

# Orville Wright PTO By-Laws

Deleted: Booster Club

## Article I Name

The name of this organization is the Orville Wright PTO located at 6550 W. 80<sup>th</sup> Street, Los Angeles, California, 90045, hereafter referred to as the "PTO" (Parent Teacher Organization). The PTO is a non-profit, public benefit corporation under Section 23701d of the State of California, Revenue & Taxation Code and the Federal Internal Revenue Code 501(c)(3)

Deleted: Booster Club, Club (DBA, Orville Wright PTO)

## Article II General Purpose

The purpose of the PTO is to promote and support the student educational experience at Orville Wright Middle School (OWMS), develop a closer connection between school and home by encouraging parent involvement, and improve the environment at OWMS through volunteer and financial support,

### Section 1

The PTO will operate for the charitable and educational support of OWMS. This objective will be achieved through parent, teacher, staff and community involvement in enhancing the education and development of the children of OWMS through fundraising and volunteerism.

- a. An annual allocation of not less than \$3,000 will be established in the PTO annual budget to pay for programs and events to recognize and enhance performance, behavior and well being of students.

### Section 2

No substantial part of the activities shall consist of carrying on propaganda, or otherwise attempting to influence legislation. The PTO will not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidates for public office.

## Article III Membership

Membership in the PTO is open to all parents, school personnel, alumni and community members interested in achieving educational success for the students attending OWMS. Membership criteria and dues shall be set in policy by the Board of Directors.

## Article IV Board of Directors

The composition and powers of the Board of Directors, hereafter referred to as "Board", shall be as follows:

## Section 1      Composition

The Board shall be composed of not less than five (5) members. Any position may be occupied by more than one individual with the exception of President, Executive Vice-President, Secretary, Treasurer, and the ex-officio positions. The positions shall be:

- President
- Executive Vice President
- Secretary
- Treasurer
- 1<sup>st</sup> Vice-President-membership
- 2<sup>nd</sup> Vice President-communications/school liaison
- 3<sup>rd</sup> Vice President-volunteer coordinator
- Immediate Past President (ex-officio)
- Principal (ex-officio)
- Chairperson ( or designee) School Governance (ex-officio)
- Teacher Representative (ex-officio)
- Parliamentarian (Presidential appointee)

## Section 2      Authority

The Board of Directors shall have the authority to conduct the routine business of the PTO on an ongoing basis for the purpose set forth in Article II of these By-Laws. The Board shall set the policy for the PTO including but not limited setting membership criteria and dues and the Board may appoint task group members or committees.. A quorum for the Board shall be five (5) voting members.

## Section 3      Parliamentarian

The President shall have the authority to appoint a Parliamentarian from the membership at large to serve as a member of the Board with the primary responsibility to assure meetings are conducted according to the parameters established in the By-Laws or by accepted parliamentary procedure. The Parliamentarian shall also preside over the election of officers. The Parliamentarian shall have the right to attend and participate in all Board and/or general membership meetings and shall have the right to vote at Board meetings. The term of office shall be one year or less, which ever occurs first, beginning from the date of appointment through the end of the appointing President's term.

## Article V      Meetings

The general membership meetings shall be held semi-annually during the academic year. Special general membership meetings may be called by the Board as necessary. The Board shall meet at least bi-monthly and may call interim meetings as needed.

#### Article VI Election of Officers

- A. Elected Offices: The elected officer positions of the Board shall include:
- President
  - Executive Vice President
  - Secretary
  - Treasurer
  - 1<sup>st</sup> Vice President-membership
  - 2<sup>nd</sup> Vice-President-communications/school liaison
  - 3<sup>rd</sup> Vice-President-volunteer coordinator
- B. Election Date: The election of officers shall occur prior to the last day of the school year.
- C. Nominations: The Board shall select three members from the general membership to serve on the Nominating Committee. No member of the Nominating Committee shall be eligible to be nominated by the Nominating Committee. The Nominating Committee shall announce a call for nominations, review the candidates and submit a recommended slate of officers for approval by the membership. The dates for the open and close of nominations and minimum qualifications for eligible candidates to be nominated for an elected position shall be determined by the Board.
- D. Election Process and Voting: The Parliamentarian shall preside over the elections. If the Parliamentarian is unavailable, then the Immediate Past President shall preside. Only members of the PTO shall have the right to vote in elections. Members shall vote for the slate of officers by voice vote. Should there be any unfilled positions on the slate, the presiding officer shall call for nominations and seconds from the floor. If there are more than one candidate nominated from the floor for a position, a voice vote will be conducted to identify one candidate for the position to be added to the slate. Approval of the slate of nominees shall require a majority vote of members present. Should the members not elect the nominated slate of officers, the presiding officer shall divide the question and conduct a vote for each elected office. Should the membership reject a nominee for a position the presiding officer shall open the floor for nominations and seconds for the position in question with a subsequent hand vote. In the case when there are no nominations from the floor or the membership rejects a floor nominated candidate, the Board at its next meeting shall have the authority to fill the vacancy.
- E. Term of Office: All elected officers will assume their duties immediately upon election and serve through the election cycle of the subsequent year. All ex-officio members will join the Board based on the term of their respective positions. The newly elected President shall appoint the Parliamentarian.

- F. Vacancies: Should an elected or appointed position become vacant during the year, the President shall have the authority to appoint a replacement officer to complete the remainder of the term.

#### Article VII Parliamentary Procedure

The governing code for the Board, General Membership and committee meetings shall be the current edition of *The Standard Code of Parliamentary Procedure*, by Alice Sturgis.

#### Article VIII Amendments

Amendments shall be made at any time, requiring the approval of two-thirds (2/3) of the general membership present at a duly constituted meeting, provided fifteen (15) days written notice has been given to the membership.