

**BYLAWS  
OF  
PARENTS AND TEACHERS AT MEADOWS, INC.**

Adopted 6/26/85  
Revised 11/00, 9/10, 4/17

**Article I**

**Name, Mission and Goals**

**Name**

The name of this corporation shall be PARENTS AND TEACHERS AT MEADOWS, INC. (hereinafter PTM).

**Mission**

The Mission of PTM is to provide support to our children, our faculty, staff, administration and our parents for the betterment of the educational process and social environment of Madison Meadows Middle School.

**Goals**

1. To foster communication between: students, parents, teachers and administrators.
2. To represent the concerns of: students, parents, teachers and administrators as needed to develop, improve or protect programs, classes or other learning environments.
3. To encourage the active participation of parents in the education process of our children.
4. To enhance the learning environment by supporting and funding enrichment opportunities.
5. To fundraise to have monies available as needed to support our mission and goals.

**Article II**

**Membership**

The membership of PTM shall be comprised of teachers, staff and administrators employed by the Madison School District No. 38 and assigned to Madison Meadows Middle School, and parents and guardians of children attending Madison Meadows Middle School who have met membership criteria as decided by the PTM Executive Board (as explained in Article V). It is the discretion of the Executive Board to establish the amount and manner of dues.

**Article III**  
**Officers and their Election**

Section 1. Officers

- a. The officers of PTM shall be President, Vice-President, co-Secretaries (recording and communication) and co-Treasurers (payables and receivables). Two persons acting in a cooperative capacity may hold any office. This shall be known as the Executive Board ((hereinafter EB).
- b. Officers, except Treasurer, shall assume their official duties as of the first of June, and shall serve for a term of one year. The Treasurer shall assume office by August 1 and shall serve for a term of one year as receivables and one year as payables. When possible the positions are filled so one Treasurer is starting their tenure as receivables while the other is starting their second year as payables.
- c. No person shall serve more than two (complete) consecutive terms in the same office.

Section 2. Elections

- a. A Nominating Committee, comprised of three members, one PTM EB officer (not the President) and two members at large, shall be elected by a majority of the members present at a general PTM meeting.
- b. The Nominating Committee or when necessary the EB, shall present a single slate of nominees for each office. The nominations shall be published in the next school newsletter. Additional nominations may be accepted by the nominating committee after publication of the slate.
- c. All nominees must consent to serve in their respective office, and fulfill the duties of that office.
- d. Officers shall be elected at the last meeting of the year, by majority vote of the PTM members present. Elections shall be by acclamation, unless contested. Contested elections shall be conducted by anonymous ballot.

Section 3. Vacancies

Any vacancy, during the school year, shall be filled by an appointment of the President(s) with a majority vote of the EB.

## Article IV

### Duties of Officers

Section 1. The President(s) shall preside at all meetings, shall perform such other duties assigned by the EB, supervise and approve mass PTM e-mail communication to Membership and Meadows families and staff, shall be a member ex-officio of all committees except the Nominating Committee and shall coordinate the work of the officers and chairpersons of all PTM committees in furtherance to the mission of PTM. A President(s) shall review all financial statements pertaining to all PTM accounts and initial monthly.

Section 2. The Vice-President(s) shall act as aide(s) to the President(s) and shall perform the duties of the President(s), in the absence or inability of that officer to act. The Vice-President(s) shall oversee fundraising projects undertaken by PTM.

Section 3. The Secretary(ies) shall record, prepare, distribute the minutes of all PTM and EB meetings, shall maintain the Bylaws and historical documents in the Historical Binder, supervise the PTM Newsletter “Med-O-Gram” and other forms of communication to Membership, and perform such other duties designated by the President(s).

Section 4. The Treasurers shall have custody over all PTM funds, shall keep a full and accurate account of all receipts and expenditures in accordance with the PTM budget, and shall make disbursements as authorized by the EB. Any funds requested by an employee of Meadows School must have prior approval of the Principal. The Treasurers shall present a financial statement at every PTM meeting and at any time requested by the EB and shall provide a full financial statement annually. Accounts Payable Treasurer will review the monthly bank statement and assure that the PTM President has received a copy for review. The Treasurers shall be responsible for filing annual reports with the Arizona Corporation Commission and the Internal Revenue Service. The Treasurers will assure the proper documents have been filed to maintain 501(c)3 status.

A third-party Auditor, who is a Certified Public Accountant, may certify the Treasurer's annual financial statement and examine the Treasurer's account.

Section 5. Upon the expiration of their term of office, or resignation, each officer shall turn over to the President(s), without delay, all records, books and other materials pertaining to the office and shall return to the Treasurers, without delay, all funds pertaining to the office. Bank accounts access shall be modified and updated accordingly.

Section 6. Each EB Member will oversee one or more committees or serve as a liaison and support for the committees pertaining to their respective board positions.

**Article V**  
**EB**

Section 1. The EB (EB) shall be composed of all PTM officers.

Section 2. The duties of the PTM EB shall be:

- a. To transact necessary business in the intervals between and during PTM meetings.
- b. To approve the plans of, and provide support to the committees.
- c. To appoint an Auditor to audit the Treasurers' accounts, when deemed appropriate.
- d. To support and exercise "best practices" in monitoring, budgeting and using PTM funds.
- e. To prepare and submit, for members' approval, a yearly budget.
- f. To approve unbudgeted expenditures up to \$750.00. Any unbudgeted expenditure over \$750.00 must be approved by a majority present at a general PTM meeting.
- g. To establish and make accessible a calendar of PTM meetings for the coming school year, prior to the first day of the school session.
- h. To facilitate the goals/mission listed in Article I of the Bylaws.

**Article VI**  
**Teacher Representative**

Section 1. A Teacher Representative shall be appointed by the Principal, attend general PTM meetings, provide counsel to the PTM membership and the officers and serve as liaison between the PTM and Meadows' faculty.

**Article VII**  
**Meetings**

Section 1. Regular EB and PTM meetings shall be held during the school year.

Section 2. Special PTM meetings may be called by the President(s) or a majority of the EB, with a minimum of one week's notice.

Section 3. Any issue or election requiring a vote shall pass with a majority vote of the PTM Membership present. A verbal vote will be called. If contested a ballot vote will be taken.

**Article VIII**  
**Committees**

Section 1. Only members of PTM shall be eligible to serve in any elective or appointed position.

Section 2. The EB shall create committees, and appoint chair people to those committees, as it deems necessary to promote the mission and carry out the work of PTM. Each chairperson shall serve a term of one year or until the selection of a successor.

Section 3. The chairperson of each committee shall receive a notebook and training from the preceding chairperson when possible outlining the duties and responsibilities of the committee. Timely reports of committee work shall be presented at PTM meetings.

Section 4. A President shall be a member ex-officio of all committees except the Nominating Committee.

**Article IX**  
**Fiscal Year**

The corporate fiscal year shall begin on July 31 and end on the following June 30.

**Article X**  
**Amendments**

These Bylaws may be amended at any regular PTM meeting by a two-thirds vote of the members present, provided that notice of the proposed amendment shall be given at least one week prior to the meeting at which the vote is held.

**Article XI**  
**Dissolution**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

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