

BYLAWS  
OF  
LOS ALAMOS MIDDLE SCHOOL  
PARENT TEACHER ORGANIZATION

ARTICLE I. NAME AND PURPOSE

The name of the organization shall be LOS ALAMOS MIDDLE SCHOOL PARENT TEACHER ORGANIZATION ("PTO"). The PTO is a positive, supportive parent/guardian group for Los Alamos Middle School, dedicated to serving the needs of students, parent/guardians and staff. The PTO plans to give assistance to teachers, support school and family social interaction, and provide an unbiased network for sharing information regarding student needs. The ultimate goal of the PTO is to encourage communication between parents and staff, raise parents' awareness, and promote parental involvement in school, in order to provide the best possible education environment for the students.

ARTICLE II. MEMBERS

All parents, step-parents, and guardians of students currently enrolled at Los Alamos Middle School and all administrators, teachers, and support staff of Los Alamos Middle School are automatically members of the PTO. Each member present shall be entitled to one vote on each matter submitted to a vote of the members.

The PTO will not discriminate in membership on the basis of race, color, religion, gender, national origin, age, or disability.

ARTICLE III. MEETING OF MEMBERS

Meetings of the PTO shall be held at least one time during each school year. Notice of each meeting time and place shall be given to members at least one week in advance in a form intended to reach as many members as possible.

All matters decided at a meeting of the members shall be approved by a majority of the members present and voting at that meeting.

#### ARTICLE IV. BOARD OF DIRECTORS

The affairs of the PTO shall be managed by its Board of Directors. Directors must be members of the PTO. There shall be four (4) directors. Each Director shall hold office for one (1) year and until a successor shall have been elected and qualified.

At the first organizational meeting and at each annual meeting thereafter, the members shall elect Directors. Directors elected at the first organizational meeting shall hold office until the first annual meeting and until a successor shall have been elected and qualified. Directors elected at annual meetings shall hold office for a term of one (1) year.

A regular annual meeting of the Board of Directors shall be held in May of each year, with notice given to members and directors in the form intended to reach as many members as possible. Special meetings of the Board of Directors may be called by or at the request of any two Directors. Notice of special meetings shall be given at least one (1) week in advance, unless waived by the Directors. Notice of special meetings may be given by mail, telephone, e-mail, or in person.

The act of a majority of the Directors present at a meeting shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

Any vacancy occurring in the Board of Directors and any directorship to be filled by reason of an increase in the number of directors may be filled by the affirmative vote of a majority of the remaining directors. A Director elected to fill a vacancy shall be elected for the unexpired term of the Director's predecessor in office.

Any action required by law to be taken at a meeting of directors, or any action which may be taken at a meeting of directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Directors.

#### ARTICLE V. OFFICERS

If the Directors determine that it is in the best interest of the PTO to have officers and that there are sufficient volunteers interested in serving, the Directors may, by resolution adopted by a majority of the Directors in office, direct that officers shall be elected. If the Directors determine

that the PTO shall have officers, the officers of the PTO shall be elected annually by the members at a regular meeting. Each officer shall hold office until his or her successor shall have been duly elected and shall have qualified.

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

The following officers may be elected:

President. The President shall, with input from other officers and members, set the agenda for all meetings, preside at all meetings, monitor and support the activities of other officers, appoint an accounting professional or a committee to review the books of the Treasurer on an annual basis, preferable during the summer, maintain all historical files, and communicate with the members on behalf of the PTO.

Vice President. The Vice President shall act as an assistant to the President and perform all duties of the President in the President's absence, and be responsible for programs and volunteers as the need arises.

Treasurer. The Treasurer shall have charge and custody of and be responsible for all funds of the organization. This shall include the receipt of all monies due and payable to the organization from any source whatsoever, the deposit of all such monies in the name of the PTO in the PTO's bank account(s), reconciliation of bank statements, preparation of a written and oral report on the PTO's finances at each meeting, paying out funds as approved by the PTO and presentation of the books to the appointed accounting professional or review committee upon request.

Secretary. The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the corporate; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

## ARTICLE V. COMMITTEES

The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees, each of which shall consist of two or more

Directors and such other members as the Directors shall specify. which committees, shall have the powers provided in said resolution.

## ARTICLE VII. CONTRACTS, CHECKS, DEPOSITS AND FUNDS

SECTION 1. Contracts. The Board of Directors may authorize any director, officer or agent of the PTO to enter into any contract or execute and deliver any instrument in the name of and on behalf of the PTO, and such authority may be general or confined to specific instances.

SECTION 2. Checks, Drafts. ect. All checks, debit card transactions, drafts or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the PTO, shall be authorized in writing (by signature, email, or text message) by one (1) board member other than the signer.

SECTION 3. Deposits. All funds of the PTO shall be deposited from time to time to the credit of the PTO in such banks, trust companies or other depositories as the Board of Directors may select.

## ARTICLE VIII. BOOKS AND RECORDS

The PTO shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors, and committees having any of the authority of the Board of Directors. All books and records of the PTO may be inspected by any member, or the member's agent or attorney, for any proper purpose at any reasonable time.

## ARTICLE IX. AMENDMENTS TO BY-LAWS

These by-laws may be altered, amended or repealed and new by-laws may be adopted by a two-thirds majority of the Members present at any regular meeting or at any special meeting, if at least two days' written notice is given of intention to alter, amend or repeal or to adopt new by-laws at such meeting.

STATE OF NEW MEXICO

) ss.

COUNTY OF LOS ALAMOS

I hereby certify that the above and foregoing Bylaws of LOS ALAMOS MIDDLE SCHOOL PARENT TEACHER ORGANIZATION, consisting of five (5) pages, are the bylaws of this organization, adopted by unanimous consent of the board of directors.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director