

BYLAWS

PARENTS AND TEACHERS AT MEADOWS, INC.

Adopted 6/26/85

Revised 11/2000, 9/2010, 4/2017, 11/2018, 04/2021, 5/2023

Article I Name, Mission and Goals

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

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 (hereinafter Meadows).

The Goals of PTM are to:

1. Foster communication between students, parents, teachers and administrators.
2. Represent the concerns of students, parents, teachers and administrators as needed to develop, improve, or protect programs, classes or other learning environments.
3. Encourage the active participation of parents in the education process of our children.
4. Enhance the learning environment by supporting and funding enrichment opportunities.
5. Fundraise to have monies available as needed to support our mission and goals.
6. Support and educate our community on issues that directly affect public education, Madison School District No. 38 or Meadows, as permitted as a 501c3.

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 Meadows, and parents and guardians of children attending Meadows who have met membership criteria as decided by the PTM EB (as explained in Article V). It is the discretion of the Executive Board to establish the amount and

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manner of dues.

Article III Officers and their Election

Section 1. Officers

- A. The officers of PTM shall be President, President-Elect, Fundraising, co-Secretaries (recording and communication), co-Treasurers (payables and receivables), and a Teacher Representative. 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 unless removed by the EB (as explained in Article II, §4). 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 unless the office will remain vacant at the start of a new term.

Section 2. Elections

- A. A Nominating Committee comprised of three members, one PTM Executive officer (not the President) and two members at large, shall be elected by a majority of EB members present at a PTM EB meeting.
- B. The Nominating Committee or, when necessary, the EB, shall present a single slate of

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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 general 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 by the President(s) with a majority vote of the EB.

Section 4. Removal of an Executive Officer or Chairperson

An officer may be removed from an EB position by a 2/3 vote of quorum at a General Meeting. Minimum of 20 people will count as a quorum for this action. The scheduled vote on a “proposal to vacate the office of position ” will be advertised by PTM in an all-Meadows e-blast, at least one week before the meeting.

If the vote vacates the office, the replacement would be by appointment by the President with unanimous approval by the EB in a General Meeting. If it is the President’s position that becomes available, the President-Elect will assume the office of President and will appoint a new President-Elect, with unanimous approval of the remaining EB members. This action should only be undertaken in extreme circumstances. Removal of an officer can only be

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considered if there has been a persistent and disruptive problem that has not reached successful resolution after written correspondence listing concerns and solutions. If the problem persists or if there is an issue of major misconduct (examples, including but not limited to, theft and assault), a vote on removal will be on the agenda for the next scheduled general meeting, with one week notice through PTM e-blast. If the school year has no more meetings, a special general meeting can be called. The person who is being considered for removal can be present at the general meeting and will be allowed to make a short (2-5 minute), civil statement before the vote. A member of the EB can also make a short, civil statement on the history of the concerns. The vote at the General Meeting will be by secret paper ballot, tallied by two volunteer non-board members.

Chairpersons can be removed for cause by majority vote of the EB in an EB Meeting, after correspondence of grievance and attempts to meet with chairperson, no general meeting vote is required. However, the removed chairperson can be put on the next general agenda to make a short, civil statement, if they request to do so. Any removed chairperson will receive a correspondence from the EB informing them of the decision of the Board.

Article IV Duties of Officers

Section 1. President

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

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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. President-Elect

The President-Elect(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 President-Elect(s) shall assume the office of President upon **expiration of the current President's term or upon resignation or removal of the President.** **Section 3. Secretary**

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 and Google document file, 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. Treasurers

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 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 PTM's 501(c)3 status.

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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. Teacher Representative

The Teacher Representative shall act as liaison between the EB and the teachers of Meadows.

The Teacher Representative shall communicate activities of PTM and ideas presented by the board to the teachers. The Teacher Representative will provide input and feedback from staff and teachers of Meadows.

Section 6. Fundraising

The Fundraising Chair shall be responsible for raising funds for PTM's use throughout their term.

This shall include organizing and executing all PTM-sponsored fundraising activities and events.

The Fundraising Chair shall organize and manage enough events throughout their term to ensure that PTM has enough funds to sustain PTM's annual operating budget.

Section 7.

Upon the expiration of their term of office, resignation, or removal, 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 8.

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

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Article V Executive Board

Section 1.

The EB shall be composed of all PTM Officers.

Section 2. Duties of the EB

- A. To transact necessary business in the intervals between and during PTM meetings.
- B. To approve the plans of, and provide support to, PTM 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 \$2,000.00 . Any unbudgeted expenditure over \$2,000.00 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

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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 the verbal vote is contested, a paper 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.

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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 chairperson. 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 1 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

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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.