

**MANDARIN IMMERSION MAGNET SCHOOL (MIMS)
PARENT – TEACHER ORGANIZATION**

BYLAWS

ARTICLE I: NAME

The name of this organization is the MIMS Parent Teacher Organization, Inc. (“PTO”). It shall have no affiliation with any state or national organization with similar objectives.

ARTICLE II: PURPOSE

Section A. The purpose of the organization shall be to enhance and support the unique learning environment at the Mandarin Immersion Magnet School, to create open, close communication between the school and home, and to involve all stakeholders in the children’s well being and development. The PTO especially strives to support the teachers and administration in creating a positive, enriching environment for all students at the school through volunteer and financial support.

Section B. This organization is organized and shall be operated exclusively for charitable, scientific, literary, and educational purposes as defined in section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provision hereafter in effect.

Section C. In the event of dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit entities charged with the benefit of Mandarin Immersion Magnet School or its successors.

ARTICLE III: POLICIES

Section A. This organization will cooperate with the faculty and administration to support Mandarin Immersion Magnet School and shall not seek to direct the administrative activities of the school.

Section B. This organization shall be noncommercial, nonsectarian and nonpartisan.

ARTICLE IV: MEMBERS AND DUES

Section A. Active members shall consist of any parent, relative, guardian or other adult standing in loco parentis of a student enrolled at Mandarin Immersion Magnet School, as well as all members of the faculty and staff.

Section B. Dues may be set from time to time by action of the PTO Executive Board. Dues shall not be a requirement for or a condition to membership.

Section C. The privileges of holding offices, making motions, debating and voting shall be limited to members.

ARTICLE V: EXECUTIVE BOARD

Section A. This organization shall function under the general guidance and direction of the Executive Board, which shall consist of the officers of the organization and up to three faculty or staff persons nominated by the principal and appointed by the officers.

Section B. Duties of the Executive Board shall be to:

1. Transact necessary business in the intervals between meetings of the membership and such other business as may be referred to it by the membership;
2. Create or disband standing and special committees and to approve the work plans of such committees;
3. Prepare and present a report at the regular meeting of the membership;
4. Prepare and submit a budget for the year to the membership for adoption;
5. Approve routine bills within the limits of the budget; and
7. Fill vacancies of officers, Executive Board seats held by a staff or facility persons and chairmen.

Section C. Executive Board Meetings

1. Regular meetings of the Executive Board shall be held prior to each regular meeting of the membership, the times to be fixed by the Executive Board at its first meeting of the year.

2. Two-thirds (2/3) of the Executive Board members shall constitute a quorum. Each member of the Executive Board shall have one (1) vote. If a quorum is met at any meeting, at least fifty one percent (51%) of the votes (unless otherwise specifically provided by these By-Laws) of those Executive Board members present shall decide any matter submitted for vote.

3. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board, with no less than twenty-four (24) hours' notice being given.

Section D. Vacancies: A vacancy shall be declared in any seat on the Executive Board held by a staff or facility person upon the death or disability of or upon receipt of written resignation from the person or upon removal of the person pursuant to Article V, Section C. A vacancy occurring in any seat on the Executive Board held by a staff or facility person shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. The Executive Board shall give schoolwide written notice of such election.

Section E. Removal: Any officer removed from office pursuant to Article VI, Section C shall automatically be removed from the Executive Board. By two-thirds (2/3) vote

(assuming a quorum) of those present at a meeting of the Executive Board, any staff or faculty member on the Executive Board may be removed from such position for failure to perform duties, misconduct, or unethical behavior.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section A. Officers and their election:

1. The officers of this organization shall consist of a President, Elementary School Vice President, Middle School Vice President, Secretary, Treasurer, Parliamentarian, Historian, Community Fundraiser, Corporate Fundraiser, Chinese New Year Event Director, and up to three Faculty Representatives.

2. Officers shall be elected by ballot in the last general meeting of the membership of each school year, EXCEPT the Faculty Representative, who shall be nominated by the principal and appointed by the officers.

3. Officers shall serve a term of one (1) year. Officer terms shall coincide with the organization's fiscal year.

4. No officer shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

5. No officer may hold more than one (1) office at a time.

6. No person who has been removed as an officer under Article VI, Section C. may serve on the Executive Board for three (3) years after such removal.

Section B. Vacancies: A vacancy shall be declared in any office upon the death or disability of or upon receipt of written resignation from the person or upon removal of the person pursuant to Article VI, Section C. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. The Executive Board shall give schoolwide written notice of such election.

