

2021-2022 Proposed Bylaw Changes

	Citation	Current Provision	Proposed Change	Rationale
1.	Title/Table of Contents Page	<b><u>BY-LAWS OF THE LAUREL NOKOMIS PTO ASSOCIATION (Updated May 2020)</u></b>	<b><u>BY-LAWS OF THE LAUREL NOKOMIS PTO ASSOCIATION (Updated April <del>May</del> 20220)</u></b>	Whenever you update the bylaws change the updated date on the first page. LL”The changes to the bylaws take effect at the Annual Meeting in April.
2.	Article 3- Section 3.3 Dues	<b>Dues:</b> The Executive Board of Directors shall establish the amount for annual dues. You become a member by paying the annual PTO dues.	<b>Dues and Membership:</b> The Executive Board of Directors shall establish the amount for annual dues. <b>You become a member by paying the annual PTO dues.</b>	The bylaws talk about the membership drive but not that you become a member by paying your dues.
3.	Article 3- Section 3.4 Participation	Only members in good standing with the PTO shall be eligible to participate in its business meetings, to serve in any elective or appointed position, or to vote.	<b>Any eligible person may attend General PTO Meetings, however, only members in good standing with the PTO shall be eligible <del>to participate in its business meetings,</del> to serve in any elective or appointed position, or to vote.</b>	Any person interested in the purposes of the PTO can attend General PTO Meetings. This originally said that if they weren't in good standings, they couldn't attend those business meetings. Unclear what the "business' ' meetings are since this language is not used throughout the bylaws and it is impossible to check every person that comes to a PTO meeting to see if they're in good standing - meaning have they paid their dues.
4.	Article 4- Board of Directors	NEW SECTION	<p><b>Section 4.1 The Board of Directors is composed of the officers of the PTO. Committee chairpersons are not members of the Board of Directors unless they have been elected or appointed to fill a role on the PTO Board of Directors.</b></p> <p><b>Section 4.2 Authority and Responsibility:</b></p> <ul style="list-style-type: none"> <li><b>A. The PTO Board of Directors is the governing body of the PTO.</b></li> <li><b>B. The Board of Directors shall have supervision, control and direction of the management, affairs and property of the PTO;</b></li> <li><b>C. Shall determine its policies or changes therein;</b></li> <li><b>D. Shall actively pursue the purposes and objectives of the PTO;</b></li> <li><b>E. shall conduct necessary business in preparation for its General Meetings, PTO Board of Directors Meetings, meetings of its committees and any other necessary meetings;</b></li> <li><b>F. Shall coordinate the activities of the officers and committees;</b></li> </ul>	<p>The bylaws mention the officers of the board but are silent about the Board of Directors. We have also interchangeably called this board the Executive Board. Technically you can say either but for the purposes of consistency, it will only be referred to as the Board of Directors in this Document. This section clarifies what the Board of Directors is.</p> <p>Says somewhere else majority of board to call a meeting.....</p>

