

Bylaws version approved at the August 12, 2008 DMS PTO Membership Meeting

*Bylaws*

*of the*

*General Ray Davis Middle School  
Parent Teacher Organization*

**I. NAME.**

The name of the organization shall be the “General Ray Davis Middle School Parent Teacher Organization (DMS PTO).”

**II. PURPOSE.**

The purpose of the organization shall be to aid the students of General Ray Davis Middle School by providing support for their educational and recreational needs and to promote open communication between the school administrators, teachers and parents.

**III. MEMBERSHIP.**

***Regular Membership.*** All parents and/or legal guardians of students who currently attend General Ray Davis Middle School and all current faculty and staff of the school shall be eligible for membership in the organization. Regular Members shall have the right to attend and participate in all meetings and activities of the organization, but shall not have the right to vote or to hold office.

***Voting Membership.*** All Regular Members who are current in the payment of the annual membership dues, pursuant to Section X herein, shall be designated as Voting Members. Voting Members shall have the right to vote on all issues before the membership, to elect officers, and to hold office.

***Honorary Membership.*** All parents and/or legal guardians of former students and former faculty or staff of Davis Middle School shall have the right to participate in the organization as Honorary Members. Honorary Membership may also be extended to other persons by a vote of the membership. Honorary Members shall have the same rights as Regular Members.

**IV. MEETINGS and VOTING**

***GENERAL MEMBERSHIP Meetings.*** At least three General Membership Meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.

***Special Meetings.*** Additional meetings of the organization may be called, either by vote of the Executive Committee or by petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.

***Executive Meetings.*** The DMS PTO Executive board shall meet at least monthly to handle the affairs of the organization. Each elected member of the Executive board along with invited Committee chairs and other members shall be expected to attend the monthly Executive Board meetings.

***Quorum.*** Those persons present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

***Voting.*** A majority vote of the Voting Members present at any meeting shall be required for any action to be taken by the organization.

## **V. OFFICERS**

**Positions.** The officers of the organization shall consist of a President, Vice-president, Secretary, and Treasurer. Two persons may be nominated and elected to fill any single position. In this instance, both elected officers for the same position shall be given all of the rights and responsibilities of the office as enumerated herein.

**President.** The President shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Committee or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.

**Vice-President.** The Vice-President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice-president shall perform such other duties as are assigned by the President or the Executive Committee.

**Secretary.** The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall receive from the Treasurer the list of Regular Members who have paid dues and prepare the official list of Voting Members, shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee.

**Treasurer.** The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all membership dues as established by the organization and shall certify to the Secretary an accurate list of the Voting Members of the organization. The Treasurer shall present a written financial report at each General Membership Meeting and at other times as requested by the Executive Committee. Persons holding this office may not be an employee of the Rockdale County Public Schools.

## **VI. ELECTIONS.**

**Procedure.** The election of officers shall take place during the last General Membership Meeting each year. All Voting Members of the organization may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

**Term of Office.** The term of each officer shall be one year, beginning on July 1 and ending on June 30 of each year. Each officer may be elected to the same or other office for more than one term, but no more than two.

**Nominating Committee.** The Nominating Committee shall consist of at least three voting members and shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall

contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are Voting Members and eligible to serve in the office.

**Selection.** A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

**Vacancies.** Any vacancy in office because of death, resignation or inability to serve shall be filled by the Executive Committee for the unexpired portion of the term.

## **VII. EXECUTIVE COMMITTEE**

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**General Powers.** The affairs, activities and operation of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and any other business as may be referred to it by the membership or these Bylaws. The Executive Committee may create Standing and Special Committees, approve the plans and work of Standing and Special Committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

**Membership.** The membership of the Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and the principal of the school. The chairperson of all Standing Committees shall serve as ex-officio members and shall be entitled to vote.

**Meetings.** Regular meetings of the Executive Committee shall be held during the year and the time is to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Regular Members of the organization. Any Regular, Voting, or Honorary Member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body.

**Quorum.** A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

**Voting.** The act of the majority of the regular and ex-officio members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee. Arrangement shall be made to allow elected officers to participate if the president and the secretary are notified at least 6 hours prior to the scheduled meeting for the sole purpose of participating and voting on important matters facing the organization.

**Ex-Officio Members.** Any booster organization may appoint a representative to serve on the Executive Committee for purposes of coordinating fund-raising efforts.

## **VIII. STANDING AND SPECIAL COMMITTEES**

**Nominating Committee.** The Nominating Committee shall be composed of three (3) persons who shall be selected by the Executive Committee at the beginning of each year. In addition, the Vice-President shall be an ex-officio member of the committee unless he or she is a candidate for office in the election cycle. The committee shall carry out its responsibilities, as specified in Section VI.

**Other Standing Committees.** The Executive Committee may establish such other Standing Committees, as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees, who shall serve as ex-officio members of the Executive Committee. Only

Voting Members may serve as chairpersons. The chairperson of each committee shall recruit the members for his or her committee. Any Regular or Honorary Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

**Special Committees.** The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on June 30 of each year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. Only Voting Members may serve as chairpersons. Any Regular or Honorary Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

## **IX. FINANCES**

**Budget.** The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Bylaws version approved at the August 12, 2008 DMS PTO Membership Meeting Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.

**Obligations.** The Executive Committee may authorize, by vote, any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Davis Middle School, nor should they hold themselves out as having such authority. In the event that a non-financial action is required in between meetings, any member of the Executive Committee can take the initiative on behalf of all the organization provided that member has the approval of the president and one other member of the Executive Committee.

**Loans.** No loans shall be made by the organization to its officers or members.

**Commercial Paper.** All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer and one other PTO officer as designated by the Executive Committee. Any person preparing checks for the organization must be bonded. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of forty-five (15) days from the receipt of the funds and/or orders of payment.

**Financial Report.** The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the year. The Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

## **X. MEMBERSHIP DUES**

**Amount.** The annual dues for each family membership shall be \$5.00. The organization shall authorize and collect membership dues to be used for the operation of the organization. Any change in the amount of the dues shall be approved by a vote of the Voting Members acting in the manner prescribed in Section IV.

**Financial Hardship.** No Regular Member shall be denied the right to participate in the activities of the organization or to become a Voting Member due to financial hardship. The Executive Committee shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

**XI. REMOVAL FROM OFFICE**

Any voting member can request that an elected officer be removed from office. A request, with reason, must be sent in writing to all members of the Executive Committee. Within seven (7) days of receiving the written request for removal from office, the Executive Committee shall meet to determine by 2/3 vote whether or not to hold a hearing based solely upon the information presented in the written request.

**Hearing.** The elected officer is entitled to a hearing before removal from office. This hearing must be held within seven (7) days of the decision to hold the hearing and the elected officer must be notified by registered mail at least three (3) days prior to the hearing. If the elected official fails to appear, that individual's rights for a hearing are forfeited. Based upon information presented at the hearing, the board may, by 2/3 vote, recommend removal from office. This recommendation must be submitted to the membership at the next meeting. An officer may be removed by 2/3 vote of the membership present and voting, a quorum having been established.

**XII. AMENDMENTS.**

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Voting Members at any Regular or Special Meeting.

**AUTHORITY.**

If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Rockdale County School Board, they shall be deemed null and void and the decision of the Rockdale County School Board shall, in all cases, supersede.

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These Bylaws were adopted by the membership by a majority vote during a meeting properly called on August 12, 2008, and shall take effect immediately.