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BYLAWS OF THE MOUNTAIN VIEW MIDDLE SCHOOL PTO

ARTICLE I: NAME

The name of this association is the Mountain View Middle School Parent-Teacher Organization (PTO).

ARTICLE II: MISSION AND OBJECTIVES

Section 1. It is the mission of this organization to provide a forum for the cooperative efforts of parents, teachers, administration, and community to strengthen the learning environment for the benefit and welfare of our students.

Section 2. The objectives of this organization are:

- (a) To promote open, regular, and timely communications between home and school.
- (b) To support parents' integral role in student learning.
- (c) To provide a link to community resources for the mutual benefit of our students and community.

ARTICLE III: BASIC POLICIES

Section 1. The Mountain View Middle School PTO is dedicated to the promotion of public education, the Cumberland Valley School District, Mountain View Middle School, its students and staff.

Section 2. Through its volunteer efforts, the PTO shall work to assist the school and district staff in providing quality education for all children and provide input to the administration and/or school board on issues raised by parents, students or the administration.

Section 3. This organization shall be non-commercial, non-sectarian, and non-partisan. Neither the name of the PTO nor the name of its officers in their official capacities shall be used in connection with a commercial concern or with any partisan interest.

ARTICLE IV: AFFILIATIONS

This organization shall abide by the policies and procedures set forth by Cumberland Valley School District.

ARTICLE V: MEMBERSHIP

Any parent, guardian or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. As well as the Principal and any teacher employed at the school may be a member and have voting rights.

ARTICLE VI: EXECUTIVE BOARD OFFICERS AND THEIR ELECTION

Section 1. Officers. Membership of the PTO shall be vested in the Officers of this organization. The Officers of this organization shall be a President, two Vice-presidents, a Secretary and a Treasurer and shall constitute the Executive Board of this PTO.

Section 2. Compensation. The members of the Executive Board shall not receive compensation other than reasonable reimbursement of expenses as approved by the Board.

Section 3. Nominations and elections. The officers shall be elected at the last PTO general meeting of the school year. A majority vote of the members present shall constitute an election.

Section 4. Terms of Office. Officers shall serve for a term of one year, running from June 1 through May 31 of the following year. No officer shall be eligible to hold the same office for more than three consecutive terms unless another candidate cannot be found.

Section 5. Vacancies. A vacancy occurring in an Office of the Executive Board shall be filled by majority vote of the remaining officers.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. Member of PTO. Each officer of this PTO must be a member of this PTO. The officers of the PTO shall include a President, two Vice-Presidents, Secretary, and Treasurer. Exceptions to this rule may be granted in any specific year upon the approval of the current Executive Board.

The general duties of these offices are as follows:

President – The President shall preside over meetings of the PTO, serve as the primary contact for the Principal, represent the organization at meetings or select a designee, and coordinate the work of the committees so that the purpose of the organization is served.

Vice-President – The Vice President shall assist the President and carry out the President’s duties in his or her absence.

Vice-President of Communications – The Vice-President of Communications shall oversee all social media. In addition, the Vice-President of Communications will monitor and maintain all communications between the PTO and members of the Mountain View Middle School community. The Vice-President of Communications will be responsible for removing any inappropriate comments including but not limited to those involving political, religious, personal or controversial issues.

Secretary – The Secretary shall keep records of the organization, take minutes and assist the PTO in other ways as necessary.

Treasurer – The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the President, Principal, or a majority of the PTO Executive Board. The Treasurer will present a financial statement monthly and other records for review and audit as required by the Cumberland Valley School District. The Treasurer will also be required to prepare and submit the monthly treasurer’s report to the Cumberland Valley School District.

ARTICLE VIII: COMMITTEES

Section 1. Committees shall be created or dissolved by the PTO as recommended by the Executive Board. Committees may be created to promote the objectives and interests of the organization.

Section 2. The chairpersons of all committees shall work closely with the president and the principal or staff person involved with the committee, keeping them informed of their plans and activities.

Section 3. Committee chairpersons are encouraged to keep records of their committee to ensure a continuous and smooth year-to-year transition if someone else should assume their responsibilities.

Section 4. Committee chairpersons are responsible for giving monthly reports. Current Committees are as follows:

Box Top and Giant A+
Communication Committee
Fundraising
Hospitality
Summer Reading Challenge
Spirit Wear
Teacher Liaisons
8th Grade Field Trip

ARTICLE IX: MEETINGS

Regular meetings of the Executive Board and general membership shall be held 7 times during the year, at a time to be determined by the Executive Board at its final meeting of the prior year. Times may be adjusted throughout the current year if necessary. Special meetings may be called by the President or by a majority of the Executive Committee.

Notice of the meetings and other information about the PTO shall be posted on the school's web site, social media, and also distributed to parents by the Principal through other district communications.

ARTICLE X: FINANCES

Section 1: A tentative budget shall be drafted in the summer for the next school year and approved by a majority vote of the members present at the first general membership meeting.

Section 2: The treasurer shall keep accurate records of any disbursements, income, and bank account information.

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

Section 4: One authorized signature shall be required on each check or voucher. Authorized signers shall be the president and treasurer.

Section 5: The treasurer shall prepare a financial statement at the end of the year, to be audited by the incoming Treasurer and the President.

Section 6: All donations shall be used in a manner intended by the donor if so stated. Donations with no special or designated purpose shall be placed in the general fund to be used in such a way as to further the purpose of the PTO.

Section 7: Upon the 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 the school.

Section 8: The fiscal year shall be from July 1 through June 30.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern this organization in all cases to which they are not inconsistent with these bylaws and any special rules adopted by the organization.

ARTICLE XII: DISSOLUTION

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

ARTICLE XIII: AMENDMENTS

These bylaws may be amended at any regular or special meeting, provided that previous notice was given and an opportunity for discussion and additional amendment was provided. Amendments will be approved by a majority of those present at the meeting.

Adopted: May 31, 1979
Revised: February 11, 1987
Amended: October, 1990
Revised: February, 2011
Revised: July 12, 2017
Revised: September 19, 2019

