

Sawmills Elementary School PTO
Bylaws

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BYLAWS for Sawmills Elementary PTO

TABLE OF CONTENTS

ARTICLE 1 NAME, ADDRESS, DATE OF ADOPTION

ARTICLE 2 PURPOSES

Section 2.1 Purposes defined

Section 2.2 Promotion of purposes

Section 2.3 Tax exempt purposes

ARTICLE 3 BASIC POLICIES

ARTICLE 4 MEMBERSHIP AND DUES

Section 4.1 Membership

Section 4.2 Dues

Section 4.3 Official membership roster

ARTICLE 5 OFFICERS

Section 5.1 Officers

Section 5.2 Election

Section 5.3 Term

Section 5.4 Vacancies

Section 5.5 Removal from office

Section 5.6 General duties

Section 5.7 President

Section 5.8 Vice President(s)

Section 5.9 Secretary

Section 5.10 Treasurer

ARTICLE 6 BOARD OF DIRECTORS

Section 6.1 Duties

Section 6.2 Qualifications

Section 6.3 Composition

Section 6.4 Regular and special meetings

Section 6.5 Quorum

Section 6.6 Meetings by electronic media

Section 6.7 Removal from board

Section 6.8 Proxy voting

ARTICLE 7 COMMITTEES

Section 7.1 Standing Committees

Section 7.2 Audit Committee

Section 7.3 Nominating Committee

Section 7.4 Advocacy Committee

Section 7.5 Special Committees

Section 7.6 Meetings by electronic media

Section 7.7 Proxy voting

Section 7.8 Quorum

ARTICLE 8 GENERAL MEMBERSHIP MEETINGS

Section 8.1 Regular general membership meetings

Section 8.2 Special meetings

Section 8.3 Last general membership meeting of the fiscal year

Section 8.4 Quorum

Section 8.5 Majority vote

Section 8.6 Proxy voting

ARTICLE 9 FINANCE AND BUDGET

Section 9.1 Monthly financial review

Section 9.2 Financial review when financial officer leaves office

Section 9.3 Annual financial review

Section 9.4 Annual budget

Section 9.5 Checks

Section 9.6 Expenditures and fund availability

Section 9.7 Depositories

Section 9.8 Contracts and other financial agreements

ARTICLE 10 FISCAL YEAR

ARTICLE 11 PARLIAMENTARY AUTHORITY

ARTICLE 12 APPLICATION OF THESE UNIFORM BYLAWS

ARTICLE 1 NAME, ADDRESS, DATE OF ADOPTION

Name of local PTO: Sawmills Elementary PTO

Address: 4436 Sawmills School Road

City: Granite Falls

County: Caldwell

These uniform local bylaws were adopted by the general membership on 2013 – 2014 school year and shall be kept with the permanent records of this local PTO.

ARTICLE 2 PURPOSES

Section 2.1 Purposes defined.

The purposes of this PTO are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship;
- b. To raise the standards of home life;
- c. To secure adequate laws for the care and protection of children and youth;
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
- e. 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.

Section 2.2 Promotion of purposes.

The Purposes of this PTO are promoted through advocacy and educational programs, 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 3.

Section 2.3 Tax exempt purposes.

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 referred to as "Internal Revenue Code").

ARTICLE 3 BASIC POLICIES

The following are basic policies of this local PTO in common with those of National PTO and NCPTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the school and community to provide quality education for all 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 education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. 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 persons 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 2 hereof.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any 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.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to Sawmills Elementary School.
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing 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 to attempting to influence legislation by propaganda or otherwise.
- h. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the organization.

ARTICLE 4 MEMBERSHIP AND DUES

Section 4.1 Membership.

- a. Membership in this PTO shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of Sawmills Elementary School.
- b. This PTO shall conduct a membership drive every year, but may admit individuals to membership at any time.
- c. Only members of this PTO whose dues are current shall be entitled to participate or eligible to vote in the business meetings of the general membership including the election of officers.
- d. The membership year of this PTO shall begin on July 1 and end on the following June 30.

Section 4.2 Dues.

