit of Plum Point Middle School or its successor, or donated to Plum Point Middle School or its successor to use as they see fit.

Section 7. The fiscal year shall coordinate with the school year and will begin on July 1st and end on the following June 30.

Article IX. Parliamentary Authority

Section 1. Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X. Bylaw 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. 2/3 approval of all

members present and voting is required to adopt an amendment to the Bylaws.


Article XI. Dissolution

The organization may be dissolved with notice as required by these bylaws, and a two-thirds (2/3) vote of those present and voting, quorum being present, at a properly called meeting.

See Article VIII, Section 6 regarding the handling of remaining funds upon dissolution of the organization

These bylaws were approved at a GENERAL MEMBERSHIP MEETING on 2/12/24.
(date)

Alexandra Watt
Secretary (printed name)


Alexandra Watt (Feb 28, 2024 22:03 EST)
Secretary (signature)