

## **Sherrills Ford Elementary Parent Teacher Organization (PTO) Bylaws**

### **Article I Names**

The name of this organization shall be the Sherrills Ford Elementary School Parent Teacher Organization (PTO).

### **Article II Objectives**

- a) The mission of the SFPTO is to foster the partnership between school, family and community.
- b) To promote the welfare of youth in home, school and community.
- c) To enhance the physical, mental and social education facilities and opportunities for the students of Sherrills Ford Elementary School which are not otherwise provided for in the school corporation budgets.

### **Article III Policies**

- a) This organization shall neither seek to direct the administrative activities of the school nor to control its policies.
- b) 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.
- c) In the event of the dissolution of the PTO, its assets shall be distributed directly to the Sherrills Ford Elementary School local fund.

#### **Article IV    Membership**

- a) The PTO is a local unit composed of any faculty or staff members of SFE, any parents or legal guardian of children attending SFE or any interested community members or organizations.
- b) Any member shall have the privilege of making motions and serving on all committees.
- c) The Principal and/or Vice Principal shall be considered as a sitting advisor and/or consultant.
- d) Members of the organizations shall not be required to pay annual dues.

#### **Article V    Officers and Their Elections**

- a) The Executive Board officers of this organization shall be no more than a President, Vice President Elect, Secretary, Treasurer, Fundraising Coordinator, Volunteer Coordinator and Past President.
- b) Board officers shall be elected at the final PTO meeting of the year by the members 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.
- c) Board officers shall assume their official duties at the end of the current school calendar year.
- d) A person shall not be eligible to serve more than two consecutive terms in the same office unless there is a unanimous agreement by the Executive Committee and the PTO membership.
- e) Officers of this organization shall be nominated in the following manner: There shall be a nominating committee consisting of six (6) persons: two members of the PTO

Executive Board (except the President), two members of the licensed teaching staff and two parent volunteers. Names of all nominees will be published at least two weeks prior to the election.

- 1) The nominating committee shall be appointed during the February meeting of the organization after announcement of open offices.
  - 2) The two members of the Executive Board shall be appointed by the said committee. The two members of the teaching staff shall be appointed by the said staff. The two parent volunteers shall be appointed by the PTO Executive Committee.
  - 3) Following the report from the nominating committee, an opportunity shall be given for nominations from the floor.
  - 4) Only those who have consented to serve, shall be eligible for nomination, either by the committee or from the floor.
- f) A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee.
- g) When an Executive Board members fails to attend two meetings without adequate excuse or if the officer is not fulfilling responsibilities as described in the bylaws, the officer may be replaced by the Executive Committee.

## **Article VI Duties of Officers**

### **a) President**

- 1) Preside at all Executive Board meetings.

- 2) Supervise all of the activities of the organization and be ex-officio members of all committees except the nominating committee.
- 3) Perform such other duties as may be prescribed in these bylaws or assigned to her/him by the organization.
- 4) Coordinate the work of the officers and committees, in order that the PTO objectives-mission may be promoted.
- 5) Serve as Past President at the end of his/her terms as President.

**b) Vice President Elect**

- 1) Act as aid to the President and in their designated order perform such duties of the President in his/her absence or inability to serve.
- 2) Be a member of the Executive Board.
- 3) Perform such other duties as are assigned by the president of the Executive Committee.
- 4) Serve as President Following his/her one year term in the Vice President position.

**c) Secretary**

- 1) Record the minutes of all meetings of the organization and of the Executive Committee, and place copies of minutes of regular meetings in the school library and post on the PTO website.
- 2) Be a members of the Executive Board.
- 3) Perform such other duties as are assigned by the President or the Executive Committee.

4) Keep current copies of bylaws, minutes and newsletters available at all PTO meetings.

5) Read the minutes at each quarterly membership meeting.

d) **Treasurer**

1) Receive all monies of the organization.

2) Keep an accurate record of receipts and expenditures.

3) Pay out funds in accordance with the approval of the PTO membership and executive board committee. He/she shall represent a financial statement at every meeting and at other times when requested by the organization.