			<p>G. shall develop plans, programs, and schedules for the PTO and</p> <p>H. shall appropriate and supervise the disbursement of all PTO funds.</p> <p>Section 4.3 Meetings: The Board of Directors shall hold meetings upon the call of the President or upon the call of two (2) officers as long as members of the Board of Directors receive seven (7) days' notice, unless such notice is waived.</p> <p>Section 4.3 Quorum: A majority of the PTO Board of Directors constitutes a quorum and shall pass any resolution presented to the Board of Directors. The members of the board shall have one vote each.</p> <p>Section 4.4 Adjunct Members: The Board of Directors may, from time to time and in its discretion, establish criteria for consideration and appoint distinguished individuals to serve as adjunct members of the PTO's Board of Directors.</p> <p>(a)Purpose: Adjunct Directors shall be appointed to fulfill a particular role, job, office or to shadow an officer of the PTO.</p> <p>(b)Authority: All Adjunct Directors shall enjoy all of the rights, privileges and responsibilities associated with their role and membership on the Board of Directors, with the exception that they shall not have the right to vote on any matter coming before the Board and shall not be counted in the quorum to conduct that vote. Adjunct board membership shall not be construed to deny the right of adjunct members to speak or make a motion on any issue before the PTO or to prevent the adjunct member from acting to carry out any responsibilities delegated to them by the board of directors and officers pursuant to the fulfillment of their duties.</p> <p>(c )Term. An Adjunct Director's term is limited to one academic school year unless they are reappointed. The Board of Directors may limit the term for a shorter period if they think it's appropriate. Adjunct Directors and shall be subject to removal upon the majority vote of the Board of Directors.;</p>	<p>Adjunct board members are non-voting but may be held liable for board decisions in which they participated in deliberations but were unable to vote. The PTO Board should contact its insurance carrier to confirm that Adjunct Board members are covered under the nonprofit organization's directors &amp; officers policy or provisions.</p>
5.	Article 4 - Section 4.1 Officers	The officers of the PTO shall be the Office of the Presidents (2-3), Vice Presidents (2-4), Vice President of Business Partners (1-3), Vice President of Communications (1-2), Vice President of Fall Fundraising (1-2), Vice President of Holiday Shop (1-2),	The officers of the PTO shall be the Office of the Presidents ( <del>2</del> 1-3), Vice Presidents ( <del>1</del> 2-4), Vice President of Business Partners (1-3), Vice President of Communications (1-2), Vice President of Fall Fundraising (1-2), Vice President of Holiday Shop (1-2), Vice President of Runation (1-2), Secretary( <del>1</del> 3), Treasurer(1-2), Liaisons [Staff (1), Middle School (1) and SAC/5	Brings this in line with current practice. Allows up to 3 people be responsible for Business Partners.

		Vice President of Runation (1-2), Secretary, Treasurer(1-2), Liaisons [Staff (1), Middle School (1) and SAC/5 Star (1-2)], and the Immediate Past President(s).	Star (1-2)], and the Immediate Past President(s)	
6.	Article 4 - Section 4.1 (a)	All officers must be either a staff member, parent, grandparent or guardian of a child attending Laurel Nokomis School and also have been a member of the PTO for a minimum of 30 days.	All officers must be either a staff member, parent, grandparent or guardian of a child attending Laurel Nokomis School and also have been a member of the PTO for a minimum of 30 days. <b>These rules do not apply to Adjunct PTO Board Members.</b>	Exempts Adjunct PTO Board Members from being a staff member, parent, grandparent or guardian of a child attending Laurel Nokomis School and from having been a member(which means paid their dues) of the PTO for a minimum of 30 days prior to becoming a Board Member..
7.	Section 4.2 (a-j) Duties of Officers	a. Office of the Presidents (2-3): b. Vice Presidents (4): C. Vice President of Membership (1).....	Remove numbers from each office. a. Office of the Presidents <del>(2-3)</del> : b. Vice Presidents <del>(4)</del> : C. Vice President of Membership <del>(1)</del> .....	Removing redundant information to eliminate possibilities of errors.
8	Section 4.2 (a)Office of the Presidents:	I. At least one member of the Office of the Presidents shall preside at all meetings of the PTO. li. One member of the Office of the Presidents shall be the liaison between the Principal and School Administration and the PTO.....	I. <b>The Presidents of the PTO compose the office of the presidents.</b> li. At least one member of the Office of the Presidents shall preside at all meetings of the PTO. lii. <b>At least</b> <del>One</del> member of the Office of the Presidents shall be the liaison between the Principal and School Administration and the PTO. Iv. <del>The Office of the Presidents s</del> Shall appoint the chairperson and members of each standing committee and any special committee. V. <del>In addition, the Office of the Presidents s</del> Shall perform such other duties as may be prescribed in these by-laws, and shall coordinate the work of the Officers and committees to promote the purposes of the PTO. Vi. <del>The Office of the Presidents s</del> Shall be responsible for transacting the necessary business of the PTO between meetings; to approve the plans of, and to appoint and oversee the standing and special committees, and to present a report at the <del>Regular</del> <b>General and Board of Director's</b> Meetings. Vi. <del>Meetings shall be held as needed and may be called by the Office of the Presidents or by a majority of the Officers. A majority of the Officers shall constitute a quorum.</del> <del>The Office of the Presidents s</del> Shall manage or appoint a representative to manage the Cloud (Google Drive or Dropbox type) account.	Bylaws silent about what the Office of the Presidents. The Presidents are not listed as just Presidents, because they are supposed to operate as a body, making all decisions together and working together to perform their duties. That is why they are listed at the office of the president and not just presidents like the other officers of the board. The other changes bring the wording consistent throughout the bylaws and Section 5 is being removed because this is already covered in other sections of the bylaws.  Quorum moved to Article 8.

