

STANTON-SMITH ELEMENTARY PARENT TEACHER ORGANIZATION BYLAWS

ARTICLE I: Name

The name of this organization is the Stanton-Smith Elementary PTO, Inc.

ARTICLE II: Articles of Organization

The articles of organization of this local PTO include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization or the articles of association by whatever name.

ARTICLE III: Objectives - Mission

Section 1. The Objects of the Stanton-Smith Elementary PTO are:

- a. To promote the education and well-being of all children at home, school, community, and place of worship.
- b. To provide a forum for discussion and foster communication between parents, administrators, educators and the community.
- c. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of all children.
- d. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.
- e. To raise funds as required to provide for all the above objectives.

Section 2. The Objects of the Stanton-Smith Elementary PTO are promoted through an educational program directed toward parents, teachers and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

ARTICLE IV: Policies

- a. The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").
- b. The organization shall be noncommercial, nonsectarian and nonpartisan.
- c. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- d. The organization shall not - directly or indirectly - participate or intervene (in any

- way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
- e. The organization shall work with the schools to provide quality education for all the children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state authorities and local education authorities.
 - f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
 - g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
 - h. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
 - i. The bylaws of this local PTO shall prohibit voting by proxy (unless proxy voting is specified by applicable state law).

ARTICLE V: Members and Dues

Section 1. Membership in this PTO shall be made available without regard to race, color, creed or national origin.

Section 2: Membership in this PTO shall be open to any parent, guardian, or other person standing in “loco parentis” or direct relative of a child enrolled and attending the Stanton-Smith Elementary school.

Section 3: Membership in this PTO shall be open to any staff and faculty member working in the Stanton-Smith Elementary school.

Section 4: This PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time.

Section 5. Each member of this PTO shall pay such annual dues to said organization as may be prescribed by the organization.

Section 6. The amount of such annual dues shall include the portion of five dollars (\$5) per member payable to Stanton-Smith Elementary PTO.

Section 7. Only members of this local PTO who have paid dues for the current membership year may participate in the business of that organization.

Section 8: Any member shall have the privilege of making motions and serving on committees.

Section 9: A voting member shall be anyone who is a member in good standing according to Article V, section (2 and 3); and who pays a \$5.00 parent group contribution no later than the end of the first general meeting of each school year. A member transferring into the district after the first general meeting will be a voting member according to Article V, section (7).

Section 10: The membership year will run from August 1 through July 31 of each year.

ARTICLE VI: Officers and Their Election

Section 1. Each officer shall be a member of this PTO.

Section 2. Officers and their election:

- a. The officers of this organization shall consist of a President, Vice President, Secretary and Treasurer.
- b. Officers shall be elected by ballot in the month of May. However, if there is but one nominee for an office, election for that office shall be by voice vote. The historian and the parliamentarian shall be appointed by the president subject to the approval of the newly elected officers.
- c. An individual must be a member of this local PTO prior to taking office.
- d. Officers shall assume their official duties following the close of the school year and shall serve a term of one (1) year or until their successors are elected.
- e. All positions not filled by election or appointment, become vacant at the close of the school year.
- f. Vacancies shall be filled by the appointment of the Board.
- g. No officer shall serve in the same office for more than two (2) consecutive terms, unless there are no other candidates for that position. One who has served more than one-half of a term shall be credited with having served that term.

Section 3. Nominating Committee:

- a. There shall be a nominating committee elected by the general body at a regular meeting at least one month prior to the election of officers. Elections shall be by plurality. The committee shall be composed of three (3) members. One (1) alternate shall be elected to serve in the event a member is unable to serve. The

- committee shall elect its own chairman immediately following the meeting.
- b. The members of the nomination committee for officers of this local PTO shall be elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.
 - c. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in May at which time additional nominations may be made from the floor. The report shall be publicized to the local unit membership through regular publicity channels at least seven (7) days before the election meeting.
 - d. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
 - e. Only those persons who are members in good standing according to Article V Section (2 and 3) are permitted to be nominated for an officer position.
 - f. No member shall automatically serve on this nominating committee because of his office in the unit or position in the school system.
 - g. The president does not serve as a member of this nominating committee, nor does she appoint any member of the committee.

Section 4. Vacancies:

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given.
- b. In case a vacancy occurs in the office of president, the first vice president shall be given first-rite-of-refusal for the position of president.
- c. Vacancies shall be filled by appointment of the board.

Section 5. Reason to remove:

- a. By two-thirds (2/3) vote of the executive board an officer or chairman shall be removed from office for failure to perform assigned duties, criminal misconduct or unethical behavior in PTO business. An officer or chairman who misses three (3) consecutive meetings may be removed from office.

ARTICLE VII: Duties of Officers

Section 1. The president shall:

- a. coordinate the work of the officers and committees of the organization in order that the objectives-mission may be promoted;
- b. confirm that a quorum is present before conducting any business at any meeting of the organization;
- c. preside at all meetings of the organization and executive board;
- d. appoint the historian and parliamentarian, subject to approval of the newly elected officers;

- e. appoint chairmen of special committees subject to approval of the executive board;
- f. be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks);
- g. call a meeting of the newly elected officers within thirty (30) days after the election meeting for the purpose of approving appointments of standing committee chairmen and such other business as becomes necessary;
- h. be a member ex-officio of all committees except the nominating and audit committees.