4) Have the accounts examined at the close of the school calendar year when business has been closed by an auditor, financial reviewer or auditing committee, who, when satisfied that the Treasurer's annual report is corrects shall sign a statement of such at the end of the report. The Executive Committee shall select the auditor, financial reviewer, or auditing committee.

5) Make a full report at the end of the current school year.

6) Be a member of the Executive Board.

e) **The Volunteer Coordinator**

1) Organize the master volunteer list, committee lists and room parents lists

2) Be a members of the Executive Board.

3) Maintain communication between the Executive Committee, staff and parents on volunteer concerns and needs.

- 4) Update the PTO bulletin board with volunteer activities.
- 5) To support efforts of volunteers in “fun-raising” for the benefit of students and the school on a non-for-profit basis.
- 6) Record volunteer hours and activities for the county and submit to the administration.

**f) Fundraising Coordinator**

- 1) Attend all PTO Executive Board meetings.
- 2) Be a member of the Executive Board.
- 3) Assist the Executive Committee in planning fundraising projects to support the needs for the school year as determined by the Executive Committee, Administrators, Building Leadership Team and school staff.

**g) Past President**

- 1) Attend all Executive Board meetings.
- 2) Assist the Executive Committee in any way deemed necessary, while utilizing continuity from year to year.

**h) All Executive Board Officers**

- 1) To perform regular duties of the positions as deemed necessary to carry on regular business, including the right to approve expenditures of up to \$1,000 without a general meeting. Any expenditures over this amount require a majority vote at general meetings or paper voting if time does not allow for a meeting.

- 2) Perform the duties outlined above as well as any other duties prescribed in these bylaws; and such other duties as may be delegated to him/her.
- 3) Have the option of selecting any standing or special committee and be involved in the selection of any chairpersons of those committees.
- 4) Upon expiration of the term of office or in case of resignation, each officer shall turn over to the President or Executive Board, without delay, and in good order, all records, books and other materials pertaining to the office and shall return to the Treasurer without delay all funds pertaining to the office.

## **Article VII Meetings**

- a) There will be four meetings of the entire organization each school year. Meeting dates will be determined during the summer months prior to the school year by the Executive Board, Administrators and BLT. Written notice will be given to the membership upon any changes of dates.
- b) The regular monthly meetings of the Executive Committee shall be determined each year by the members of said committee. Should a meetings date/s occur when school is not in session, the alternate date/s will be decided upon by the Executive Committee. The first 15 minutes of each Executive Committee meetings is open to any interested parties. Said persons must contact the President to be placed on the agenda.
- c) Special meetings may be called by the organization or the Executive Board. Appropriate notification will be given to the school populace by the President/Co-Presidents of the Executive Board.

- d) A quorum will consist of those present. There will be one vote per PTO member. 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 VIII Executive Committee**

- a) The Executive Committee is a representative group of the organization and shall consist of the Executive Board officers of the organization, the administrators and teacher representatives.
- b) The duties of the Executive Committee shall be:
1. To transact necessary business in the intervals between regular quarterly meetings and such other business as may be referred to it by the organization or committees requiring or needing assistance.
  2. To create standing and temporary committees necessary to carry out the objectives and aims of this organization.
  3. To present a report of plans, projects, activities, etc., at the regular meetings, newsletters and on the SFE website.
  4. To approve routine bills.
- c) Twenty four hour notice should be given for special Executive Committee meetings.
- d) To prepare a budget for requested operation and funding of requests as determined by the Executive Committee, BLT and members.

## **Article IX Standing and Special Committees**



- a) Standing and special committees shall be determined annually as deemed necessary by the Executive Committee.
- b) Committee chairperson/persons shall be issued committee guidelines by the Executive Committee and must submit a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Board.

#### **Article X Parliamentary Procedure**

Robert's Rules of Order, Newly Revised shall govern the organization in all cases in which they are not in conflict with these bylaws.

#### **Article XI Amendments**

These bylaws may be amended at any regular meetings of the organization by a majority vote of the members present. Notice of the proposed amendments shall be given and posted two weeks prior to the meeting and provided the Executive Board has already approved such amendments.

#### **Article XII Catawba County Policy**

See attached sheet, descriptor term: Parent Organization.