

**Magothy River Middle School**  
**Parent Teacher Student Organization**

Bylaws

Approved: September 2019

**BYLAWS OF THE MAGOTHY RIVER MIDDLE SCHOOL  
PARENT-TEACHER-STUDENT ORGANIZATION**

**ARTICLE I  
NAME**

The name of the organization is the Magothy River Middle School Parent-Teacher-Student Organization (the PTSO or the Organization), located at 241 Peninsula Farm Rd., Arnold, MD 21012.

**ARTICLE II  
ARTICLES OF ORGANIZATION**

The Organization exists as an unincorporated organization of its members. Its Articles of Organization comprise these Bylaws as from time to time amended, and its Articles of Organization, if any. In the event of any conflict between these Bylaws and the Articles of Organization, these Bylaws shall govern.

**ARTICLE III  
PURPOSE**

The objectives of the organization are:

- a. To promote the welfare of children and youth in home, school and community.
- b. To secure adequate laws for the care and protection of children and youth.
- c. To bring into close relation the home and school, so that educators and parents may cooperate in the education of children and youth.
- d. To develop between educators and the community united efforts that will secure for all children and youth the highest advantage of physical, mental and social education.

**ARTICLE IV  
BASIC POLICIES**

The following are basic policies of this organization:

- a. The organization shall be non-commercial, non-sectarian and non-partisan.

b. The name of the Organization and the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the Objectives of the Organization.

c. The Organization shall not directly or indirectly participate or intervene (including the publishing or distributing of statements) in any political campaign on behalf of or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

d. The Organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

e. The organization may cooperate with other organizations and agencies concerned with child welfare. Such cooperation must enhance the overall goals of the PTSO. Persons representing the Organization in such matters shall make no commitments that bind the Organization.

f. In the event of the dissolution of the Organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as shall be amended from time to time.

## **ARTICLE V MEMBERSHIP AND DUES**

### ***Section 1.***

Membership in the PTSO shall be made available without regard to race, color, creed or national origin, under such rules as may be prescribed under the Bylaws. Membership is open to any interested adult or student with an affiliation with Magothy River Middle School.

### ***Section 2.***

The Organization shall conduct an annual enrollment of members, but persons may be admitted to the membership at any time.

### ***Section 3.***

Only members shall be eligible to participate in PTSO business meetings or to serve in elective offices or appointed positions.

*Section 4.*

Membership dues are \$10.00 annually, regardless of individual or family based membership. These dues can be raised with approval of 2/3 of the Organization. The amount of the dues shall be approved by a majority vote at the last Executive Committee meeting of the previous school year. Upon Treasurer's receipt of dues, a person is considered a member for that school year. Dues shall not be prorated.

**ARTICLE VI  
OFFICERS**

*Section 1. Composition*

The officers of this Organization shall consist of President, Vice President for Communication, Vice President for Fundraising, Secretary, and Treasurer. An individual must be the parent or legal guardian of a currently enrolled student of Magothy River Middle School to be eligible for an officer position.

*Section 2. Duties*

a. PRESIDENT

The President shall preside at all regular membership meetings of the organization and of the Executive Committee; shall set the agenda for the meeting; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or Executive Committee; shall be an ex officio member of all committees; shall coordinate the work of the officers and committees of the organization; and shall be the primary liaison to the school administration, staff and Board of Education for the purposes of communicating Organization business. The President shall chair no more than one PTSO committee or subcommittee.

b. VICE PRESIDENT for FUNDRAISING

The Vice President for Fundraising shall act as an aide to the President. In the absence or inability of the President to perform, the Vice President for Fundraising shall perform those duties. The Vice President of Fundraising shall help to recruit committee chairs for all fundraising programs whose primary focus is to raise funds for the benefit of the Organization. Such fundraisers may include but are not limited to: Box Tops, Restaurant Nights, Amazon Smile, Marlin Night, & Direct Donation drives. The Vice President for Fundraising will communicate with the committee chairs and liaise with the PTSO concerning all such activities conducted on school premises; shall be an ex officio member of all fundraising committees; must not chair a committee that falls under his/her jurisdiction.

c. VICE PRESIDENT for COMMUNICATION

The Vice President of Communication shall maintain communication for the Organization; shall oversee the PTSO pages on Facebook & Instagram, and is responsible, along with other Officers, for managing sensible use of social media. Bullying, name-calling and negativity will not be tolerated, and any member who participates in such activities on the organization's social media apparatus will be removed from the group and stripped of their membership for the remainder of the school year. The Vice President for Communication will liaise with the Webmaster to ensure updates are made to the PTSO website; shall coordinate and distribute online any Sign-Up Genius needed by the school (i.e. Marlin Market, Book Fair) and shall coordinate and submit any PTSO information needed in the Parent Weekly Update sent out by administration.

d. SECRETARY

The Secretary shall record and maintain minutes of the PTSO meetings and Executive Committee meetings; shall maintain a spreadsheet of paid memberships, and bring the spreadsheet to PTSO meetings for sign-in.

