

**FRANCES HARPER JUNIOR HIGH SCHOOL
PARENT TEACHER ORGANIZATION**

First Amendment to Bylaws

The Bylaws of the Frances Harper Junior High Parent Teacher Organization are proposed to be amended to: (1) eliminate the position of Auditor in order to allow for an audit of the finances of the PTO by a person that is independent of the Executive Board officers, (2) clarify the quorum requirement, and (3) clarify the process for amending the Bylaws.

The Bylaws, as amended, will still provide that the financial records of the organization shall be open to any person who is a member of the organization, as well as to any member of the public who requests inspection of the organization's financial records, and that the financial records shall be subject to audit upon approval of the expenditure by the membership to hire an auditor or a tax preparer.

Section 1: Article VII, Section A is amended to read in its entirety as follows:

Article VII – Officers and Elections

"A. Titles. The officers of the PTO and the Executive Board shall be comprised of the following positions and no person shall hold more than one position at the same time:

- President
- 1st Vice President
- 2nd Vice President
- Secretary
- Treasurer
- ~~Auditor~~
- Historian
- Parliamentarian"

Section 2: Article VII, Section D.5 is hereby repealed:

~~5. Auditor. The Auditor shall audit the books and financial records of the organization semi-annually. The Auditor shall prepare a mid-year audit reports for the period July through December (to be presented at the regular meeting in February) and January through June (to be presented at the regular meeting in September). In addition, the Auditor shall audit the organization's books and financial records for any fundraising activity or event that generated gross receipts or expenses of more than \$5,000, upon the resignation of the Treasurer, and at any time requested by any member of the Executive Board.~~

Section 3: Article IX, Meetings, Section C is hereby amended to include reference to amending the Bylaws and to modify the quorum for the Executive Officers consistent with the quorum requirement in Article VIII, Executive Board:

“C. Quorum. A quorum constitutes either 10% of the standing members of the organization or at least 10 members, whichever figure is less. If a quorum is not present but at least three of the officers are present, then any business of the organization may be transacted other than election of officers, approval of the annual budget, amendment of the Bylaws, or approval of expenditures in excess of \$1,000.”

Section 4: Article XIII is hereby amended and restated to clarify the voting requirement consistent with Article IX, Meetings, regarding voting on PTO matters by members in good standing at regularly scheduled PTO meetings:

“Article XIII – Amendments

These Bylaws may be amended at any regular meeting by a two-thirds vote of the members in attendance in good standing after a quorum has been established, provided that the amendment has been introduced a previous regular meeting or has been published at the direction of the Executive Board in the PTO or School Newsletter and posted on the list serve and at the School at least 10 days in advance of the meeting at which a vote on the amendment is scheduled.”

The foregoing First Amendment to the Bylaws has been approved by a majority vote of its members in good standing at a regularly scheduled meeting as of:

Date:

ATTEST:

BY: _____

Secretary, Frances Harper Junior High PTO