

**CARMEL MIDDLE SCHOOL  
PARENT TEACHER ORGANIZATION (PTO)  
BYLAWS**

Amended November 2014

**I. NAME**

This organization shall be named the CARMEL MIDDLE SCHOOL PARENT TEACHER ORGANIZATION (CMS PTO).

**II. PURPOSE**

The purpose of the CMS PTO is to encourage involvement in our student's education, provide support for school programs and strengthen the sense of community at Carmel Middle School.

**III. MEMBERSHIP**

- A. All parents or guardians of any child enrolled at Carmel Middle School and all members of the school staff shall be members of the PTO.
- B. All members are eligible to vote and to hold office.

**IV. ORGANIZATION**

The day-to-day operations of the PTO will be managed by the Executive Board who will report to the General Membership, and seek advice and consent from the General Membership at the monthly General Membership Meetings.

**A. General Membership Meetings**

- 1. General Membership Meetings shall be held monthly during the school year.
- 2. Special General Membership Meetings shall occur at least twice a year. The fall Special General Membership Meeting is for the purpose of introducing officers, reviewing the calendar of events, and other PTO matters. The spring Special General Membership Meeting is for the purpose of electing officers and approving the budget for the following year. A special General Membership Meeting may be held prior to the start of the school year.
- 3. At all meetings, votes will be by voice, each member present having one vote.
- 4. A matter of significance may not be brought to a vote at a meeting where it is first presented, unless the President or Executive Board has placed it on the agenda. Such matters of significance may be discussed and shall be put on the agenda for the following meeting.

5. Minutes shall be approved by the Executive Board in a timely manner, and then posted on website for the general membership.

**B. Executive Board Officers**

1. The Executive Board shall consist of 6 officers: President, Vice President, Secretary, Treasurer, Director of Communications, and Principal.
2. Other Officers: Grade Level Parent Representatives, Serve-a-Thon Coordinator, Hospitality Coordinator, Habitat Coordinator, Escrip Coordinator, Dance Coordinator, Web Page Coordinator, Sports Booster Coordinator and Teacher Appreciation Coordinator.

**C. Executive Board Officers Duties**

1. The President shall preside at all General Membership and Executive Board Meetings. Subject to ratification by the Executive Board, the President shall appoint special officers and chairs of ad hoc committees.
2. The Vice President shall assist the President and shall perform all duties of the President in his/her absence. The Vice-President shall chair the Nominating Committee as well as Co-Chair Ways and Means with the Treasurer.
3. The Secretary shall keep a summary record of items discussed and actions taken of all Executive Board and General Membership Meetings. The Secretary shall electronically distribute minutes of the Executive Board and General Membership meetings to the Executive Board within one week following any meeting.
4. The Treasurer shall collect all monies belonging to the CMS PTO and shall deposit the same in a bank under the name of the CMS PTO. The Treasurer shall pay all bills and prepare financial statements. The Treasurer co-chairs the Ways and Means committee with the Vice President.
5. The Director of Communications shall be responsible for recruiting and organizing volunteers for PTO events and school-wide areas of service; communicate to parents via email and manage all events through Sign Up Genius; assist the Habitat with recruitment of parent volunteers for culinary programs associated with CMS language learning classes; provide updated information to web page coordinator; advertise and promote school wide events through social media.
6. The Principal shall represent the interest of the whole school and of the district. The Principal shall be an ex officio member of all committees.
7. MEarth Representative shall act as liason between MEarth and the PTO Executive Board. MEarth Representative shall be an ex officio member of all committees.

**D. Terms of Office, Elections, Vacancies, and Appointments**

1. Officers shall be elected each spring at the Special General Membership Meeting. The terms of office shall be July 1 through June 30.
2. Other Officers may serve more than two consecutive years.
3. Vacancies occurring during the school year may be filled by appointment of the Executive Board.
4. Officers who miss more than three consecutive meetings without prior notice may be replaced by two-thirds of the majority of the Executive Board Members present at a regular monthly Executive Board Meeting.
5. The President shall set a meeting of the old and new Executive Board and other officers at the conclusion of each school year to acquaint new officers with their responsibilities, and develop a tentative calendar of events for the following school year.

**E. Executive Board Meetings**

1. The Executive Board shall meet the 1<sup>st</sup> Wednesday of every month.
2. Decisions will be made by consensus. However, if a vote is taken, each member of the Executive Board shall have one vote with majority rule.
3. Executive Board Meetings are open to the General Membership. However, making motions and voting is reserved to Executive Board members.
4. The President will call special meetings and make exceptions to the regular meeting dates.
5. Executive Board Meetings and voting may take place electronically (by email or other means) or by telephone.
6. Any officer absent from an Executive Board Meeting shall advise the President of any pending business or submit a report in advance of that meeting.
7. A report of all decisions of the Executive Board will be made at the following General Membership Meeting.
8. One or more Grade Level Representatives should attend monthly PTO meetings.

