

Madison County Schools Parent Organization

Bylaws

Article I - Name

The name of the organization shall be the Madison County Schools Parent Organization (MCSPO), hereinafter referred to as the "Organization".

Article III - Mission

Section A- The Mission of the Organization is:

a. to support and speak on behalf of students in schools in the community and before governmental agencies and other organizations that make decisions affecting children in Madison County schools,

b. to support students and schools through parental involvement and collaboration; and to improve communication and foster a closer relationship between the Madison County Board of Education and the schools of the Madison County School System,

c. to encourage parent and public involvement in the schools of the Madison County School System.

d. to support and assist local parent organizations of the Madison County School System.

Section B - The Organization is non-profit, noncommercial, nonsectarian, nonpartisan and nondiscriminatory, in accordance with federal, state and local laws.

Article III - Membership

Membership is open to current and immediate past officers/voting Board members of PTA/PTO organizations within the Madison County School System. Those schools without an organized parent group are encouraged to appoint a member of their Parent Advisory Committee to represent their school as a non-voting member of the Organization.

Article IV - Meetings

Regular Meetings - Meetings will normally be held in the following months beginning in June and continuing in August, September, November, January, March, and May. Meeting dates will rotate days, so that more members are given the opportunity to participate. The meeting date and time may change with written notice to all member school organizations.

Special Meetings - Special meetings shall be called by the President or upon request of two or more members of the board, or by a quorum majority of the membership. The call for such a meeting shall be issued at least five days prior to the meeting and shall state the business to be considered.

Informational Meetings- Informational meetings of this Organization may be open to the any parent, teacher, and student of the Madison County School System and announcements shall be open invitations.

Annual Meeting

Section A - The annual meeting of the Madison County Schools Parent Organization shall be held in June. If the annual meeting does not take place in June, it shall be held within 30 days and the officers shall continue their duties until successors have been elected. The purpose of the annual meeting shall be to elect officers to the Board and decide upon meeting times, dates, and locations. The purpose of the Annual Meeting shall also be to approve the Organization's budget and proposed fundraising activities for the upcoming year.

Section B - The mission of the Organization shall be reviewed annually and any changes shall be voted upon at the Annual Meeting following prior written notice of proposed changes.

Quorum

A quorum for the transaction of business for the Organization shall consist of a majority of the voting body present at that given meeting. A minimum of five (5) members must be present for a vote to be taken.

Article V - Officers

The officers for the Organization will have the roles and duties as outlined below:

President - The President will preside at all meetings of the Organization, act as a Liaison between the Board of Education and the Organization; act as the public spokesperson for the group; and promote the mission of the organization as stated in these bylaws.

Vice President of Administration - The Vice President of Administration is responsible for the following duties: meeting planning, acquisition of guest speakers, member communication, and perform the duties of the President should he/she be absent from a meeting.

Vice President for Educational Services - The Vice President for Educational Services is responsible for informing the Organization of educational issues at the local and state levels as well as serving as the liaison between the Organization and the local legislative delegation in support of the mission of the Organization.

Secretary - The Secretary is responsible for recording and keeping the minutes of all meetings; maintaining a copy of the organization bylaws; maintaining records of those in attendance at meetings.

Treasurer - The Treasurer is responsible for receiving all monies of the organization and paying any bills or obligations as authorized by the Organization or the Board. The Treasurer shall keep a record of all financial transactions of this Organization and shall present a full financial report at every meeting of the Organization. The Treasurer shall maintain a record of the annual financial audits of the Organization.

Term of Service - Officers shall serve a one-year term or until their successors are elected. No officer shall serve for more than one year in the same office.

Vacancies - A vacancy for the office of President shall be filled by the Vice president of Administration. Should a vacancy occur in any other office, it should be filled by a majority vote.

Resignation: Any officer may resign by submitting a resignation in writing to the Board.

Removal: Any elected officer may be removed for cause. Sufficient cause for such removal may be violation of these bylaws or any lawful rule, practice or procedure adopted by the Organization or other conduct deemed by the organization to be prejudicial to the best interest of this organization. Removal must be recommended by the remaining members of the board and be presented to the membership at a regular or special meeting. The removal shall be upheld with a quorum majority vote of the membership.

Article VI - Board

The board shall consist of the President, two Vice Presidents, Secretary and Treasurer. The duties of the board are as follows:

- Create and recommend an annual budget for the Organization
- Conduct all business for the Organization
- Ensure that the financial records of the Organization are audited annually

Article VII - Fiscal Year

The fiscal year for the Organization shall be July 1 to June 30.

VIII - Parliamentary Procedure

All meetings shall be governed by the latest edition of “Robert’s Rules of Order,” so far as they are not contrary to these bylaws and the spirit of the Organization.

Article IX - Finances

The Organization shall adopt a board-recommended budget for the upcoming school year no later than the May meeting by a quorum majority. All funds shall be paid by check from the Organization as indicated in the budget. Each and every check shall be signed by two members of the board (President, either Vice President, Secretary or Treasurer). The payee is prohibited from serving as payor on any check.

Article X - Amendments

These bylaws may be appealed or amended in whole or in part, or provisions added by a quorum majority of the membership at any regular or special meeting of the Organization, provided written notice of the proposal has been given at a previous meeting. Any action relative to a change in these bylaws shall be effective upon adoption, unless otherwise

specified in the proposed change. The bylaws shall be reviewed and endorsed in every year ending in an even number.

Article XI - Dissolution

The Madison County Schools Parent Organization shall use its funds to accomplish mission stated in these bylaws. Upon dissolution, all funds remaining shall be distributed equally among the schools within the Madison County School System.

Approved: September 29, 2014

Amended: June 16, 2015