

AMENDED BYLAWS
OF
MERRYHILL MIDTOWN PARENT TEACHER STUDENT
ORGANIZATION (“MMPTSO”)
(A California Nonprofit Public Benefit Corporation)
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ARTICLE I
NAME

The name of the organization is Merryhill Midtown Parent Teacher Student Organization (“MMPTSO”).

ARTICLE II
MISSION

The mission of the MMPTSO is to foster a sense of community at the Sacramento Merryhill Midtown campus through a collaboration of Merryhill students, families, and staff for the development of events and initiatives that promote a safe and inclusive environment while enhancing the cultural, academic, and social experiences of Merryhill students.

ARTICLE III
MEMBERSHIP

This section describes the eligibility requirements of and rights afforded to members of the MMPTSO.

Section 1 Eligibility and Conversion of Eligibility to Membership

Members of the MMPTSO may include parents or legal guardians of students who currently attend Merryhill Midtown, current faculty and staff of Merryhill Midtown, and elected Student Council Officers or Representatives.

Membership becomes effective on the date MMPTSO confirms receipt of the completed Membership Application, including membership dues, if applicable (“Effective

Date”). Membership term will extend from July 1st or the Effective Date, whichever is later, until June 30th (“Member Term”).

Section 2 Member Types

There are three types of Memberships:

(1) **Family Units** consisting of parent(s) or legal guardian(s) in one or multiple households.

(2) **Faculty/Staff** currently employed at the Merryhill Midtown campus, may have a standard membership (“Family/Staff”) or a family membership (“Faculty/Staff Family”) if the Faculty or Staff member is a parent or legal guardian to a student enrolled at Merryhill Midtown.

(3) **Elected Merryhill Midtown Student Council Officers or Representatives.**

Section 3 Membership Standing

Membership remains in good standing as long as Members continue to meet the Membership Qualifying Eligibility for the Member Term.

Section 4 Membership Rights

Any Member in good standing has the right to:

- A. Attend and participate in all meetings and activities of the organization.
- B. Make motions and serve on committees.
- C. Vote on motions during official meetings.

D. All Members except Student Council Representatives can serve as an Officer of the MMPTSO.

ARTICLE IV
GENERAL MEMBERSHIP OR SPECIAL MEETINGS

Section 1 General Membership Meetings

General Membership Meetings of the organization will be held monthly during the academic school year. The time and location (virtual or in person) will be announced at least seven (7) days prior to the meeting.

Section 2 Special Meetings

Additional meetings of the organization for any purpose or purposes may be called, either by vote of the Executive Board or by petition of a majority of the Members. In the absence of an emergency, the time and location (virtual or in person) of the Special Meetings will be announced at least seven (7) days prior to the meeting. A finding of an Emergency may be made by the President upon consultation and a majority vote of the Executive Board.

Section 3 Virtual Meetings

The MMPTSO, its executive board, and all committees thereof, may meet by means of the Internet or other electronic communications technology in a fashion pursuant to which the members have the opportunity to: read or hear the proceedings substantially and concurrently

with their occurrence; vote on matters submitted to the members; pose questions; and make comments verbally or written in a manner recorded by electronic communication.

Section 4 Quorum

Seven (7) members must be present, subject to requirements of Section 5 below, in order to establish a quorum for the purposes of voting and conducting official MMPTSO business at a General Membership or Special Meeting. A quorum is not required for any Standing or Special Committee Meeting.

Section 5 Voting

A majority vote of the Members present at any meeting will be required for all action to be taken by the organization.

ARTICLE V OFFICERS

Section 1 Positions

The officers of this organization will be a President, a Vice President, a Treasurer, a Secretary, and other officers with such titles and duties as may be determined by the organization. Any number of offices may be held by the same person, except that neither the secretary nor the treasurer may serve as the President of the organization. Positions are limited to one member within a household/family unit at a time.

Section 2 President

The President will be the principal executive officer of the organization and, subject to the control of the Executive Board and the direction of the membership, will in general supervise and control all of the activities of the organization. The President will be a member of the Executive Board and, when present, will preside at all meetings of the Executive Board and all meetings of the membership. The President will vote only in the case of a tie vote of the Executive Board or the membership. The President will select and appoint the chairpersons of all Standing and Special Committees and will be an ex-officio member of all committees of the organization.

Section 3 Vice President

The Vice President will be a member of the Executive Board and, in the absence of the President, will perform the duties of the President. The Vice President will be responsible for the creation and implementation of all materials necessary to successfully promote membership in the Merryhill Midtown PTSO. The Vice President will be a member of the Executive Board.