- a. Each member of this PTO shall pay annual dues. The amount of such annual dues shall be:
 - i. The PTO dues in an amount which shall be set, for the coming fiscal year, at the last general membership meeting of each fiscal year

Section 4.3 Official membership roster.

Prior to August 1 each year, the board shall designate a board member, an officer or a membership committee to prepare and keep current an official membership roster. This roster shall include:

- a. the total number of members;
- b. the names, mailing addresses and email addresses of members; and
- c. the dues collected from members.

A current copy of this roster shall be provided to the treasurer and the secretary.

ARTICLE 5 - OFFICERS

Section 5.1 Officers.

The only elected officers of this local PTO shall be a president, one or more vice president(s), a secretary, and a treasurer. No PTO member shall serve in more than one elected position at a time.

Upon taking office, each elected officer must be a member of this PTO.

Section 5.2 Election.

- a. Officers who will serve for the coming fiscal year shall be elected at the last general membership meeting of the fiscal year; these officers will assume office on July 1 and serve until the following June 30.
- b. The nominating committee shall nominate a slate of eligible candidates for election as officers of PTO, as provided in Section 8.3 of these bylaws.
- c. The president shall give notice of the election of officers to the general membership at least ten (10) days before the last general membership meeting of the fiscal year, and the notice will include the nominating committee's slate of nominees.
- d. In addition to the individuals nominated by the nominating committee, nominations from the floor will be allowed. When there is only one nominee for an office, that election may be held by voice vote. If there is more than one nominee for any office, election for that office must be by ballot.
- e. Only those individuals who are PTO members and who have signified their consent to serve if elected may be nominated by the nominating committee or by floor nomination or elected to such office.

Section 5.3 Term.

Officers shall take office on July 1 and shall serve for that fiscal year (until the following June 30), or until his/her successor is elected and ready to assume office. A person may serve only two consecutive full terms in the same office.

Section 5.4 Vacancies.

- a. President. A vacancy occurring in the office of president shall be filled for the unexpired term by a current member of the board of directors elected by a majority vote of all board members

then serving at a board meeting called with at least three (3) days notice. The board of directors will notify the general membership regarding the filling of the vacancy.

b. All other offices. A vacancy occurring in any other office shall be filled for the unexpired term by a member of this PTO in good standing who is elected by a majority vote of all board members then serving at a board meeting called with at least three (3) days notice. The board will notify the general membership regarding the filling of the vacancy.

Section 5.5 Removal from office.

An officer of this PTO may be removed from office without cause by the board of directors upon the affirmative vote of two-thirds (2/3) of all board members then serving. Board members must be notified of the request for removal at least five days in advance of the board meeting.

Section 5.6 General duties.

All Officers shall perform the duties outlined in these bylaws and those assigned by the board of directors of this PTO. Upon the expiration of the term of office or in case of resignation or removal, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall turn over to the treasurer, without delay, all funds and other assets of this local PTO.

Section 5.7 President.

The president:

- a. Shall preside at all meetings of the general membership and the board of directors at which he/she may be present, and shall designate another officer to preside when he/she will not be present (in the absence of such designation, the board may elect any board member to preside at any meeting);
- b. Shall coordinate the work of the officers, the board and the committees of this PTO;
- c. Shall perform such other duties as may be provided for by these bylaws or assigned to him/her by this PTO or by the board of directors;
- d. Shall sign all contracts of this PTO that have been approved by the board; and
- e. Shall be an ex officio voting member of all committees except the nominating committee.

Section 5.8 Vice President(s).

The vice president(s) shall perform duties requested by the president and the board of directors. In the event of a vacancy in the office of president, the vice president, or the vice presidents acting together if there is more than one, shall assume the duties of the president until a new president is elected pursuant to Section 6.4 of these bylaws.

Section 5.9 Secretary.