Section C. Removal: By two-thirds (2/3) vote (assuming a quorum) of those present at a meeting of the Executive Board, any officer or chairman may be removed from such position for failure to perform duties, misconduct or unethical behavior.

ARTICLE VII: DUTIES OF OFFICERS

Section A. The PRESIDENT shall:

1. Coordinate the work of the officers and committees of the PTO in order that the Purposes may be promoted;

2. Confirm that a quorum is present before conducting any business at any meeting of the PTO;

3. Preside at all PTO meetings;

4. Appoint chairmen of special committees, subject to approval of the Executive Board;

5. Be authorized to sign on bank accounts;
6. Call a meeting of the officers for the purpose of selecting standing committee chairmen;
7. Maintain a position of impartiality and therefore shall not vote on any question except in the case of a ballot vote; and
8. Be an ex-officio member of all committees except any nominating and audit committees.

Section B. ELEMENTARY SCHOOL VICE PRESIDENT shall:

1. Assist the president and carry out the president's duties in his or her absence.
2. Be authorized to sign on bank accounts.
3. Assist in coordinating needs and communications of elementary school grades, PTO membership, & administration.

Section C. MIDDLE SCHOOL VICE PRESIDENT shall:

1. Assist the president and carry out the president's duties in his or her absence.
2. Be authorized to sign on bank accounts.
3. Assist in coordinating needs and communications of middle school grades, PTO membership, & administration.

Section D. The SECRETARY shall:

1. Notify, in writing or by other acceptable means, all members of the Executive Board of their meetings and shall be responsible for notifying the membership of all general meetings of the organization;
2. Keep an accurate permanent record of all meetings of the PTO and of the Executive Board and shall prepare the minutes for reading at each meeting;
3. Act as a custodian of all minutes and materials pertinent to the PTO, except as designated under other officer duties; and
4. Be authorized to sign on bank accounts.

Section E. The TREASURER shall:

1. Have custody of all of the funds of the PTO;
2. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for a period of five years;
3. Make disbursements in accordance with the budget adopted by the PTO.
4. Be authorized to sign on bank accounts;
5. Appoint, subject to the approval of the Executive Board, an Assistant Treasurer who shall assist the Treasurer with banking matters and who shall be authorized to sign on bank accounts;

6. Present a financial statement at general meetings, Executive Board meetings, and at other times requested by the Executive Board or the PTO;
7. Make a full report at the last general meeting of the year;
8. Submit the books and financial records to the auditing committee as requested; and
9. Be responsible for the preparation and filing of any state or federal financial or tax filings.

Section F. The PARLIAMENTARIAN shall:

1. Maintain a current copy of the organization's bylaws and be responsible for any revisions undertaken by the organization;
2. Obtain a current copy of Robert's Rules of Order and ensure that one is present at every PTO meeting.

Section G. The HISTORIAN shall:

1. Document all events with written summaries and photographs.

Section H. The COMMUNITY FUNDRAISER shall:

1. Oversee community-focused fundraising activities and assist committee chairs with program organization, budgeting and continuity. In conjunction with corporate fundraising chair, evaluates overall effectiveness of PTO fundraising efforts and makes suggestions to the board for program improvements and the addition or removal of specific fundraising programs.

Section I. The CORPORATE FUNDRAISER shall:

1. Oversee corporate-focused fundraising activities and assists committee chairs with program organization, budgeting and continuity. In conjunction with community fundraising chair, evaluates overall effectiveness of PTO fundraising efforts and makes suggestions to the board for program improvements and the addition or removal of specific fundraising programs.

Section J. The FACULTY REPRESENTATIVES (3) shall:

1. Act as a liaisons between the PTO board and teaching faculty;
2. Report on board meetings to faculty and staff members and provide staff input or feedback on PTO matters.

Section K. CHINESE NEW YEAR EVENT DIRECTOR shall:

1. Setup planning committees early to start CNY event planning activities & fundraising activities.

2. Be liaison of CNY event committees to communicate with board & administration.
3. Assist in coordination & execution of CNY event plans.

Section L. GENERAL DUTIES OF ALL OFFICERS.

1. All officers shall maintain a notebook with information pertinent to the office and deliver to their successors this notebook and any other pertinent materials within 15 days following the date upon which their successors assume their duties;
2. All officers shall make best efforts to attend all regular and special meetings of the Executive Board and the PTO. Absence from three meetings will trigger a review of circumstances by the remainder of the board, at which time the board can choose whether to pursue removal from office pursuant to Article VI, Section C; and
3. All officers shall perform the duties outlined in these bylaws and those assigned from time to time.