9	Section 4.2 (c ): Vice President of Membership	<p>v. Shall be responsible for recruiting members at designated school activities in the fall and spring.</p>	<p>li. Shall be responsible for recruiting members at designated school activities in the fall and spring.  <del>V. Shall be responsible for recruiting members at designated school activities in the fall and spring.</del></p>	<p>Moves a section so that it flows better..</p>
10	Section 4.2 (e): Secretary	<p>I. Shall record the minutes of all General Regular Meetings and Board Meetings and other meetings deemed necessary.          ii, Shall handle any <b>written correspondence</b> of the PTO.          iii. Shall be responsible for turning in the Activity Reports for the General PTO meetings &amp; sending out flyers.          Iv. Shall perform such other duties as delegated by the Office of the Presidents.</p>	<p>I. The secretary shall keep and archive all historical records for the PTO as either paper, digital or electronic format</p> <ul style="list-style-type: none"> <li>a. Corporate Records: The PTO shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its members, Board of Directors and committees having authority of the Board of Directors.</li> <li>b. Record Retention: The PTO shall maintain all financial records, grant and public funding records, and tax records to comply with the yearly legal requirements for books and record retention unless otherwise determined by the Board for a longer period.</li> <li>ii. Shall write, record and distribute minutes, agendas and invitations (or find a replacement in her/his absence to fulfill these duties) for the General and Board of Directors Meetings and other meetings deemed necessary.</li> <li>iii. Shall handle designated correspondence such as flyers, invitations, thank you notices, sympathy and get well cards.</li> <li>Iv.. Shall collect Activity Request Forms for each proposed activity for the new school year and ensure that they are submitted to the school following the final Board of Directors Meeting but prior to the end of school year.</li> <li>v. Shall ensure that the agendas and minutes for each Board of Directors and General Meeting on the designed Cloud (Google Drive or Dropbox type) account,</li> <li>Vi. Shall perform such other duties as delegated by the Office of the Presidents.</li> </ul>	<p>The secretary's section was confusing and missing a lot of the duties of the secretary.</p>
11	ARTICLE 5 Section 5.1 Activity Planning Committees	<p>New Section</p>	<ul style="list-style-type: none"> <li>A. The board sponsors activities each school year and each activity is planned by an Activity Planning Committee.</li> <li>B. Each activities planning committee contains a committee chairperson that is appointed by the Board of Directors. A board member shall chair all activities of the PTO dealing with money. However, a General Member of the PTO may co-chair the activity with them.</li> <li>C. Members of an activity's planning committee shall be General Members of the PTO.</li> <li>D. Each school year, any member of an Activity Planning Committee that volunteer(s) at LNS shall become an</li> </ul>	<p>The bylaws are silent about the activity planning committees. This section clarifies what the activity committees are and do.</p>

