

# **Falmouth Middle School Parent Teacher Organization**

## **Statement of Purpose**

Revised November 2000

### **Name:**

The name of the organization shall be *Falmouth Middle School Parent Teacher Organization*.

### **Mission Statement:**

To support the middle school and administration and enrich the students.

### **Purpose:**

The Purpose shall be:

1. To aid communication between home and school
2. To support a quality educational program for the middle school students in Falmouth
3. To oversee a volunteer program
4. To provide supplemental funding of middle school related activities involving educators or student leadership activities

### **Membership:**

All parents, guardians, and teachers of students in the Falmouth Middle School system are considered to be members of the *Falmouth Middle School Parent Teacher Organization*.

### **Meetings:**

There shall be a minimum of four (4) general membership meetings during each school year. Monthly meetings are held on the second Wednesday of the month.

### **Quorum and Voting:**

A quorum shall be defined as all members who are in attendance at the meeting. The President's vote is used only to break a deadlocked vote.

No vote may be taken unless the members have been notified in writing of the meeting date, time, and place a minimum of one (1) week before said general membership meeting.

### **Officers:**

The officers of the *Falmouth Middle School Parent Teacher Organization* shall consist of the President(s), a Secretary, a Treasurer, and the volunteer coordinators. This shall be known as the Executive Committee.

### **Duties of the Officers:**

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The President shall:

1. Preside at all Executive Committee meetings and general membership meetings;
2. Appoint the chairpersons of standing committees; and
3. Be empowered to call meetings of the Executive Committee.

The Secretary shall:

1. Keep accurate minutes of each general membership meeting, post them and report them at the next monthly general membership meeting;
2. Attend to the correspondence of the organization, including notification of meetings to be posted at the school and/or via the Principal's Notes; and
3. Be responsible for posting the agenda at the school the Monday preceding each general membership meeting.

The Treasurer shall:

1. Receive and have custody of all monies and assets of the organization;
2. Keep an account of all receipts and expenditures, preserving the vouchers of all bills paid; and
3. Present a statement at each meeting, and submit a written report at the first general membership meeting of the school year.

Committee Chairperson(s) shall:

1. During the planning of the event, report progress to the Executive Committee;
2. Report organizational information, financial information, and recommendations for future planning at the monthly meetings; and
3. Keep the Treasurer informed of all expenditures.

### **Duties of the Executive Committee:**

The Executive Committee shall:

1. Guide the affairs and business of the organization;
2. Meet prior to each general membership meeting and at any other time deemed necessary;
3. Fill any vacancies occurring on the Executive Committee by appointment;
4. Review and approve a budget prior to presentations to the general membership meeting; and
5. Review and approve allocations of mini-grants prior to presentation to the general membership meeting.

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### **Nominations and Elections:**

1. The President shall appoint a Nomination Committee.
2. The Nomination Committee shall send out a notice to all members requesting that anyone interested in filling a position on the Executive Committee notify the Nomination Committee.
3. The Nomination Committee shall present a slate of candidates at the last general membership meeting of the year.
4. Election of officers, from the slate of candidates, shall be held during the last general membership meeting.
5. The newly elected Executive Committee members shall assume their duties effective the last day of the school year.

### **Budget Procedures:**

1. The budget shall be presented by the President(s) at the first general membership meeting.
2. The budget shall be approved by a majority vote at the first general membership meeting.
3. Any budget expenditure changes must be approved by the general membership.

### **Mini-Grant Guidelines:**

1. The application dates for mini-grants shall be determined by the Executive Committee at the first executive board meeting.
2. Applications for mini-grants shall be available in the principal's office one (1) day prior to the day and throughout the designated time until closing of the application process.
3. Mini-grant applications will be collected by the President(s) and presented to the Executive Committee.

### **Allocations Procedures:**

1. The Executive Committee shall meet within five (5) days of the close of the mini-grant applications.
2. Allocations to mini-grants shall be presented to the President(s) at the general membership meeting.
3. Allocations shall abide by the mission statement of the *Falmouth Middle School Parent Teacher Organization*.
4. Allocations shall be approved by a majority vote at the general membership meeting.

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### Amendments:

This Statement of Purpose may be amended at any general membership meeting by the affirmative vote of two thirds of the members present, provided that said amendment has been submitted in writing to the President(s) one (1) week in advance of the meeting.