

SHERRILLS FORD ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION BYLAWS

ARTICLE I: NAME AND PURPOSE

Section 1: NAME

The name of the organization shall be SHERRILLS FORD ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION (SFES PTO). The SFES PTO is located at 8103 Sherrills Ford Rd, Sherrills Ford, NC 28673

Section 2: PURPOSE

The purpose of the SFES PTO is to enhance and support the educational experience at Sherrills Ford Elementary School, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Sherrills Ford Elementary School through volunteer and financial support.

Article II: POLICIES

This organization shall neither seek to direct the administrative activities of the school nor to control its policies.

The organization shall be noncommercial, nonsectarian, and nonpartisan.

It shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition of, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

ARTICLE III: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of Sherrills Ford Elementary School students, plus all staff at Sherrills Ford Elementary School. There are no membership dues. Each household has voting privileges at SFES PTO Executive Board Elections and general meetings.

ARTICLE IV: OFFICERS

Section 1: EXECUTIVE BOARD

The Executive Board shall consist of the following elected officers: President, Vice President, Secretary | Communications, Treasurer, Assistant-Treasurer, Fundraising Director, and Volunteer Director. The Executive Board also consists of two teacher representatives appointed by the principal, plus the Principal, and Assistant Principal. The Principal and/or Assistant Principal and the teacher representatives shall be considered as a sitting advisor and/or consultant and shall not vote.

Section 2: TERM OF OFFICE

Officers are limited to a maximum of two one-year terms, unless no other candidates are willing to run for that office. In that case, the incumbent may seek an additional one-year term as long as there is a unanimous agreement by the Executive Board.

The term of office for Teacher Representatives is at the discretion of the principal.

Section 3: DUTIES

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and communicate current PTO affairs to the community.

President: Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President: Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President.

Secretary | Communications: Record and distribute minutes of all Executive Board meetings and all general PTO meetings, post minutes on PTO website, prepare agendas for official PTO meetings, and hold historical records for the PTO. Manage communications and marketing for the PTO, including but not limited to social media, email broadcasts, website, flyers, etc.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, hold all financial records, provide a monthly report to the Executive Board of all receipts and expenses of the PTO, oversee required independent audit by Certified Public Accountant, and perform such other duties as may be provided for by these bylaws, directed by the President, or the Executive Board

Assistant-Treasurer: Assist the Treasurer with all duties and serve as Treasurer when previous Treasurer's term ends.

Fundraising Director: Develop fundraising goals in conjunction with the PTO Executive Board and Administration, and develop a working plan to meet these goals.

Volunteer Director: Assist program chairs by recruiting volunteers throughout the year to support events as well as managing the member data. They also help inform parents about volunteer opportunities and responsibilities.

Section 4: BOARD MEETINGS

The Executive Board shall meet monthly during the school year, or at the discretion of the President or Principal and/or Assistant Principal. All Executive Board meeting dates will be posted on the SFES PTO calendar of events which is kept current on the SFES PTO website.

Section 5: REMOVAL

An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board. The General PTO Membership may vote to remove a board member by a majority vote.

Section 6: VACANCY

If a vacancy occurs on the Executive Board, the Executive Board shall seek a Nominee to fill the vacancy for the remainder of the officer's term. Vacancy will be filled by a majority vote of the Executive Board.

Section 7: NOMINATIONS

Nominations for the Executive Board will be made by a Nominating Committee that consists of (6) persons: two members of the PTO Executive Board (except the President), two members of the licensed teaching staff (appointed by principal), and two parent volunteers (appointed by the Executive Board). The nominating procedure is as follows:

1. The nominating committee is appointed during the 3rd Quarter.
2. A PTO Nomination form will be sent to the PTO General Membership during the 4th Quarter
3. Names of all nominees will be published at least two weeks prior to the election

Section 8: ELECTIONS

Executive Board Members will be elected at the final PTO meeting of the year by the general membership present. The vote will be voice vote except when there is more than one candidate for the office(s) to be filled. A majority of the votes cast shall constitute an election.

Executive Board Members shall assume their official duties at the end of the current school calendar year.

ARTICLE V: MEETINGS

Section 1: GENERAL PTO MEETINGS

General PTO meetings shall be held to conduct the business of the PTO. There shall be four meetings of the general membership each school year. Public notice shall be given to the membership prior to each meeting.

Section 2: VOTING

Each household in attendance at a PTO meeting is eligible to vote. One vote per household. Absentee and proxy votes are not allowed.

A quorum will consist of those present. Unless otherwise stated, PTO decisions will be decided by majority voting but may be overruled at any time by the Principal, per Catawba County Board Policy.

ARTICLE VI: FINANCIAL POLICIES

Section 1: FISCAL YEAR

The fiscal year of the PTO begins July 1 through June 30 of the following year.

Section 2: BANKING

All funds shall be kept in a checking account in the name of SFES PTO. Each expenditure from this account shall require two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING

The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly to the Executive Board, provide a current update of spending to the general membership at each meeting, present an annual report of the financial condition of the organization. The PTO shall arrange an independent review by a certified public accountant of its financial records each year.

Section 4: ENDING BALANCE

The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS

Authority to sign contracts should be limited to the President. All contracts must be approved by a majority vote of the Executive Board.

Section 6: FINANCIAL ACCOUNTABILITY

Minimum of one member of the Executive Board and one adult volunteer is required to be present when PTO monies are managed.

Section 7: RECORD KEEPING

All financial activity shall be recorded in a computer-based or manual accounting system. A full and accurate account of receipts and reimbursements in the books belonging to the SFES PTO must be kept current.

Section 8: INSURANCE & BONDING

The SFES PTO will obtain adequate liability insurance as protection against public liability, claims, property damage, or other legal actions arising from SFES PTO activities, one or more of SFES PTO's members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of SFES PTO.

When total cash on hand, cash in the bank and saleable merchandise, to which any elected officer or employee of the organization has access totals of \$500.00 or more, the PTO will purchase fidelity insurance. This insurance will be procured at the PTO's expense from a commercial firm, and in an amount sufficient to provide full protection of assets.

Section 9: EXPENDITURES

Expenditures will be limited to those required to support the activities listed in the adopted Budget. Petty cash will be used as change for SFES PTO fundraising functions. A specific amount will be withdrawn and recorded prior to the start of the function and the same amount immediately deducted and re-deposited at the end of each function. The Treasurer will be responsible for the withdrawal and re-deposits of the petty cash. Petty cash may not be used for reimbursement of expenses.

Expenditure amounts are to be approved as follows:

1. Expenditure requests less than \$100 may be submitted to and approved by the President without Executive Board approval.
2. Expenditure requests greater than \$100 must be submitted to and approved by a majority vote of the Executive Board.

ARTICLE VII: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VIII: DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Sherrills Ford Elementary School.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.

ARTICLE X: CATAWBA COUNTY POLICY

See attached sheet, descriptor term: Parent Organization.

These bylaws were adopted on (MM/DD/YY).

Amended (date): _____