			<p>approved Level 1 Volunteer by registering in the Volunteer Registration System at Laurel Nokomis School.</p> <p>E. An activity's chair and members shall plan, supervise, control and direct the management of the activity; and shall conduct necessary business in preparation for the Activity.</p> <p>F. Each chairperson shall submit an Activity Request Form to LNS or to the PTO Secretary for their event and shall be responsible for advertising, recruiting volunteers and handling signups for their event.</p> <p>G. Activity Chairs shall present their activity and compile and present their final reports at designated PTO Board of Directors Meetings and designated General Membership Meetings.</p>	
12	Article 5, Section 5.1 Standing Committees and Duties:	Consolidated the old 5.1 Section (too long for this report) because of redundancy in each section.	<p>A. The Standing Committees are the Nominating, Budget and Finance, Calendar and Bylaw Committees.</p> <p>B. Composition and Duties:</p> <ol style="list-style-type: none"> <li>1. Each Standing Committee shall consist of One (1) one board member and one to three (3) members appointed by the Office of the Presidents no later than February. <ol style="list-style-type: none"> <li>a. The PTO President is an ex-officio member of each standing committee except the nominations committee.</li> <li>b. The Treasurer is the chairperson over the Budget and Finance Committee..</li> <li>c. Members of the Nominating Committee are not barred from becoming nominees for office, however, the President should try to recruit some members of the PTO that are not on the board to be members of the Nominating Committee.</li> </ol> </li> <li>2. Standing Committees shall meet from January to March to complete their duties. <ol style="list-style-type: none"> <li>a. Nominating recruits and prepares a slate of candidates for the following years Board of Directors.</li> </ol> </li> </ol>	Consolidated all of the standing committees in a single section keeping all of the pertinent information about composition for each committee and the dates for reporting. I added a report to the Board of Directors during the month before the presentation at the Annual Meeting to meet annual meeting posting requirements according to the Roberts Rules of Order.

- b. Budget and Finance shall project the revenue and expenses of the PTO, plans a budget for the fiscal year and prepares a recommended budget for the following fiscal year.
  - c. Calendar prepares a recommended calendar of activities for the following fiscal year.
  - d. Bylaws recommends amendments and revisions to the Bylaws.
3. The Standing Committees shall submit their reports to the ~~Board of Directors~~ ~~Office of the Presidents~~ for approval no later than the March Board of Directors ~~Regular~~ Meeting.
4. The Standing Committees shall present their reports to the March General Meeting of the PTO.
5. The PTO Board presents reports as required:
- a. ~~The Committee or the~~ Office of the Presidents shall present the calendar to the Principal ~~seek approval prior to the April Regular Annual Meeting by the Principal.~~
  - b. The Office of the Presidents shall present the calendar to SAC (the LNS School Advisory Council) at the May SAC Meeting. They must seek SAC approval for all tentatively scheduled fundraising events on the calendar.
  - c. All Committee Reports should be posted by the Secretary at least 30 days prior to the Annual Meeting.
6. All Standing Committee Reports ~~lan~~ shall be finalized no later than the April ~~Regular~~ Annual Meeting at which time it shall be voted on ~~by the members of the PTO present at the meeting~~ following Robert's Rules of Order.

			<ul style="list-style-type: none"> <li>b. Budget and Finance shall project the revenue and expenses of the PTO, plans a budget for the fiscal year and prepares a recommended budget for the following fiscal year.</li> <li>c. Calendar prepares a recommended calendar of activities for the following fiscal year.</li> <li>d. Bylaws recommends amendments and revisions to the Bylaws.</li> </ul> <p>3. The Standing Committees shall submit their reports to the <del>Board of Directors</del> <del>Office of the Presidents</del> for approval no later than the March Board of Directors <del>Regular</del> Meeting.</p> <p>4. The Standing Committees shall present their reports to the March General Meeting of the PTO.</p> <p>5. The PTO Board presents reports as required:</p> <ul style="list-style-type: none"> <li>a. <del>The Committee or the</del> Office of the Presidents shall present the calendar to the Principal <del>seek approval prior to the April Regular Annual Meeting by the Principal.</del></li> <li>b. The Office of the Presidents shall present the calendar to SAC (the LNS School Advisory Council) at the May SAC Meeting. They must seek SAC approval for all tentatively scheduled fundraising events on the calendar.</li> <li>c. All Committee Reports should be posted by the Secretary at least 30 days prior to the Annual Meeting.</li> </ul> <p>6. All Standing Committee Reports <del>lan</del> shall be finalized no later than the April <del>Regular</del> Annual Meeting at which time it shall be voted on <del>by the members of the PTO present at the meeting</del> following Robert's Rules of Order.</p>	
13	Article 6 - Section 6.1 (F) Election Of Officers	The Office of the President shall submit the roster of the newly Board of Directors to the Principal after the election.	The Office of the President shall submit the roster of the newly <del>elected</del> Board of Directors to the Principal after the election.	Amended this section last year but left out the word elected.
15	Article 7,		Section 7.1 General <del>Regular</del> Meetings	Changed the name from Regular meeting to