In such an event that the Secretary is unable to perform the duties of his/her office, those duties shall become the obligation of the Vice President for Communication and vice versa.

e. TREASURER

The Treasurer shall have custody of all funds of the organization; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the Organization, the Executive Committee or by a special committee. The Treasurer shall present a financial bank statement or updated Treasurer's report at every general PTSO meeting and make a full report at the first & final meetings of each school year. The Treasurer will be responsible for the maintenance of books and accounts.

The Treasurer and President are authorized to sign checks. The Treasurer must sign all checks and any check in excess of \$1,000.00 must be co-signed by the President. Blank checks must never be signed by any officer. If the Treasurer needs to be reimbursed, the check must be signed by the President. All bank transactions must be done by check, online, and cash deposits. Deposits must be counted by two people including but not limited to the committee chair and the Vice President of the designated area or other designee, prior to submission to the Treasurer. All deposits must be accompanied by a committee deposit form.

The Treasurer's accounts shall be reviewed annually by an auditor or a review committee of not more than three members. The reviewer(s) must have an accounting background and shall be selected by the Executive Committee before the final meeting of the school year. Executive Committee Members may not be reviewers. The review must be conducted between the end of the fiscal year (July 1) and the first day of the new school year. Satisfied that the books are correct, the reviewer(s) shall sign a statement of that fact. The Treasurer, or other appointed Officer, must file online the 990-N (e postcard) for the IRS on or before November 15<sup>th</sup> of the school year. The Treasurer will have the authority to contract with federally insured banks and/or savings institutions for obtaining necessary checking and savings accounts and maintaining charitable status.

### ***Section 3. Election & Terms***

No Officer shall serve more than two consecutive two-year terms in the same position. It is suggested that one half of the Executive Committee and the Secretary be elected in even years; and one half of the Executive Committee and the Treasurer be elected in odd years.

Prior to holding the office of President, a member should have been in attendance at several meetings in the previous year.

Elections shall be held annually at the final meeting of the school year to fill the officer positions open due to expiration of the two-year terms or due to resignations.

### ***Section 4. Vacancies***

A vacancy occurring in any office shall be filled by a member elected by majority vote of members during a PTSO meeting. This vote shall occur at the PTSO meeting immediately following notice of the vacancy. In case the vacancy is the office of President, the Vice President for Fundraising shall succeed for the remainder of that term. This provision does not impact regularly scheduled elections under Article Six, Section One.

### ***Section 5. Resignation***

All officers shall perform the duties outlined in these bylaws and those accepted from time to time. Upon expiration of the two-year term of office or in the case of resignation, each officer shall, without delay, turn materials over to the President, including all records, books and materials pertaining to the office, and shall return to the Treasurer all funds pertaining to that office. Resignation from the Executive Committee must be in writing and received by the President and the Secretary.

### ***Section 6. Removal***

An Officer may be removed from her position upon the request of the President and with reasonable notice to the Executive Committee and to the Officer proposed to be removed for good cause, including without limitation: failure to perform reasonable duties of the position; substantial violation of the Bylaws or Articles of Organization; conduct detrimental to the interest of the PTSO or its reputation; or refusal to render reasonable assistance in carrying out the PTSO's purposes. The Officer proposed to be removed shall be afforded an opportunity to be heard. A two-thirds vote of the Executive Committee shall be required.

The President may be removed from office upon the request of three Officers and with reasonable notice to the Executive Committee and the President for good cause, including without limitation: failure to perform reasonable duties of the position; substantial violation of the Bylaws or Articles of Organization; conduct detrimental to the interest of the PTSO or its reputation; or refusal to render

reasonable assistance in carrying out the PTSO's purposes. The President shall be afforded an opportunity to be heard. A two-thirds vote of the Executive Board shall be required.

