

Mingo Central High School PTO Bylaws

Article I: Name

The name of this organization shall be the Mingo Central High School Parent Teacher Organization (hereafter referred to as the Organization).

Article II: Purpose

The MCHS PTO is organized for the purpose of supporting and enhancing the educational interests of our students at Mingo Central High School by fostering relationships and promoting open communication and understanding among the school, parents, teachers and community through active participation in school decision making and support for the recognition of all positive student actions and activities through Positive Behavior Interventions and Supports (PBIS).

The fundamental values of this organization are the advancement of student excellence through the core values of mutual respect, fairness, inclusiveness, personal accountability and as good stewards of our community and of our environment. It is because of these unwavering core beliefs that this PTO is hereby organized to advance our purpose and mission mutually between the school administration and our organization.

Article III: Policies

1. The Organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The Organization shall work with the schools and community 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 boards of education, state education authorities, and local education authorities.
3. The Organization shall recognize the MCHS PTO four founding committee members as voting members of the Executive Board for a period lasting no longer than the completion of the 2023-2024 school year and will hold a total of two votes towards all Executive Board business. (Members listed in Article XII)
 - a. Founding committee members elected to office may only vote as an elected officer.
 - b. The founding committee retains a total of two votes towards all Executive Board business unless three or more founding committee members are currently elected to office or are otherwise no longer associated with Mingo Central High School through employment or no longer having a child in attendance at the school. At such time, the founding committee relinquishes voting rights until less than three founding committee members are serving as elected officers of the Organization and continue to be associated with Mingo Central High School through employment, or having a child in attendance, up to the conclusion of the 2023-2024 school year.

Mingo Central High School PTO Bylaws

4. The Organization shall work to promote the health and welfare of children and youth. To achieve this goal, we shall seek to promote collaboration between parents, schools, and the community at large.
5. All earnings of the Organization shall be placed into a designated school account, governed by all applicable state and county policies governing school finance.
6. The Organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) 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.
7. The Organization may cooperate with other organizations and agencies concerned with child welfare, but 1) the organizations representatives shall make no commitments that bind the group they represent without a 2/3 vote of the members attending the meeting where such commitments are brought to be voted upon by the membership of the organization; 2) a minimum of a two-week public notice shall be given to the membership of the organization about an upcoming vote on a considered commitment; and 3) all continuing partnerships must be voted upon annually to reauthorize that partnership.

Article IV: Membership

1. All parents and/or legal guardians of students who currently attend Mingo Central High School and current Mingo Central High School staff shall be considered members of the Organization.
2. All members have the right to attend, participate in all meetings and activities, vote in the five full business meetings, and hold office in the Organization.
3. Membership begins at the summer meeting before a member student's freshman year and ends at the final spring meeting of the member student's senior year.

Article V: Executive Board

1. The Executive Board shall consist of the elected officers of the Organization and stated ex-officio members. Regular meetings of the Executive Board shall be held during the school year, the time to be determined by the Executive Board at its first meeting of the year.
 - a. Voting members of the Executive Board
 - i. President

Mingo Central High School PTO Bylaws

- ii. Vice-President
 - iii. Secretary
 - iv. Treasurer
 - v. Volunteer Chair
 - b. Ex-officio members of the Executive Board
 - i. Principal (or designee)
 - ii. School PBIS committee member
2. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board with a minimum of seven days' notice to each member of this committee. Notice may be given by means of regular mail, electronic mail, telephone, website postings, printed media or any combination thereof.
3. A majority of the Executive Board shall constitute a quorum for the transaction of Executive Board business.
4. Duties of the Executive Board shall be to:
 - a. Transact necessary business in the intervals between General Business meetings and such other business as may be referred to it by the Organization;
 - b. Appoint standing and special committees as may deem necessary to promote the purposes of the Organization and carry on the work of the Organization;
 - c. Foster and facilitate communication within the school and the community.
 - d. Create and approve the work of the committees;
 - e. Make a report at the General Business meetings of the Organization;
 - f. Prepare and submit to the Organization for adoption a budget for the year;
 - g. Approve routine bills within the limits of the budget.
5. The Executive Committee shall take no action in conflict with any action taken by the general membership of the Organization.