The secretary shall record the minutes of all meetings of the general membership and the board of directors and shall perform such other delegated duties as may be assigned by the board of directors, and shall maintain a file of important documents related to that PTO, including but not limited to:

- a. articles of incorporation of this PTO;
- b. the current bylaws adopted by this PTO,
- c. the current standing rules of this PTO, if standing rules have been adopted by the board;
- d. minutes of past meetings of the general membership and board of directors;
- e. a copy of the official membership roster provided for in Section 5.3 of these bylaws;
- f. a current roster of board members;
- g. a current roster of all committee members and chairs;
- h. legal documents, including but not limited to insurance policies and contracts;
- i. current and past tax returns; and
- j. current and past audit reports;

At the end of his/her term, the secretary shall transfer this file of important documents to his/her successor as secretary.

Section 5.10 Treasurer.

The Treasurer shall:

- a. Collect, deposit and maintain all funds of this PTO in approved depositories (including, but not limited to, all monies collected as local dues, raised in PTO activities, received as contributions, or otherwise acquired);

- b. Disburse funds in accordance with the annual budget adopted by this PTO, and maintain records identifying the purpose and payee of all disbursements;
- c. Maintain a current record of income, expenditures, assets and liabilities of this PTO, and make all financial records available for inspection and review by the audit committee;
- d. Present a financial report of income and expenses at each meeting of the general membership and the board of directors, which report shall compare current income and expenditures to the approved budget;
- e. Prepare a year-end financial report by June 30 showing the total income and expenditures for the fiscal year, comparing those figures with the budget approved at the beginning of the fiscal year, and the assets and liabilities of the PTO, and submit that report to the incoming president, treasurer and audit committee;
- g. File all required tax forms and reports in a timely manner, including but not limited to tax returns for the previous fiscal year, and submit copies of all such filings to the secretary of this PTO;
- h. At the end of his/her term, transfer all financial records to the audit committee by July 1; and
- i. Provide assistance to the audit committee upon request.

ARTICLE 6 - BOARD OF DIRECTORS

Section 6.1 Duties.

The affairs of this PTO shall be managed by the board of directors in the intervals between general membership meetings. The board shall be responsible to assure that all activities and expenditures of this PTO shall be consistent with the budget approved by the general membership. The board of directors:

- a. Shall transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by the members of this PTO;
- b. Shall create and supervise standing and special committees;
- c. Shall elect chairs and members of standing committees;
- d. Shall review and approve president's appointments of chairs and members of special committees;
- e. Shall review and approve the plan of work of the committees;
- f. Shall present a report regarding the activities of this local PTO at all general membership meetings;
- g. Shall require an annual review of this PTO's financial records as provided in these bylaws;
- h. Shall prepare a budget for the fiscal year and submit that proposed budget to the general membership for adoption at its first meeting in the fiscal year;
- i. Shall assure the preparation and maintenance of the official membership roster as provided for in Section 5.3 of these bylaws;
- j. May adopt PTO standing rules that shall not be in conflict with these bylaws; and
- k. Shall undertake other activities as needed to assure the successful operation of this PTO, and to fulfill the responsibilities of this local PTO under these bylaws.
- l. Shall agree to abide by the following Conflict of Interest Policy: When any actual or potential conflict of interest exists, with respect to any subject requiring action by the board of directors or any of its committees, the member having an actual or potential conflict shall immediately notify the president or committee chair of such conflict, and the member shall not participate in the deliberations, shall not vote on the subject with which the member has an actual or potential conflict of interest, and shall not use his/her personal influence. The minutes of the meeting shall reflect that a disclosure was made and that the board member who stated a conflict of interest did abstain from voting.

Section 6.2 Qualifications.

Each board member shall be a member of this local PTO.

Section 6.3 Composition.

The board of directors shall consist of the elected officers of this local PTO, the chairs of the standing committees, the school principal, one teacher elected by the board, and up to three at-large members elected by the board.

Section 6.4 Regular and special meetings.

Regular meetings of the board of directors shall be held during the fiscal year, the time to be fixed by the board of directors at its first meeting of the fiscal year. Special meetings of the board of directors may be called by the president or by any three members of the board, at least three days notice having been given and the purpose of the meeting stated.

Section 6.5 Quorum.

A majority of the board of directors shall constitute a quorum for the transaction of business.