ARTICLE VIII: MEMBERSHIP MEETINGS

Section A. There shall be a minimum of four (4) regular meetings of the PTO membership held during each school year. Budget meetings shall be held in conjunction with one regular meeting in the fall and with the final regular meeting in the spring. Time and date of the meetings shall be established by the Executive Board prior to the beginning of the school year. Five (5) days' notice shall be given if any change of date is needed for a regular meeting.

Section B. Special meetings of the PTO may be called by the President or by a majority of the Executive Board, at least forty-eight (48) hours' notice having been given.

Section C. Seventeen (17) members shall constitute a quorum for the transaction of business in any meeting of the PTO. Each member of the PTO shall have one (1) vote. If a quorum is met at any meeting, at least fifty one percent (51%) of the votes (unless otherwise specifically provided by these By-Laws) of those members present shall decide any matter submitted for vote.

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

Section A. Standing committees are those representing activities which are continuing in the program of the PTO. Such committees shall be created or abolished by the Executive Board as may be required. The President, subject to the approval of the Executive Board, shall appoint the chairmen of such committees. No committee work shall be undertaken without approval of the Executive Board.

Section B. Special committees shall be appointed as deemed necessary by the President and/or the Executive Board. The President, subject to the approval of the Executive Board, shall appoint chairmen to serve for a designated period of time.

ARTICLE X: FINANCIAL POLICIES

Section A. The fiscal year of this organization shall begin on July 1 and end on June 30.

Section B.

1. All PTO checks under \$25000 will have a single signatory either the Treasurer or the President as long as there is documentation of approval (physical or electronic) by two of the following PTO Board officers: Treasurer, President, Vice President or Secretary.

2. Electronic payment of expenses will be permitted so long as there is documentation of approval (physical or electronic) by two of the following PTO Board officers: Treasurer, President, Vice President or Secretary.

3. Documentation of Approval shall be archived & presented for review when necessary.

Section C. At the end of each school year, the Board shall leave a minimum checking account balance of \$2000.00 or 5% of the total net income as reflected on the June 30 closing statement (whichever is greater). This amount will be designated “carryover” and left in the treasury to cover initial PTO operating expenses in the following school year.

Section D. Any donations received, and not designated for a specific purpose, shall go to the general operating fund.

Section E. Budgets.

1. The Treasurer shall prepare the budgets. Two budgets will be prepared. First, an interim budget will be drafted prior to the last general meeting of the membership of the school year to cover financial transactions during the summer. Second, a budget for the entire fiscal year shall be drafted in the fall of each school year and presented for approval at the first general meeting of the membership of the school year.

2. The Treasurer shall present the proposed budget to the Executive Board for approval. After approval by the Executive Board the proposed budget will then be posted and made available at least seven (7) days prior to the date of the general meeting of the membership. Upon approval by the general membership, the approved budget shall be published and made available.

3. Upon approval of the budget, the Executive Board or a committee thereof shall be charged with assisting the Treasurer in tracking income and expenditures.

4. The Executive Board shall authorize the Treasurer to pay all bills incurred up to the amount approved for that category of expenditure in the budget. Non-budgeted expenses in excess of five hundred dollars (\$500) and up must be approved by a majority vote of the Executive Board.

ARTICLE XI: PARLIAMENTARY AUTHORITY

In the absence of provisions to the contrary, Robert's Rules of Order, Newly Revised, shall prevail.

ARTICLE XII: AMENDMENTS

Section A. These bylaws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote (assuming a quorum) of the members present, provided that notice of the proposed amendment shall have been given at the previous regular meeting or 30 days prior to the meeting at which the amendment is voted upon. A written copy of the proposed amendment(s) shall be made available for examination in the school office or on the school website during the period from the notification meeting until the meeting when the vote is taken.

Section B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization or by a two-thirds vote of the Executive Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ARTICLE XIII: ACTION WITHOUT A MEETING

Any action required or permitted to be taken pursuant to authorization voted at a meeting of the Board may be taken without a meeting if, prior to or subsequent to such action, all of the Board members consent thereto in writing or by e-mail, EXCEPT urgent expenditures totaling \$500 or less may be authorized by a two-thirds (2/3) majority of the board in writing or by email.

Adopted: June 28, 2012

Revised: May 30, 2016

Revised March 6, 2017