

**BY-LAWS**  
**OF JACKSON MEMORIAL MIDDLE SCHOOL**  
**PARENTS AND TEACHER TOGETHER**  
(REVISED 08/16)

**ARTICLE I – PURPOSE**

SECTION (1) The purpose of this not for profit organization shall be to serve our children and Jackson Memorial Middle School, to administer educational activities which may be authorized by the membership, to support activities which may further the goals and objectives of the PATT and Jackson Memorial Middle School, to develop communications and co-operation among parents, teachers, administrators, and the students of Jackson Memorial Middle School, and to provide volunteer programs to assist students, teachers, and administrators of Jackson Memorial Middle School.

SECTION (2) Activities, programs, projects, and operations associated with the Jackson Memorial Middle School PATT shall be non-partisan, non-sectarian, and non-commercial.

SECTION (3) Fund raising projects should only be used for the advancement of the organization and its objectives or goals, which should always benefit the students of Jackson Memorial Middle School. A major fundraising goal may be designated at the beginning of each school year.

**ARTICLE II – MEMBERSHIP**

SECTION (1) The membership of the PATT is open and considered to be everyone affiliated with Jackson Memorial Middle School: parents, teachers, staff, and other interested family members of students. Dues will be determined prior to the start of each school year by the Executive Board. The initial membership drive will be completed before December 31<sup>st</sup>. Membership will be open throughout the entire school year.

SECTION (2) Members will be eligible to vote, hold office, or serve as a chairperson of committees.

**ARTICLE III – MEETINGS OF MEMBERSHIP, DUTY, AND QUORUM**

SECTION (1) Meeting dates for the PATT will be established by the Executive Board of the PATT at the beginning of the school year. Scheduled PATT meetings will be open to the general membership.

SECTION (2) Meetings of the Executive Board shall be held throughout the entire school year, prior to the PATT meetings; dates to be determined at the beginning of the new term.

SECTION (3) Emergency PATT meetings may be called at the discretion of the President.

SECTION (4) A quorum of the membership shall consist of those members present and voting.

SECTION (5) A quorum must be attended by at least 3/5 (or 3/6 dependent on the number of Executive Board members) of the Executive Board members before business can be transacted or motions made or passed.

## **ARTICLE IV – BOARD OF DIRECTORS**

SECTION (1) The Executive Board shall be composed of the following officers: President(s), First Vice President, Second Vice President, Secretary, and Treasurer. The Group Board shall consist of the committee chairpersons.

SECTION (2) Officers of the Executive Board shall be elected for a one year term serving from June to May, shall be installed by June 1, and shall serve no more than two consecutive years in the same position unless the vacancy cannot be filled.

SECTION (3) The Jackson Memorial Middle School Principal shall be an ex-officio member of all standing committees, Group Board, and Executive Board. In the event the Executive Board is composed of an even number of members, if during the voting process of the Executive Board a tie is reached, the principal will act as the tie breaking vote.

SECTION (4) Vacancies of the chairpersons will be filled by appointment from the Executive Board. A chairperson appointed to fill a vacancy shall serve until the next annual election.

SECTION (5) In the case of an Executive Board resignation, one month's notice is considered reasonable and customary. The First Vice President shall assume the duties of the President if the President resigns. Should any office other than the Presidency be vacated, that office will be appointed by the Executive Board. Absences from two (2) consecutive meetings without sufficient cause shall constitute a resignation.

## **ARTICLE V – OFFICERS**

SECTION (1) The President(s) shall preside at all meetings, carry out the will of the members expressed by the majority vote of the members present, and call any special meetings of the Executive Board that may be deemed necessary. The President(s) will preside over the meetings with a pre-established agenda which the membership may receive a copy. The agenda shall include officers and committee reports and old and new business

In the event of two (2) Presidents or Co-Presidents, if one were to vacate or be removed from their position, that position will not be fill during the current school year. The Executive Board will continue with one (1) acting President.

SECTION (2) The First Vice President shall preside in the absence of the President(s). The First Vice President shall serve as chairperson of the Ways and Means Committee. The Ways and Means Committee is comprised of fund raising committee chairpersons.

SECTION (3) The Second Vice President shall serve as chairperson of the Volunteer Committee. The Volunteer Committee is comprised of Service Committee chairpersons.

SECTION (4) The Secretary shall record the minutes of all PATT meetings and Executive Board meetings. The Secretary will be responsible for all official correspondences pertinent to the PATT.

SECTION (5) The Treasurer shall act as custodian of all funds and dispose of them on the order of the organization and make available at each PATT meeting up to date books and all receipts required for a term end audit prior to transferring all books and receipts to the next Treasurer.

SECTION (6) The Executive Board members and committee chairpersons shall deliver to the President all official materials at the end of their term.

SECTION (7) The immediate past President may serve as an advisor to the incoming President.

