

# **Beattie PTO Bylaws**

**Adopted May 11<sup>th</sup>, 2015**

## **ARTICLE I: Name**

The name of this organization shall be Merle Beattie Parent Teacher Organization (Beattie P.T.O.) of Lincoln, Nebraska, Inc., a Nebraska nonprofit corporation, (Beattie PTO).

## **ARTICLE II: Object**

The object of the Beattie P.T.O. shall be to enrich and enhance the education of the students; to strengthen communication between parents and staff; to promote school spirit; and to host activities of Merle Beattie School. In addition to these Bylaws, Beattie PTO shall be governed by the Nebraska Nonprofit Corporation Act as amended.

## **ARTICLE III: Members; Fiscal Year**

Section 1. Classes of membership shall be single and/or family with one vote per membership.

Section 2. Any person interested in Beattie P.T.O. shall become a member upon payment of annual dues. Members who have paid their dues are considered in good standing. Only members in good standing of this organization shall be eligible to participate in its business by voting.

Section 3. Annual dues shall be payable at the annual enrollment of members, but persons may be admitted to membership at any time.

Section 4. The fiscal year shall be July 1 through June 30.

## **ARTICLE IV: Election of Officers; Vacancies**

Section 1. The officers of the Beattie P.T.O. shall be held individually or co-leadership as President, Vice-President, Faculty Representative, Secretary, and Treasurer.

Section 2. The Nominating Committee shall be composed of the President, Vice-President, and the Beattie Principal. It shall be the duty of this committee to present at the April meeting, a single slate of nominees, listing one member per office. Only those

members who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 3. At the April meeting, additional nominations will be accepted from the members in attendance. If there are no further nominations, the slate of officers will be elected by acclamation. If additional nominations are made for any office, then a vote shall be taken by written secret ballot for any office in which there is more than one nominee. A majority of members present and voting shall elect. Should the ballot fail to produce a vote in which any nominee receives a majority, then the nominee's name with the fewest number of votes shall be removed, and the vote repeated until a nominee receives a majority. Officers shall begin their duties at the annual meeting in May, the last of the school year.

Section 4. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office; provided however, that the Treasurer and Vice-President shall be elected to a two-year term with a maximum tenure of four years in that office.

Section 5. Any vacancy which may occur in an office may be filled by a member, appointed by the President for the balance of the term of that office.

Section 6: The Beattie PTO is responsible for carrying yearly Directors and Officers and Liability insurance and this is included within the operating budget.

## **ARTICLE V: Duties of Officers**

Section 1. The President shall preside at all meetings of the organization; sit as a non-voting member on all committees; consult with the committees and advise them of their duties; make other committee appointments as are needed in order to engage in the goals and objects of the Beattie P.T.O; and generally oversee the business of the Beattie P.T.O.

Section 2. The Vice-President shall assist the President in the general supervision of the organization and shall perform the duties that may be assigned by the President. She/he shall assume the duties of the President in her/his absence

Section 3. The Faculty Representative shall serve as a liaison between faculty/staff and the Beattie P.T.O. The Faculty Representative can choose to be a voting member after payment of dues.

Section 4. The Secretary shall maintain a written record of the proceedings of the organization; maintain a file of essential records and transfer them to her/his successor in office; keep a copy of the Bylaws available at all times; and perform such other duties as they may commonly pertain to the office.

Section 5. The Treasurer shall collect and deposit all dues and other income; make payments in accordance with the budget approved by the membership; maintain the fiscal records of the organization; and present a financial statement at every regular meeting. At the annual meeting, the Treasurer shall present a full financial report and propose a budget for the upcoming fiscal year.

## **ARTICLE VI: Meetings; Quorum**

Section 1. The regular membership meetings shall be held once in each month of August, September, October, November, December, January, February, March and April.

Section 2. The annual meeting shall be held in May for the purpose of approving the next fiscal year's budget, presentation of new officers, receiving reports of officers and committees, transferring committee notebooks and for any other business that may arise.

