

URBANDALE MIDDLE SCHOOL PARENT-TEACHER ORGANIZATION BYLAWS

ARTICLE I: NAME

The name of this organization is the Urbandale Middle School Parent-Teacher Organization, UMS PTO. It is a local organization without official affiliation to any other organization.

ARTICLE II: ARTICLES OF ORGANIZATION

The Urbandale Middle School PTO exists as an unincorporated organization of its members. Its “Articles of Organization” comprise these bylaws and any amendments hereto.

ARTICLE III: MISSION STATEMENT

The mission of the Urbandale Middle School PTO is to support the families, students and staff of Urbandale Middle School through enrichment programs and activities that promote the six pillars of character as adopted by the Urbandale Community School District, “UCSD.”

ARTICLE IV: OBJECTIVES

The objectives of Urbandale Middle School PTO are as follows:

1. To develop a united effort between teachers, parents, and the general public in order to secure for every child the highest advantages in physical, intellectual, social, and emotional development.
2. To provide activities that will enhance community living, school spirit, and the school curriculum.
3. To fulfill equipment and resources needs of the UMS staff, in order to maximize the quality of instruction they are able to provide.

The objectives of Urbandale Middle School PTO are directed towards the parents, teachers and community members associated with Urbandale Middle School. These objectives are achieved through conferences, committees, and projects, activities and programs that are governed and qualified by the basic policies set forth in Article V.

Urbandale Middle School PTO is organized exclusively for educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE V: BASIC POLICIES

The following are the Basic Policies of Urbandale Middle School PTO:

1. This Organization shall cooperate with the UCSD and support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control its policies.
2. Urbandale Middle School PTO shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
3. The name Urbandale Middle School PTO or names of any member in an official capacity of the Urbandale Middle School PTO shall not be used in any connection with any commercial concern for any purpose not related to the objectives of the Urbandale Middle School PTO.
4. Persons representing the Urbandale Middle School PTO may, with the approval of the Executive Committee, cooperate with any organization for the betterment of the objectives of the Urbandale Middle School PTO.
5. In the event of the dissolution of the Urbandale Middle School PTO, after paying or adequately providing for the debts and obligations of the Urbandale Middle School PTO, the remaining assets shall be turned over to the Urbandale Middle School Activities account as long as there is no conflict with any regulations, or it shall be distributed to UCSD within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code for educational purposes within UCSD.
6. Monthly meetings will be conducted using Robert's Rules of Order. A majority vote is required for all motions.

ARTICLE VI: MEMBERSHIP

Membership in the Urbandale Middle School PTO is open to any individual who is a parent or legal guardian of an Urbandale Middle School student, a community servant active within the UCSD, an active participant in the life of an Urbandale Middle School student, or a member of the Urbandale Middle School professional staff. Members shall support the objectives and basic policies of the Urbandale Middle School PTO as set forth in these bylaws.

ARTICLE VII: OFFICERS AND ELECTIONS

Officers and Terms

Officers of the Urbandale Middle School PTO shall be the parent or legal guardian of an Urbandale Middle School student. Officers of the Urbandale Middle School PTO shall consist of co-president(s), co-treasurers and secretary(s). Officers will assume official duties on June 1 and shall serve for two years. One new co-president and one new co-treasurer shall be elected each year.

Elections and Vacancies

Any qualified or interested individuals should express interest by April 1st to be included on the ballot. Elections shall take place in May of each year; officers will be elected by a majority vote. In the event a vacancy occurs in the office of a presidency, the secretary will fill the vacancy and a new secretary shall be appointed by the Executive Committee. In the event a vacancy occurs in the office of secretary or co-treasurer, the Executive Committee will appoint someone to the position until the next regular election.

Committee Chairs

Committee chairpersons of the Urbandale Middle School PTO shall be appointed by the Executive Committee. In the event no one volunteers for a position, current officers will seek qualified individuals.

ARTICLE VIII: OFFICER DUTIES

The co-presidents shall preside at the meetings of this Organization and of the Executive Committee; shall perform such duties as may be prescribed in these bylaws, and shall coordinate the work of the officers and committees in order to promote the objectives of this Organization.

The secretary shall record minutes of all regular meetings and executive session of the board as needed, act as co-president in absence of one of the presidents, and also perform other duties as assigned by the co-presidents.

The co-treasurers or Urbandale Middle School Principal shall have temporary custody of all the funds of the Organization and account for all receipts and expenditures. Cash boxes must be counted/tallied by two PTO members, and a receipt co-signed before returning money to the temporary custodian. Three members of the Organization who will be appointed by the elected officers in conjunction with the principal will audit the treasury account periodically. Urbandale Schools District Office will conduct an annual audit and oversee all funds in the activity account.

All officers shall perform the duties as described above; shall oversee committee chairpersons as assigned by the president; and will deliver to their successor all official material following their expired term of office.

ARTICLE IX: EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elected officers and the principal of the school. The main duties of this committee are as follows:

1. Transact necessary business in the intervals between Organization meetings.
2. Appoint committees for the period of one school year.
3. Appoint audits of the Treasurer's report as needed.
4. Approve teacher or school requests under \$500, if timing or immediate need prevents going through the standard teacher request process in January/February.
5. Determine an annual budget, to be voted on by PTO members.
6. Make necessary purchases up to \$100 with the approval of at least one other executive committee member. These purchases then must be announced at the next Organization meeting.

ARTICLE X: MEETINGS

Regular Organization meetings will be held approximately every other month throughout the school year.

ARTICLE XI: AMENDMENTS

Revisions to these bylaws may be adopted by majority vote after consideration during a minimum of two meetings. The following must occur before proposed bylaws can be adopted:

1. Executive Committee shall notify Urbandale Middle School PTO members of its intention to draft new or revised bylaws.
2. Proposed bylaws shall be read and discussed at a subsequent meeting.
3. Proposed bylaws shall be publicized to parents via e-mail, flier, or other standard communication method.
4. Final draft shall be presented at the next monthly meeting. Discussion over the revisions must be resolved before putting revisions to vote.

The articles set forth are true, correct and complete and were adopted on:

Approved: _____

President: _____

Date: _____

Treasurer: _____

Date: _____