## **ARTICLE VI – COMMITTEES OF THE GROUP BOARD**

SECTION (1) Special committees shall be created as needed by the Executive Board.

SECTION (2) A Nominating Committee, consisting of three (3) members, shall submit a letter in April requesting candidates for officers to be elected in May. The Executive Board shall appoint the Nominating Committee, which consists of one (1) non-incumbent Executive Board member and two (2) at-large members or three (3) at-large members if no non-incumbent Executive Board Member is available.

## **ARTICLE VII – ELECTION**

SECTION (1) In the event that a member is unopposed for an office, voting shall be by a show of hands or by oral consent (Aye/Nay).

SECTION (2) In the event that more than one candidate is running for the same vacancy, a secret ballot shall be prepared prior to the May meeting. The vacancy shall be filled based on the results of a tabulated vote – the winner receiving the majority of the votes. If secret voting ballots are needed, the Executive Committee shall appoint and acquire, prior to the May meeting, a Counting Committee, consisting of at least two (2) objective parties.

SECTION (3) If necessary, the Secretary shall distribute secret ballots to all Members attending the meeting. Ballots will be distributed to members immediately prior to the meeting.

SECTION (4) Once collected, the ballots shall be counted by the Counting Committee, and the results announced by 12:00pm the following day.

SECTION (5) In the event a vacancy remains after the election, the Executive Board retains the right to invite and appoint from among the eligible membership an individual to fill the vacancy.

SECTION (6) The removal of any officer or parent representative shall be for gross incompetence, intentional neglect, misconduct, or failing to meet the clearances required by the school. An officer or parent representative may be removed from office if absent from two (2) consecutive meetings without sufficient cause, or by a majority vote of the membership for failure to fulfill the duties of their office in a timely manner. If all efforts have been made between parties to assist the officer and no progress has been achieved, an officer or parent representative can also be removed by a majority vote of the membership for not having the school's best interest at hand.

SECTION (7) Officers shall be installed and assume their duties as of June 1. If the school year ends prior to June 1, the officers will be installed within three (3) days of the last day of the school term.

## **ARTICLE VIII - AMENDMENTS TO BY-LAWS**

SECTION (1) The By-Laws may be amended by a majority vote at any regular meeting of the PATT, provided that notice of the proposed amendments was given at the previous PATT meeting, was sent home in advance via a flyer, or posted to the website in advance stating the intention to amend the By-Laws. The By-Laws may be amended in the case of an emergency by an affirmative vote of the majority of the Executive Board present. These amendments shall be published and distributed to the membership prior to the next PATT meeting.

## **ARTICLE IX – PROPERTY AND EARNINGS**

SECTION (1) The PATT is organized exclusively for charitable, religious, educational, and scientific distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

SECTION (2) No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements), any political office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from corresponding section of any future Federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the internal Revenue Code, or corresponding section of any future Federal tax code.

SECTION (3) The PATT Executive Board will submit a proposed budget at the first PATT general meeting of each academic year. The budget shall project revenues and expenditures for the PATT coming fiscal year.

The annual budget shall be presented in four categories. These categories are to be:

- a. Projected revenue, profit/loss
- b. Expenditures (separated into the following: PATT Administration (loss event), Services (loss event), Ways & Means (profit event)
- c. Fund Balances, Beginning
- d. Fund Balances, Ending

The Executive Board must approve the budget and all expenditures must be within the budget. Any major change in the budget must be approved by the 3/5 (or 3/6) majority of the Executive Board. The fiscal year shall be the school calendar year. Annual reports are required to be submitted to the Executive Board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, Executive Board members, and the public.

For requests of moneys from the budget, the Executive Board shall review historical information regarding: a) prior allocations to PATT Administration, Services, Ways & Means that are requesting funds, and b) similar types of funding that were proposed in prior years.

SECTION (4) Any check to be paid over the amount of \$250 to one individual or company requires two (2) signatures; the current PATT Treasurer and any additional Executive Officer listed on the bank account.

SECTION (5) Individual chairperson spending shall not exceed 50% of the current event, operation, service, or fundraising budget in one lump sum expense, not to exceed \$250. Amounts above \$250 must be approved by 3/5 (or 3/6) majority of the Executive Board.

SECTION (6) Upon dissolution of the organization, assets shall be distributed for one or more exempt purpose within the meaning of sections 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 the Court of Common Pleas of the county in which the principal 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.

#### **ARTICLE X – PARLIMENTARY RULES**

SECTION (1) Robert's Rules of Order, Newly Revised, shall govern the meeting and procedures of the organization in all cases in which they are applicable and which they are not inconsistent with the By-Laws or special rules of order of the organization.

The undersigned, being a duly elected officer of the Jackson Memorial Middle School PATT, do hereby adopt these By-Laws as the rules of governance for this organization on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Officer Position: \_\_\_\_\_