Section 6.6 Meetings by electronic media.

Board meetings may be held by a telephone or electronic conference system that allows all participating members to simultaneously hear and speak to each other during the meeting. Telephone or electronic conferences shall not be used unless available to all board members. A committee member participating in this type of meeting is deemed to be present at the meeting.

Section 6.7 Removal from board.

A board member of this PTO may be removed from office without cause by the board of directors upon the affirmative vote of two-thirds (2/3) of all board members then serving. Board members must be notified of the request for removal at least five (5) days in advance of the board of directors meeting.

Section 6.8 Proxy voting.

Voting by proxy is prohibited.

ARTICLE 7 - COMMITTEES

Section 7.1 Standing Committees.

- a. The board of directors shall establish an audit committee by July 1 each year, and an advocacy and nominating committee by November 1, and may establish additional standing committees at any time as needed.
- b. The board of directors shall elect the chairs and members of standing committees.
- c. Only members of this local PTO may serve as chairs or members of standing committees.
- d. The term of chairs and members of standing committees shall be from July 1, or a date thereafter when they assume office, to the end of that fiscal year on June 30.
- e. The chair of each standing committee shall present a plan of work to the board of directors for approval;
- f. The president shall be an ex officio voting member of all standing committees except the nominating and audit committees;
- g. Chairs of standing committees can be removed in the manner provided for the removal of board members in Section 7.7.
- h. Members of standing committees can be removed by action of a majority of directors then serving at any meeting of the board upon five (5) days notice to the board of such proposed action;
- i. Standing committee meetings may be called by the committee chair or any three members of the committee.

Section 7.2 Audit Committee.

- a. The audit committee shall be composed of no fewer than three members. Individuals with check signing authority and their family members may not serve on the audit committee, nor may the outgoing or incoming treasurer.
- b. The audit committee shall be responsible for the audits and financial reviews described in Article 11 of these bylaws.

Section 7.3 Nominating Committee.

- a. The nominating committee shall be comprised of an odd number and no fewer than three members; at least two of the committee members shall be board members and at least one committee member shall be a member of the local PTO who does not serve on the board.
- b. Neither the president nor the principal shall be a member of the nominating committee.
- c. Throughout the year, the nominating committee is tasked with identifying talented, motivated, and responsible individuals to serve as officers of this local PTO.
- d. Prior to the last general membership meeting each fiscal year, the nominating committee shall prepare a slate of nominees for officers of this local PTO for the coming year, and the president shall include that slate in the notice for the last general membership meeting, and the chair of the nominating committee shall place such names in nomination at that meeting, and the election shall be conducted as provided in Section 6.2 of these bylaws.

Section 7.4 Advocacy Committee.

The advocacy committee shall develop and organize meetings, activities, and programs to further the goals and purposes of PTO. This committee is tasked with improving communications and relationships between school staff and families; educating families and caregivers on important issues related to the health and educational success of their children; and helping to make each child's potential a reality.

Section 7.5 Special Committees.

- a. A special committee is a committee that is created to perform a special project and goes out of existence once the project has been completed.
- b. The board of directors may create special committees and shall specify the duration and duties of such committees.
- c. The president shall appoint the chairs and members of special committees with the approval of the board and the president shall be an ex officio voting member of all special committees.
- d. Only members of this local PTO may serve as chairs or members of special committees.
- e. The chair of each special committee shall present a plan of work to the board of directors for approval.
- f. All special committee chairs and members serve at the direction of the board of directors and can be removed by action of a majority of directors then serving at any meeting of the board upon five (5) days notice to the board of such proposed action.

g. Special committee meetings may be called by the committee chair or any three members of the committee.

Section 7.6 Meetings by electronic media.

Standing and special committee meetings may be held by a telephone or electronic conference system that allows all participating members to simultaneously hear and speak to each other during the meeting. Telephone or electronic conferences shall not be used unless available to all committee members. A committee member participating in this type of meeting is deemed to be present at the meeting.

Section 7.7 Proxy voting.

Voting by proxy is prohibited.

Section 7.8 Quorum.