	Section 7.1 Regular Meetings		<p>A. The PTO shall have <del>regular</del> General meetings from August through April <del>May</del>.</p> <p>B. A general meeting may be held in May at the discretion of the board to complete tasks not handled at the Annual Meeting.</p> <p>C. The location, date and format of such meetings shall be determined in advance by the Office of the Presidents. <del>The May Regular Meeting will be a joint meeting to pass on all information to the new Officers:</del></p>	<p>General Meetings of the PTO in this section and throughout the bylaws to bring the title inline with what they are normally called.</p> <p>Replaced the word Regular Meeting with General Meeting throughout the bylaws to be consistent with this section..</p>
16.	Article 7 - Section 7.2 Board of Directors Meetings	New Section	<p>Section 7.2 <b>Board of Directors Meetings:</b></p> <p>A. There shall be a monthly Board of Directors Meeting prior to the monthly General PTO Meetings.</p> <p>B. The Board may invite a visitor (such as a Committee Chair) to the Board meeting to present or to participate in a board meeting. Visitors to the Board of the Director Meetings shall not have the right to vote on any matter coming before the Board and shall not be counted in the quorum to conduct that vote.</p> <p>C. Superseding the election of the new Board of Directors, a transition meeting shall occur immediately thereafter.</p> <p>D. Funding Requests shall be approved by the outgoing Board at the Board of Directors Meeting in May.</p>	<p>The Bylaws were silent to the Board of Directors. This new section describes our meetings based on practice.</p> <p>I also changed any reference to “Board” to say “Board of Directors” throughout the bylaws to make the language consistent.</p>
17.	Article 7 - Section 7.3 Pre-Meeting S	Prior to each Regular Meeting, a member of the Office of the Presidents shall provide the Principal and/or appointed representative from school administration the agenda to review and any new items or issues to be addressed during the Regular Meeting. This may be done either via meeting, e-mail or written approval.	DELETED SECTION	Although this is a noble idea, I Deleted this section altogether since the board does not do it.
18.	Article 7 - Section 7.5 Annual Meeting	<b>Annual Meeting:</b> The April Regular Meeting shall be designated as the Annual Meeting. Officers for the following year shall be elected by ballot during the Annual Meeting.	<b>Annual Meeting:</b> The April <del>General</del> Meeting shall be designated as the Annual Meeting. Any business not completed at the Annual meeting shall be concluded at the immediately following General Meeting. <del>Officers for t</del> The following years <del>officers</del> shall be elected by ballot, <del>and the following years budget, calendar and bylaws will be voted on</del> during the Annual Meeting.	Throughout the bylaws it says the committees are supposed to present and have their budget and calendar in April but this section doesn't mention them under the April Annual Meeting.
	Article 8 - Quorum	Moved to a new section	A majority of the Officers shall constitute a quorum at any meeting or when voting via email if in between meetings	Quorums were discussed throughout the document. Consolidated it under its own Article.

			except at the Annual meeting where majority vote of the members present at the meeting constitutes a quorum, provided that the notice of the proposed amendment shall be given to all members or posted no less than 7 days prior to such Regular Meeting.	
19.	Article 10. Parliamentary Authority	These By-Laws are adopted by action of the Office of the President on _____ 2020.	These By-Laws are adopted by action of the Office of the President on _____ 2022.	Update date of bylaw adoption based on amended changes.
20.	Signature Lines	By: Mary Wescoat Presidents Attest: Jasynda Davis Secretary	By: Mary Wescoat and _____ Presidents Attest: _____ Secretary	Update Signature Lines to reflect current President(s) and Secretary.
21.	Update all numbers on the outline		[UPDATE ALL numbers on the outline throughout the document.	