Section 4 Treasurer

The Treasurer will be a member of the Executive Board. The Treasurer will be in charge of and responsible for all funds of the organization. The Treasurer will receive and confirm receipt for monies due and payable to the organization from all sources and will deposit funds in the PTSO bank account as selected by the Executive Board. The Treasurer will make disbursements as authorized by the President, Executive Board, or membership in accordance with the budget adopted by the membership. The Treasurer will prepare and present

a written financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Board.

Section 5 Secretary

The Secretary will be a member of the Executive Board. The Secretary will keep the minutes of the proceedings of the membership and the Executive Board. The Secretary will see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

Section 6 Retention Period

All meeting agendas, meeting minutes, and financial reports will be retained electronically for a minimum of seven (7) years.

ARTICLE VI ELECTIONS

Section 1 Timing

The election of officers will take place during the last General Membership Meeting each year.

Section 2 Term of Office

The term of officer will be one (1) year, commencing on July 1st and ending on June 30th. No officer will be eligible to hold the same office for more than two (2) consecutive terms.

Section 3 Nominating Committee

The Nominating Committee is responsible for receiving all suggestions for persons to serve as officers.

Section 4 Selection

A majority of the votes cast by the Members present will be necessary for elections.

Section 5 Vacancies

Any vacancy on the Executive Board will require a special election to fill that role. Should a vacancy occur in the office of the President, the VP will assume the role of President and a special election will replace the VP.

ARTICLE VII
EXECUTIVE BOARD

Section 1 General Powers

The affairs, activities, and operation of the organization will be managed by the Executive Board. The Executive Board will transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to by the membership, Standard Operating Procedures or these Bylaws. The Board may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

Section 2 Membership

The members of the Executive Board will consist of the President, Vice President, Secretary and Treasurer. Officers must remain members in good standing in accordance with the Membership Eligibility Criteria during their term in office. The Head of School and Vice Principals of the school will serve as ex-officio members and will be entitled to vote.

Section 3 Executive Board Quorum

Three (3) members of the Executive Board must be present in order to establish a quorum for the transaction of business.

ARTICLE VIII
STANDING AND SPECIAL COMMITTEES

Section 1 Establishment of Standing or Special Committees

The Executive Board may establish Standing Committees as it deems necessary to carry out the Mission of the MMPTSO. The President will appoint the chairpersons of all Standing Committees, who will also serve as ex-officio members of the Executive Board.

The President and/or the Executive Board may create Special Committees to plan, oversee and implement certain projects or initiatives contemplated by the MMPTSO. Special Committees will be created for a specific time and/or task and will cease to exist when that time or task has been completed, or on June 30th of each year, whichever occurs first. The President will appoint the chairpersons of all Special Committees. The chairperson of each Special Committee will recruit the members for his or her committee. Any Member may serve as a committee member. The Chairperson will report the plans and activities of the committee to the Executive Board, which must approve such reports and share with general membership.

ARTICLE IX
FINANCES

Section 1 Budget

The Treasurer in collaboration with the Executive Board will prepare an annual budget for the following academic year. The Treasurer will present to the Membership at the first General Meeting of the year a budget of anticipated revenue and expenses for the year. Upon

approval by a vote of membership, this budget will guide the activities of the Executive Board during the year.

Section 2 Loans

No loans will be made by the organization to its officers or members.

Section 3 Financial Report

A financial report will be presented at each General Membership Meeting of the organization.

Section 4 Commercial Paper

All checks, drafts, or other orders for the payment of money on behalf of the organization may be executed by the President or Treasurer acting alone.

ARTICLE X MEMBERSHIP DUES

Section 1 Amount

The organization will authorize, record in an Annual Statement and collect as appropriate, membership dues, including any discounts, (“Dues”) for any or all of the Membership Types. All Dues are intended to be used for the operation of the MMPTSO. Any change in the amount of the dues will be approved by a vote of the Members acting in the manner prescribed in Section IV.

ARTICLE XI
AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Members at any General or Special Meeting.

Article I. Parliamentary Authority

These bylaws govern the proceedings PTSO and may be subject to, but not limited by, current edition of Robert's Rules of Order.

Article II. Amendment of Bylaws

Amendments to the bylaws require passage by a minimum of two-thirds vote of the Membership present.

CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am the presently elected and acting Secretary of Merryhill Midtown Parent Teacher Student Organization, a California nonprofit public benefit corporation, and that the above bylaws are the bylaws of this corporation as adopted by Written Consent of the Board dated February 4, 2021.

Dated:

Jackie Simon, Secretary