MGRS PTO BYLAWS

Article I – Name
The name of the organization shall be the Mt. Greylock Regional School PTO, also known as MGRS PTO.

Article II – Purpose
The corporation is organized for the purpose of supporting the education of children at Mt. Greylock Regional School by fostering relationships among the school, parents, teachers and staff.

Article III – Members
Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any staff member employed at the school may be a member and have voting rights.

Article IV – Officers and Elections
Section 1. Officers. The officers shall be a president, vice president, secretary, treasurer, 7th grade representative and 8th grade representative. One or two people may serve in each position. The "executive board" shall consist of the president, vice president, secretary, treasurer and at-large members. The executive board shall review requests for money and decide which proposals move forward to a general vote. Executive board members shall attend a minimum of 2/3 of scheduled meetings.
a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement when requested by the executive board, and make a full report at the end of the year.
e. 7th and 8th grade Representatives. The middle school grade representatives shall support the middle school teachers and provide communication of their needs with middle school parents.
f. At-large members support the executive board in reviewing budget proposals and may carry a specific portfolio, e.g. "Speaker Coordinator."
Section 2. Nominations and Elections. Elections will be held at the last meeting of the school year. The executive committee shall prepare a slate of candidates, and nominations may also be made from the floor. Voting shall be by voice vote if a slate is

presented. If more than one person is running for an office, a ballot vote shall be taken.
Section 3. Terms of Office. Officers are elected for one year. Each person elected shall hold only one office at a time.
Section 4. Vacancies. If there is a vacancy in any office, members will fill the vacancy through an election at the next regular meeting or choose to leave the position vacant.
Section 5. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V – Meetings
Section 1. Regular Meetings. The meeting schedule of the organization shall be determined by the executive board. The annual meeting will be held at the June regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.
Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members by submitting a written request to the secretary.

Article VIII – Finances
Section 1. A tentative budget shall be drafted by the executive board in the fall for each school year and approved by a majority vote of the members present.
Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Article IX – Parliamentary Authority
Robert's Rules of Order shall govern meetings.

Article X – Standing Rules
Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XII – Amendments
These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.