

Bethlehem Central Middle School Parent Teacher Organization Bylaws
Adopted: 2018, Revised 3/4/2025

Article I - Name

The name of the organization is the Bethlehem Central Middle School Parent Teacher Organization (BCMS PTO).

Article II - Purpose

The purpose of the BCMS PTO is to support the education of the children of Bethlehem Central Middle School (BCMS) by fostering relationships among students, school staff, and parents.

Article III - Members

Any parent, guardian, or other adult standing in loco parentis for a student at BCMS may be a member. BCMS faculty and staff may be members. All members shall pay membership dues.

Article IV - Executive Board

Section 1 - Membership. The Executive Board shall consist of the officers, BCMS Principal, and chairs of the standing committees.

Section 2 - Duties. The duties of the Executive Board shall be to transact such business necessary for the function of the organization and may include: preparing for regular public and special meetings, creating standing rules and procedures, creating standing and temporary committees, preparing and submitting a budget to the membership, approving routine bills and requests for funding, establishing membership dues, and providing reports and recommendations to the membership.

Section 3 - Meetings. Executive Board meetings shall be held monthly as determined by the board.

Section 4 - Quorum. Half the number of currently serving Executive Board members plus one shall constitute a quorum.

Article V – Officers and Elections

Section 1 - Officers. The officers of the Executive Board shall represent the interests of the membership on the executive board. Officer positions shall when possible include: a president or co-presidents; a vice president or co-vice presidents; a secretary; a treasurer; and such positions deemed necessary for the proper function of the organization. The

functions of the officers shall be governed by the procedures set forth and adopted by the Executive Board. No person shall hold more than one office at the same time.

Section C - Nominations and Elections. Elections will be held at a general meeting of the membership prior to the end of the school year. The Executive Board shall select candidate(s) for appropriate position(s). Nominations may also be made from the floor. If more than one candidate is nominated for a single office, a ballot shall be taken. In the absence of multiple candidates, voting shall be by voice vote.

Section D - Eligibility. Members are eligible to hold an office on the Executive Board if they are members in good standing at least 14 calendar days before the nominating committee presents its slate. Persons meeting the criteria set forth in Article II of these bylaws shall be deemed members in good standing.

Section E - Terms of Office. Members of the Executive Board shall be elected for one year terms and may serve consecutive terms in office.

Section F – Vacancies – Any vacancies arising during the school year shall be addressed according to the steps set forth in the procedures adopted by the Executive Board.

Section G - Removal from Office. Officers may be removed from office with or without cause by two-thirds vote of those present (assuming a quorum) at a regularly scheduled Executive Board meeting where previous notice of at least 48 hours has been given of such action to all members of the Executive Board.

Article VI - Meetings

Section 1 - Public Meetings. Public meetings shall be held at least three times per year at times and places announced by the Executive Board at least two weeks prior to said meeting.

Section 3 - Special Meetings. Special meetings may be called by the president, any two members of the executive board, and/or five BCMS PTO members in good standing. Special meetings requested other than by members of the Executive Board shall require submission of a written request to the members of the Executive Board at least 10 days prior to the suggested date of the special meeting.

Section 4 - Quorum. The quorum for public and special meetings shall be at least 10 members of the organization.

Article VII - Finances

Section 1 - A tentative budget shall be drafted each year for the ensuing school year. The Executive Board shall review, amend, and adopt said budget prior to the end of the academic year. The fiscal year shall begin on August 1.

Section 2 – The President shall approve all unbudgeted expenses of the organization in excess of \$200. The treasurer and any other member of the Executive Board may together approve lesser unbudgeted expenditures.

Section 3 - The signature of the treasurer and one other authorized Executive Board member shall be required on each check over the amount of \$200.

Section 4 - Upon dissolution of the organization, any remaining funds should be used to pay outstanding bills and, with the membership's approval, spent for the benefit of BCMS.

Article VIII - Parliamentary Authority

Robert's Rules of Order shall govern meetings at all times unless in conflict with the BCMS PTO's bylaws and/or procedures.

Article IX - Dissolution

The BCMS PTO may be dissolved upon a two-thirds vote of those present at a regular public or special meeting, assuming a quorum.

Article XII - Amendments

These bylaws may be amended at any regular public or special meeting, providing that proper notice was given. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.