Section 2. The vice president shall:

- a. act as aide-to-the-president;
- b. preside in the absence of the president; and
- c. coordinate the general meetings.

Section 3. The secretary shall:

- a. keep accurate and permanent minutes from of all meetings of the organization;
- b. keep an accurate record of attendance at executive board meetings;
- c. conduct all correspondence as requested by the President;
- d. have a current copy of the bylaws available at each meeting; and
- e. maintain a membership list.

Section 4. The treasurer shall:

- a. have custody of all the funds of the organization;
- b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and cancelled checks for five years;
- c. make disbursements in accordance with the budget adopted by the organization;
- d. sign on bank accounts (two of three authorized signatures shall be required on all checks.)
- e. present a financial report, both written and verbal, at every meeting of the unit and as requested by the executive board or the organization;
- f. make a full report at the annual meeting;
- g. submit books to the audit committee as requested.

Section 5. All officers shall:

- a. submit a Plan of Work to the executive board for approval; no committee work shall be undertaken without this approval;
- b. attend all meetings of the association;
- c. perform the duties outlined in these bylaws as well as any other duties as may be delegated; and
- d. deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successor assume their duties.

ARTICLE VIII: **Meetings**

Section 1. This association shall hold a minimum of three (3) meetings a year.

- a. Regular meetings of the association shall be held on the second Tuesday in the months of September, February and May. Five days notice shall be given if change of date is needed.
- b. The regular meeting held in May shall be the election meeting.
- c. The annual meeting in May shall be for the purpose of receiving reports of officers and chairmen and for any other necessary business.
- d. Notice of the meeting must be sent home with the students at least one week in advance of the meeting.

Section 2. Special meetings of the association may be called by the President, by three members of the executive board or by five general members submitting a written request to the secretary. Notice of a special meeting shall be sent to the membership at least ten (10) days prior to the meeting.

Section 3. Ten (10) members shall constitute a quorum for the transaction of business in any meeting of this association.

ARTICLE IX: **Executive Board**

Section 1. The executive board shall consist of:

- a. the officers of the organization,
- b. the chairmen of standing committees; and
- c. the principal of the school or a representative appointed by him.

Section 2. A PTO member shall not serve as a voting member of the local PTO's executive board while serving as a paid employee of, or under contract to that local PTO.

Section 3. The duties of the executive board shall be to:

- a. transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- b. present a report at the regular meetings of the organization;
- c. approve the Plans of Work of all officers and committee chairmen;
- d. appoint an audit committee consisting of not less than three members, who are not authorized signers, at least thirty (30) days before the annual meeting, to audit the treasurer's accounts; this committee may not include either the outgoing or incoming treasurer;
- e. create standing and special committees;
- f. fill vacancies of officers and chairmen;

- g. prepare and submit a budget for the year to the organization for adoption; and
- h. approve routine bills within the limits of the budget.

Section 4. Meetings

- a. Regular meetings of the executive board shall be held prior to each regular organization meeting, the time to be fixed by the board at its first meeting of the year.
- b. A majority of the executive board members shall constitute a quorum. (Filled board positions rather than positions available will be counted.)
- c. Special meetings of the executive board may be called by the President or by a majority of the members of the board, at least three (3) days notice being given.

ARTICLE X: **Standing and Special Committees**

Section 1. Only members of the organization shall be eligible to serve in any elective or appointive position.

Section 2. The executive board may create such standing and special committees as it may deem necessary to promote the Objectives and carry on the work of the organization. The term of each chairman shall be one (1) year or until the selection of a successor.

Section 3. The quorum of any committee shall be a majority of its members.

ARTICLE XI: **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Stanton-Smith Elementary PTO when they are not in conflict with the organization's bylaws.

ARTICLE XII: **Funds-Budget**

- a. Authorized signatures on PTO checks shall include the Treasurer and one of the following: the President, the Vice-President or the Secretary. The signature on any check cannot be the payee. In the case of the treasurer needing reimbursement, the check must be signed by two other board members.
- b. To be reimbursed from the PTO a reimbursement form along with the receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer. If it is not an item as written in the budget, two board members must sign the request form.
- c. There must be a minimum of \$200.00 in the bank account at all times.
- d. At the end of the school year there must be a minimum of \$1,500.00 left in the bank account for the upcoming school year
- e. A letter will be written to the payee of checks that are written to PTO and returned for

insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to PTO by the bank.

- f. A budget will be determined by the President and Treasurer prior to the first general meeting (September) each school year. The budget will be discussed and approved at that first meeting. All expenditures within the realm of the approved budget are authorized expenditures.

ARTICLE XIII: Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds (2/3) vote of those present at the meeting. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE IXV: Amendments

These bylaws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.

These bylaws are adopted as revised on **September 23, 2008**.