## **ARTICLE VII EXECUTIVE COMMITTEE**

### ***Section 1.***

- a. The Executive Committee shall consist of the Officers of the organization and the principal of the school or the principal's appointed representative.
- b. The Vice President for Communication shall serve as parliamentarian.
- c. While the principal will be consulted for school wants/needs at the beginning of each school year, it is ultimately the Officers who will decide where and how PTSO funds will be disbursed. If the principal has a need that arises during the school year, s/he should make a formal written request to the Executive Committee indicating how the money will be used and how it will benefit the students. All requests will be handled at the discretion of the Executive Committee.
- d. Any request for funds or PTSO sponsorship of a new activity must be presented to the Executive Committee at a PTSO meeting. The Executive Committee has 7 days after the meeting to respond to the request.

### ***Section 2.***

The duties of the Executive Committee shall be to: transact necessary business between meetings, to create standing and special committees, to approve the plans of such committees, to present a report at regular meetings, to select an auditor/reviewers, to prepare and submit the annual budget, and to approve payment of bills.

### ***Section 3.***

Regular meetings of the Executive Committee shall be held during the year, times to be set at the first meeting of the Executive Committee. The first meeting of the Executive Committee shall occur prior to the first day of school. A majority of Executive Committee members shall constitute a quorum. Special meetings may be called by the President or by a majority of the Executive Committee members. Only Executive Committee members will vote at open meetings. Open meetings are defined as Executive Committee meetings, which PTSO members can attend but at which PTSO members may not vote, aside from the Executive Committee.

***Section 4.***

Each member of the Executive Committee shall sign the bylaws at the beginning of their two-year term acknowledging an understanding of the bylaws and their own officer position. The signature sheet should be submitted to the Secretary.

***Section 5.***

If there is an item that requires an Executive Committee vote, such as a request for a new PTSO-sponsored activity or a request for receipt or allocation of money, the Executive Committee will have a closed-door meeting immediately following the PTSO meeting to discuss and vote. An item passes with a two-thirds majority. The Executive Committee may not vote unless there is a quorum, which is defined three out of the five Officers in attendance.

**ARTICLE VIII  
MEETINGS**

***Section 1.***

There will be at least five PTSO meetings during the school year. Dates of meetings will be determined by the Executive Committee. Notice shall be given at least ten days prior to the meeting. Officers shall make every effort to attend each meeting.

***Section 2.***

Special meetings of the PTSO may be called by the President or Executive Committee, upon two-thirds vote by the Executive Committee. Adequate prior notice is to be given.

***Section 3.***

The elective meeting shall be the final meeting of the school year, which normally occurs in May.

***Section 4.***

Except for the provisions of Article Thirteen, motions and election results shall be determined by the majority of PTSO members present. Each member receives one vote.

## **ARTICLE IX COMMITTEES**

### ***Section 1.***

The Executive Committee may create a standing or special committee as it deems necessary to promote the work of the Organization. The term of each chairman shall be one year and end at the end of the school year. Only members as defined in Article Five may serve in any appointed position.

### ***Section 2.***

Each Committee chair shall present a plan of work to the Executive Committee for approval.

### ***Section 3.***

A handbook of duties shall be available for each chairperson. All standing or special committees may have more than one chairperson.

### ***Section 4.***

The President shall be an ex officio member of all Committees. The President shall chair no more than one PTSO committee. The Vice President for Fundraising shall be an ex officio member of all Fundraising Committees. The Vice President of Fundraising shall not chair any committee that falls under his/her jurisdiction.

## **ARTICLE X FISCAL YEAR**

The fiscal year of the organization shall begin on July 1 and end on June 30.

**ARTICLE XI  
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws and the articles of incorporation, or the Nonprofit Corporation Act under which the organization may be incorporated.

**ARTICLE XII  
AMENDMENTS**

*Section 1.*

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present, provided the proposed amendment(s) was given at least four weeks prior to the meeting at which the amendment vote is to occur.

*Section 2.*

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

I, the undersigned, at the appointment of my term, hereby understand and agree to the bylaws as outlined in this document.

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Name & Board Position

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Date

Magothy River Middle School Parent-Teacher-Student Organization

Annual Financial Statement Review

On the date listed below, the financial records of the Magothy River Middle School Parent-Teacher-Student Organization were reviewed. To the best of my knowledge, these records are correct for the fiscal year \_\_\_\_\_. Reviewer(s) will not be held responsible for any discrepancies found.

DATE: \_\_\_\_\_

The following discrepancies were found and will be reviewed by the Executive Committee:

\_\_\_\_\_  
Signature                                      Signature                                      Signature

\_\_\_\_\_  
Printed Name                                      Printed Name                                      Printed Name