

PROPOSED AMENDMENTS TO FCMS PAWS/PTO BYLAWS
Submitted May 26, 2016

Introduction: The proposed amendments to the FCMS PAWS/PTO Bylaws are submitted below. The Bylaws have not been reviewed or amended since September 2, 2010, and are therefore overdo for a revision. Many of the revisions are based merely on reorganizing the Bylaws into a more logical format. All changes are noted and explanations are given for proposed changes that require explanation. Once these amendments are approved by a majority of the Executive Board, the proposed amended Bylaws will be sent to the general PAWS/PTO Membership and will be voted on. This vote must be concluded by the end of the PAWS/PTO Membership year, which concludes on June 30, 2016.

PROPOSED CHANGES BY ARTICLE:

Article I: General; Expanded to separate Name, Purpose and Policies of the PAWS/PTO to make them clearer.

Article II: Purpose; Expanded to add campus "staff" as a group served by the PAWS/PTO

Article IV: Membership; Eligibility – A general anti-discrimination policy clause was added

Article V: General Meetings; Changed to specify that at least one yearly general membership meeting is to be held

Election Meeting – Specification of meeting to be held in April or May was removed (reasoning: this is not possible every year due to other school activities at this time of year and often there is not a full slate of elected officers to vote on yet)

Special Meetings – The requirement to notify the general membership at least 3 days prior to special meetings was added

Article VI: Board of Directors;

Standing Rules – Inserted into this section for organizational purposes and to define the exact term of service of a Board Member from July 1 to June 30

Regular Meetings – Added here to differentiate between Executive Board Meetings and General Membership Meetings; Dictates nine (9) Board Meetings to be held each year

Special Meetings – Reorganized and changed to designate the Parliamentarian as the Board Member responsible for recording votes

Quorum and Manner of Voting – Changed to add that a standing officer can delegate their vote to another person who is a member of their committee in their absence

Removal from Office – Added to allow for removal of officers, who fail to attend more than three (3) regular meetings, by majority vote by the Board

Vacancies – Added to allow for appointment of officers to fill vacancies via majority vote

Article VII: Nomination of Executive Officers; Specifies that the Parliamentarian shall serve as the Nominating Committee Chair; the Nominating Committee shall convene in February of each year and shall consist of four (4) to ten (10) members

Proposed Slate – The slate of elected officers shall be announced at the Election Meeting and/or will be posted to the Campus website, or be distributed to the PAWS/PTO General Membership via email

Term of Office – The new Board will assume their duties as of July 1st

Article VII: Executive Officers; Previously Article V (Includes President, Vice-President, Treasurer, Secretary and Parliamentarian)

Titles and Terms of Office – terms changed from one (1) year to “Not to exceed 2 years”

Duties:

Treasurer: Changed to reflect that the Treasurer will report the financial condition at the annual meeting rather than at each Board Meeting (Rationale: Often the Treasurer is a person who is gainfully employed full-time and cannot attend all of the Board Meetings)

Secretary: Duty to maintain a list of names and addresses of the members was removed as this is a responsibility of the Membership Chair

Parliamentarian: Duties added include serving as the Chair of the Nominating Committee and reviewing the Bylaws every two years.

Article IX: Standing Officers;

Appointment: Changed from serving a one (1) year term to serving multiple terms with the consent of the Executive Board (Rationale: It is getting increasingly difficult to find volunteers willing to serve on the Standing Committees)

Voting: If the committee is co-chaired, the vote cannot be split, as was previously allowed

Article X: Ad Hoc Committees; Finance was added as its own section (Previously under Article IX – Miscellaneous)

Checks and Drafts – Added a clause that requires a committee chair or standing officer to pay back a budget overage that was not approved prior to incurring the expense; the requirement was added that requests for reimbursement be submitted within two (2) weeks of incurring the expense and before the end of the school year

Lost/Stolen Checks – Added to require that persons who lose their reimbursement checks be responsible for paying the stop payment fees incurred by the PAWS/PTO, if deemed appropriate by the Board

Limits – Added to limit the payment of expenses of \$250.00 or more to a vendor only; Payments for expenses of less than \$250.00 (even if they are multiple separate charges that add up to \$250.00) the reimbursement check shall be issued to the Board Member requesting reimbursement and not the vendor directly

Article XIII: Parliamentary Procedures; Added as a separate article (Previously under Article IX, Section 6)

Article XIV: Amendments; Added as a separate article (Previously under Article IX, Section 5); Changed to reflect that amendments can be posted on the campus website or via email prior to a vote

Article XV: Dissolution; Added as a separate article (Previously under Article IX, Section 4)

Revisions executed by:

Staci Todd, President

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Proposed Amendments document prepared by:

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