**F. Other Officers**

1. **Grade Level Representatives** (6<sup>th</sup> and 7<sup>th</sup>) shall be responsible for coordinating three main events. The 8<sup>th</sup> grade representatives are responsible for the same and two others outlined below.
  - A. Honors Breakfast – Providing and serving breakfast for the honor roll students and their families.
  - B. Honors Lunch – Coordinating and serving a taco lunch for the honor roll students and their families
  - C. End of the year Parties – Coordinating the end of the year party for your student’s class. The 6<sup>th</sup> grade class party is held at CMS and the 7<sup>th</sup> grade party is held at the Carmel Valley Community Park and Pool. The 8<sup>th</sup> grade takes a field trip to Great America. No help from the representatives is required for the Great America trip. The 8<sup>th</sup> grade

- representatives are also responsible for the end of the year brunch and the 8<sup>th</sup> grade dance held at the Carmel Valley Youth Center.
2. **Serve-a-Thon Coordinator** shall be responsible for organizing PTO's largest fundraiser of the school year. Taking place in the fall, students recruit sponsors and raise funds to support special project and events at CMS. Coordinator will organize award prizes and community service projects for the students.
  3. **Hospitality Coordinator** shall be responsible for organizing the fall Welcome Back BBQ and the spring Open House Chili Feed following all guidelines for hosting these events.
  4. **Habitat Coordinator** is represented by MEarth and attends monthly PTO meetings. She acts as liaison between PTO and the Habitat. PTO Communications Director assists Habitat Coordinator in recruiting volunteers for culinary, outdoor gardening and eco-literacy programs.
  5. **Escrip Coordinator** solicits participants for the Escrip program; publicizes the program and coordinates efforts to recruit participants; provides information to PTO regarding supporter signups, revenues earned and deposits received.
  6. **Dance Coordinator** is responsible for organizing the Winter Dance including theme, decorations, gym set up, and refreshments.
  7. **Web Page Coordinator** is responsible for managing, updating and editing the content of the PTO web pages. The website is linked through the CMS school website and includes information such as monthly events, photos, Board Members, By-Laws, and meeting minutes.
  8. **Sports Booster Coordinator** assists Athletic Coordinator in purchasing and selling of food items for the home games. Sports Coordinator also recruits volunteers to work the door, food table and scorekeeping.
  9. **Teacher Appreciation Coordinator** organizes theme lunches for the teachers throughout the school year. Coordinator recruits parent volunteers to provide food and refreshments for potluck lunches and manages all set up, clean up and food preparation.

## **V. COMMITTEES**

- A. The Executive Board may establish and dissolve other ad hoc committees from time to time as circumstances warrant.
- B. Other officers and chairs may establish committees to help with their specific duties.
- C. Each PTO Officer and Committee Chair shall keep a current notebook of their yearly activities to serve as a guideline for the incoming officers.

## **VI. USE OF FUNDS AND BUDGETING**

- A. All funds of the CMS PTO shall be spent only for purposes clearly benefiting Carmel Middle School students. The property of the CMS PTO is irrevocably dedicated to charitable purposes and no part of the net income or assets of the CMS PTO shall be used to benefit any director, officer or member or to benefit any private persons.
- B. The signature of the Treasurer, Vice-President or the President shall be required on all checks drawn against the account. Two signatures shall be required on all checks. The Treasurer shall pay all bills upon the approval of the Executive Board and shall maintain itemized statements of all receipts and disbursements in a permanent record. The Treasurer shall prepare a financial statement for each monthly meeting, giving expenditures, present balance, profits and proposed expenditures and prepare a public financial statement of expenditures each year. The Treasurer is responsible for filing all required tax reports.
- C. The Ways and Means Committee shall prepare a budget proposal to present to the Executive Board at the May meeting. The Executive Board will approve the budget for ratification by the General Membership at the Spring General Membership Meeting.
- D. The Ways and Means Committee shall solicit from the faculty and staff, requests for funds from the Materials Equipment and Supplies Budget (The Wish List), at least twice each year (funds permitting). The list of requests shall be prioritized by the faculty and reviewed by the Ways and Means Committee prior to submittal to the Executive Board and General Membership for approval.
- E. From time to time the Executive Board may withdraw proceeds from the Carmel Middle School PTO Certificate of Deposit for any special purpose or to augment the general budget.
- F. Financial Records shall be preserved for at least five years, or as required by law.

## **VII. PUBLICATIONS AND DISTRIBUTION OF INFORMATION**

All material distributed by the PTO to the General Membership shall be reviewed by the PTO President and the Principal, or Principal's Secretary prior to distribution.

## **VIII. RULES OF ORDER**

The rules contained in Robert's Rules of Parliamentary Law and Procedure shall govern the proceedings in all cases not covered by these By-Laws.

## **IX. POLITICAL LIMITATIONS**

No substantial part of the activities of this organization shall consist of carrying propaganda or otherwise attempting to influence legislation. The organization shall

not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office. This does not preclude such activities as hosting an impartial forum for candidates for the Carmel Unified School District School Board, or supporting local measures for the benefit of the district.

## **X. DISSOLUTION**

Upon dissolution of the organization, its assets remaining, after payment, or provision for payment of all debts and liabilities of this organization, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501c (3) of the Internal Revenue Code.

## **XI. AMENDMENTS**

- A. These By-Laws may be amended by an affirmative vote of not less than: (1) Two-thirds of the Executive Board Members, provided a quorum is present; and (2) A simple majority of members present at a General Membership Meeting.
- B. A copy of the proposed changes must be advertised at least two weeks prior to the vote by a posting of the proposed changes on the Carmel Middle School PTO Webpage.
- C. By-Laws to be updated annually if necessary.

## **EXECUTIVE BOARD MEMBERS (2014-2015)**

Lisa Morgan / Murial Lin  
Presidents  
Morgane McNally  
Vice-President  
Heidi Short  
Secretary  
Kristen Hunter / Stacy Meheen  
Treasurers  
Michele Lauren  
Director of Communications  
Ken Griest  
Principal

Date: 11/13/2014

