

**BYLAWS**  
**of**  
**Miami Yoder PTO**  
**Miami Yoder Community Organization (MYCO)**

**ARTICLE I – NAME, DESCRIPTION & PURPOSE**

**Section 1: NAME** – The name of the organization shall be Miami Yoder Community Organization (MYCO). The PTO is located at 420 S. Rush Rd.

**Section 2: DESCRIPTION** – The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

**Section 3: PURPOSE** – The purpose of the PTO is to enhance and support the educational experience at (Miami-Yoder), to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Miami-Yoder through volunteer and financial support.

**ARTICLE II – MEMBERSHIP**

Section 1: Membership shall be automatically granted to all parents and guardians of Miami-Yoder students, community members, plus all staff at Miami-Yoder. There are no membership dues. Members have voting privileges, one vote per household.

**ARTICLE III – Leadership Team**

**Section 1: Leadership Team**– The Leadership Team shall consist of the following officers: Chair, Co-Chair, Secretary, and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Leadership Team.

**Section 2: TERM OF OFFICE** – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election at the 1<sup>st</sup> MYCO meeting of the new school year.

**Section 3: QUALIFICATIONS** – Any PTO member in good standing may become an officer of the PTO. As defined by attendance of at least 50% of scheduled meetings since previous election.

**Section 4: DUTIES –**

Leadership Team – Establish and oversee committees to conduct the work of the PTO.

Chair – Runs all official Leadership Team meetings and casts the deciding vote in the case of tie votes.

Co-Chair – Communication between committees and Leadership Team.

Secretary – Record and distribute minutes of all Leadership Team meetings, prepare agendas for official PTO meetings, hold historical records for the PTO.

Treasurer – The school shall have custody of the funds of Miami Yoder Community Organization (MYCO) PTO. The treasurer shall keep an accounting of the funds through the management of the receipts and disbursements and give a current report at each meeting of the PTO.

**Section 5: TEAM MEETINGS** – The Leadership Team shall meet monthly during the school year, or at the discretion of the Chair and Co-Chair, with proper notification to the membership at large.

**Section 6: REMOVAL** – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Leadership Team.

**Section 7: VACANCY** – If a vacancy occurs on the Leadership Team, the Chair shall appoint a PTO member to fill the vacancy, for the remainder of the officer’s term to be confirmed by a vote of the general membership.

**ARTICLE IV – MEETINGS**

**Section 1: GENERAL PTO MEETINGS** – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Leadership Team.

**Section 2: VOTING** – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

**Section 3 – QUORUM** – Seven (7) members of the PTO present and voting constitute quorum for the purpose of voting.

**ARTICLE V – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

**Section 2: REPORTING** - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial

activity monthly. The PTO shall arrange an independent review of its financial records each year through an independent audit.

**Section 3: CONTRACTS** - Contract signing authority is limited to the Chair or the Chair's designee.

#### **ARTICLE VI – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

#### **ARTICLE VII - DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be donated to Miami-Yoder School District for use in student accounts.

**These bylaws were adopted on March 2, 2016.**