Article VI: Officers and Duties

1. The President shall:
 - a. Preside at all meetings of the Organization;
 - b. Serve as an ex-officio member of all committees except a nominating committee;
 - c. Coordinate the work of the officers and committees of the organization in order that the purposes may be promoted;
 - d. Shall appoint a standing, or special, committee to annually designate, and make public at the annual summer meeting of the Organization, the goals and objectives of the Organization for the upcoming school year.
 - e. May appoint a Parliamentarian, subject to a 2/3 majority approval of the general membership present at a meeting of the Organization;
 - f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Executive Board;

Mingo Central High School PTO Bylaws

2. The Vice-President shall:
 - a. Act as aide to the President;
 - b. In their designated order, perform the duties of the President in the President's absence or inability to serve;
 - c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive committee.
3. The Secretary shall:
 - a. Record the minutes of all meetings of the Organization;
 - b. Be prepared to read the records of any previous meetings;
 - c. File and retain all records;
 - d. Have a current copy of the Bylaws;
 - e. Maintain a membership list;
 - f. Perform such duties as may be provided for by these Bylaws, prescribed by the parliamentary authority, or directed by the President or Executive Board.
4. The Treasurer shall:
 - a. Maintain a full and accurate account of receipts and expenditures of the Organization;
 - b. Arrange payments as authorized by the President or Executive Board of the Organization.
 - c. Present a financial statement at every Executive Board and General Business meeting of the Organization and at other times when requested by the Executive Board;
 - d. Present an Annual Treasurer's Report to the Organization at the Summer meeting;
 - e. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President or the Executive Board.
5. The Volunteer Chair Shall:
 - a. The Volunteer Chair shall be responsible for facilitating volunteer support from the parent population;
 - b. ensuring communication of such support to the appropriate committees;
 - c. and recognizing volunteers for their service for the Organization.
6. Upon the expiration of the term of office or in the case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office and shall return to the treasurer, without delay, all funds pertaining to the office.

Article VII: Officer Elections

1. Each officer shall be a parent or legal guardian of a current Mingo Central High School student or current Mingo Central High School staff member;
2. An Election Committee will be created at the end of the first academic semester to take written letters of interest from persons that would like to be an officer for the next year.

Mingo Central High School PTO Bylaws

3. The Election Committee shall submit a list of persons that have expressed an interest in being officers at the last Executive Board meeting and then the last General Meeting of the academic year;
4. Officers shall be elected by a majority vote of members present, voting and constituting a quorum at the last General Membership meeting of the academic year; and
5. No officer shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.
6. Unexpected vacancies will be filled by an appointee designated by the President with the approval of the Executive Board until the end of the current vacated term.

Article VIII: Standing and Special Committees

1. Only members of the Organization shall be eligible to serve in any elective or appointive committee position.
2. The President may create such standing committees for long term and/or recurring projects as the President may deem necessary to promote the purposes and carry on the work of the organization. While the President of the Organization may establish new committees and appoint Chairs at any time, appointment in any one term shall not carry over to the next.
3. The President may create special committees for non-recurring, short term, or emergency projects as he/she may deem necessary to carry out the business of the Organization.
4. Term of Office
 - a. The term of office of each standing committee shall begin at the annual summer General Business meeting and end following the final spring General Business meeting of the following year.
 - b. The term of each special committee shall conclude upon resolution of the issues it was assigned to address or one calendar year after it was created, whichever comes first.
5. The chair of each standing and special committee, or his/her designee, shall attend General Business meetings. At the request of the President or the Executive Board, the chair shall provide a report of the goals and activities of the committee.
6. The chair of each standing committee shall compile a notebook with job description, correspondence and suggestions for the next chair.
7. The chair of each standing or special committee is accountable to the Executive Board.

Article IX: Year

The term of one year will be defined as beginning at the annual summer General Business meeting and ending after the final General Business meeting of the spring academic semester with the annual summer General Business meeting happening no later than July 15th.

Mingo Central High School PTO Bylaws

Article X: Meetings

1. A minimum of five General Business meetings will be held each year with no less than two meetings during each academic semester and one summer meeting.
2. General Business meetings are open to all current members of the organization.
3. Executive Board meeting dates will be decided by the President after the yearly elections have taken place and communicated to the remaining Executive Board members, in no more than thirty days, in writing/email after having been elected to office.
4. All General Business and Executive Board meetings will be governed by the most current edition of Robert's Rules of Order Newly Revised except when they conflict with these bylaws.

Article XI: Dissolution

1. The Organization may be dissolved with previous notice (30 calendar days) and a four-fifths vote of the members present at two consecutive meetings of the Organization.
2. Upon the dissolution of the Organization, after paying or adequately providing for the debts and obligations of the Organization, the remaining assets shall be remanded to the Mingo Central High School general fund for school use

Article XII: Amendments

These bylaws may be amended at any General Business meeting of the organization by a four-fifths vote of the members present and voting, a quorum being present, provided that public notice of the proposed amendments has been provided to the membership thirty days prior to the meeting.

Article XIII: Founding Committee

The founding committee members of the MCHS PTO are:

Pamela Hinkle

Joey L. Wolford

Crystal Ramey

Terry Soltesz