Section 3. Special meetings may be called by the Executive Committee or upon the written request of three members of the organization. The purpose of the meeting shall be stated in the notice, which shall be delivered through any written communication regularly sent home with Merle Beattie School's students, e.g. Friday folders, published newsletter. The notice shall be given no less than two weeks prior to the scheduled meeting.

Section 4. Six members of the organization shall constitute a quorum for decision making of the organization.

## **ARTICLE VII: Executive and Other Committees**

Section 1. By one or more resolutions adopted by the membership attending a meeting of the Beattie P.T.O., the organization may designate from among its members an executive committee and one or more other committees, each of which, to the extent provided in the resolution establishing such committee, shall have and may exercise any or all of the authority of the organization, including the ability to contract or expend funds, to the extent such delegated authority is specifically set forth in the resolution.

Section 2. In addition to the committees described above, the President may from time to time make such appointments and establish one or more committees for the purposes of carrying out the activities and projects deemed by the Beattie P.T.O. to further its objects and goals of the organization. The Beattie P.T.O., by resolution, may delegate to these activity/project committees such authority as is reasonably necessary to successfully achieve its goals. The President may dissolve any such committee, as she/he deems appropriate as the needs and projects of the Beattie P.T.O. change and evolve.

## **ARTICLE VIII: Dissolution**

Section 1. This organization may be dissolved by a two-thirds vote of members present and voting, provided all members on record have been notified of the proposed dissolution at least forty-five days prior to the meeting at which the vote will be taken.

Section 2. In the event of the dissolution of this organization, after paying all authorized debts, all remaining assets of the Beattie P.T.O. shall be distributed to an organization which qualifies for tax exemption under 501(c)(3) of the Internal Revenue Code of the United State of America. None of the assets shall be distributed to, nor inure to the benefit of, any individual member.

## **ARTICLE IX: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

## **ARTICLE XI: Amendment of Bylaws**

These bylaws may be amended at any regular meeting or an annual meeting of the organization by a majority vote, provided that the amendments have been published in the school newsletter or otherwise made available to all members no less than two weeks prior to the meeting.

## **STANDING RULES**

### **ARTICLE I: PURPOSE**

These Standing Rules serve as an addendum to the Bylaws of the Merle Beattie Parent Teacher Organization and shall govern the manner in which the following items of business are conducted.

### **ARTICLE II: MEMBERSHIP/MEETINGS**

A. DUES: Each member of this organization shall pay annual dues of \$5.00 to the organization.

B. MEETING TIME: This organization shall hold regular monthly meetings each month. The time and date of these monthly meetings will be communicated to Merle Beattie School's students, e.g. Friday Folders or published newsletters.

### **ARTICLE III: FINANCE**

A. Committee chairpersons and officers shall submit to the Treasurer's budget requests by March 1 for any expenditure to be included in the following fiscal year's budget. The Treasurer shall prepare a draft budget for the new fiscal year to be presented at the regular April meeting. The final budget shall be presented for approval by the PTO at the annual membership meeting in May.

B. Requests for expenditures, not appearing in the budget or in excess of the budget shall be made to the President and the Treasurer. Expenditures not budgeted or in excess of the budget may be made if in the reasonable judgment of both the President and Treasurer, the expenditure must be made prior to the next scheduled meeting of the Beattie PTO and it is necessary to facilitate the goals or projects of the Beattie PTO; provided however, that such expenditures shall not exceed \$500 in any given month. All other non-budgeted expenditures must receive the approval of the PTO at a regular or special meeting of the organization. Budgeted expenditures may be made by the Treasurer without further action on the part of the officers or members of the Beattie PTO.

C. Book Fair Funds. The funds collected from the Scholastic Book Fair as funneled through the Beattie PTO, but are separate from the overall PTO Budget. The Beattie Media Center coordinator has the authority to spend these funds.

### **ARTICLE IV: COMMITTEES**

#### **Responsibilities of Chairperson**

A. All committee chairs shall keep records and reports of all pertinent information, which shall be transferred to their successors.

B. Committee chairs shall keep the PTO informed of committee work either by personal reports presented at the meetings or committee minutes sent to the President.

### **ARTICLE IV: AMENDMENTS TO STANDING RULES**

Standing rules may be amended by a majority vote at any regular or special meeting.