

DeForest Middle School (DMS)Parent-Teacher Organization Bylaws

Please submit feedback using: <https://www.surveymonkey.com/s/LHSHSLV>

Any individual who has a child attending DMS or is a staff member of DMS is a member of the DMS PTO. These members are eligible to participate in meetings to to service in any of its elected or appointed positions.

Overall Purpose

- Provide support to DeForest Middle School & staff
- The PTO will help to strengthen the community of DeForest Middle School families & staff
- Offer opportunities for enhancement of the school, enrichment for students, and fun events for students through fundraising efforts

Executive Committee Purpose

- Budget oversight
- Committee oversight
- Communication forum
- Decision making

The Executive Committee of the DMS PTO is made up of:

- President
- Vice President
- Secretary
- Treasurer

Executive Committee Roles

President

- Presiding over all PTO meetings.
- Acting as the liaison to all the principals, the community, & other school clubs.
- Making presentations at 4th grade Parent night.
- Maintaining the school year calendar.
- Co-signing on the PTO checking account with school administration.

Vice President

- Acting as liaison between committee chairs. This may include being responsible for overseeing communication events or concerns of certain committees.
- Will connect with committee chairpersons as needed and not less than annually to determine any committee chairperson changes.

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Secretary

- Keeping and sharing minutes of meetings.
- Handling all correspondence including, but not limited to thank you notes, forms, lists and research.
- Maintain the historical binder of past meetings including:
 - Meeting minutes
 - Treasurer's reports
 - Event recap reports turned in by chairperson's at the conclusion of their events. These will be available to the future chairpersons

Treasurer

- Maintaining the PTO web site
- Receiving all monies, making deposits and authorized disbursements
- Keeping accurate accounts of the funds and presenting a statement of account upon request of the Executive Committee
- Preparing the annual financial report
- Co-signing on the PTO checking account with school administration

Executive Committee Policies

- Background checks must be on file with DASD for all members of the Executive Committee
- All checks require 2 signatures; 1 of a board member and 1 of a school administrator.

Communication

- No officers or other member of this organization may independently make commitments of time or resources of the organization unless specifically authorized to do so by the organization.
- The Executive Committee will communicate electronically

Meetings

- Agendas are co-created by board members with school administration.
- The Executive Committee will meet prior to each general membership meeting.

Nominations

- Electronic nominations for Officers' positions will be taken from April until 1 week after the 4th grade parent meeting.
- Only those who have consented to serve shall be eligible for nomination
- Electronic voting will then occur by the general membership within the next week
- Officers will be notified and announced by the last day of school
- The new officers shall work with the outgoing officers during the remainder of June to assure smooth transition.

- The term of office shall be two years; with no limit to the number of consecutive terms an officer may serve. President & Secretary will be up for election on even years, Vice President & Treasurer on odd years.

- All vacancies occurring within the Executive Committee shall be filled as determined by the committee.
- The Executive Committee may vote to remove an officer due to failure to perform his or her duties after fair notice of expectations in regards to performance. The Officer will be removed immediately in the instance of criminal-like behavior.

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Bylaws

- These policies will go into effect upon board & principal approval of the bylaws. The nomination process will begin in the 2014-15 school year with all other policies beginning the date of approval.
- Any DMS PTO member may submit an amendment to the bylaws in writing one week prior to a DMS PTO meeting. Voting is required to make any changes. A quorum of 5 must be present to vote. A majority is required for the amendment to be accepted. All approved amendments shall become effective immediately and recorded by the Secretary.

These bylaws were adopted on [insert date]: _____

Amended on [date]:

April 2014