Unless otherwise specified in these bylaws, a majority of the members of any committee shall constitute a quorum for the transaction of business.

ARTICLE 8 GENERAL MEMBERSHIP MEETINGS

Section 8.1 Regular general membership meetings.

Regular general membership meetings of this local PTO shall be scheduled by the board and held at least three (3) times per fiscal year. Five (5) days notice must be given to the general membership to change the date of a regular general membership meeting.

Section 8.2 Special meetings.

Special meetings of this local PTO may be called by the president or a majority of the board of directors, at least three (3) days notice having been given. The meeting notice shall include the purpose of the meeting and the meeting shall be limited to such purpose.

Section 8.3 Last general membership meeting of the fiscal year.

The last general membership meeting of the fiscal year shall be held in March, April, or May.

Section 8.4 Quorum.

Either twenty (20) members or fifty percent (50%) of the membership of this local PTO, whichever number is less, shall constitute a quorum for the transaction of business in any general membership meeting of this local PTO.

Section 8.5 Majority vote.

Unless a higher vote is required by these bylaws, the act of the majority of the voting members present and voting shall be the act of this local PTO.

Section 8.6 Proxy voting.

Voting by proxy is prohibited.

ARTICLE 9: FINANCE AND BUDGET

Section 9.1 Monthly financial review.

The audit committee will conduct a monthly review of this PTO's bank statements and supporting documents and shall sign an acknowledgment on the bank statements that the expenditures were consistent with the approved budget.

Section 9.2 Financial review when financial officer leaves office.

If any officer with financial responsibility, including but not limited to check signing authorization, leaves office before the end of a fiscal year, the audit committee will conduct a review of the local PTO's financial records.

Section 9.3 Annual financial review.

By August 31 each year, the audit committee, or a certified public accountant appointed by the board shall:

- a. Examine the treasurer's year-end financial report and this local PTO's financial records (including but not limited to all depository accounts, the general ledger of receipts and expenditures, supporting documentation and checks, and records of membership dues paid); and
- b. State in writing whether or not the treasurer's year-end report is correct and shall submit that statement, with a copy of the report, to the board of directors.

The board shall review and approve the report of the audit committee or certified public accountant, and thereafter the audit committee shall use the data in the report to prepare and file the required Local PTO Year-End Report online in the NCPTO database no later than August 31. The audit committee will summarize its report to the general membership at its next meeting. The audit committee, at any time, may recommend to the board that an independent review of the financial records by a certified public accountant should be conducted.

Section 9.4 Annual budget.

The officers shall prepare a proposed annual budget which, following approval by the board, shall be considered and adopted at the first general membership meeting of the fiscal year. Amendments to the budget may be considered and adopted at regular or special general membership meetings.

Section 9.5 Checks.

All bills of this local PTO shall be paid by check. Checks must be signed by two of no more than four officers authorized by the board of directors to sign checks, except that none of these officers so authorized shall be related, and at least one of these authorized officers shall be the Treasurer. The signing of blank checks is prohibited.

Section 9.6 Expenditures and fund availability.

All expenditures of this local PTO must be consistent with the approved budget and based on actual fund availability. All reimbursements for expenditures will be contingent upon actual fund availability.

Section 9.7 Depositories.

All depositories of local PTO funds, including checking, savings and investment accounts, must be approved by the board of directors.

Section 9.8 Contracts and other financial agreements.

All contracts and other financial agreements require the prior approval of the board and must be signed by the President.

ARTICLE 10 FISCAL YEAR

The fiscal year of this local PTO shall begin on July 1 and end on the following June 30.

ARTICLE 11 PARLIAMENTARY AUTHORITY

This local PTO shall conduct its meetings in accordance with Robert's Rules of Order, Newly Revised (current edition) to the extent that it does not conflict with North Carolina law, the Articles of Incorporation of this local PTO, or the bylaws of National PTO, NCPTO or this local PTO.

ARTICLE 12: APPLICATION OF THESE UNIFORM BYLAWS

The foregoing uniform local bylaws supersede any and all bylaws previously adopted, and shall be applied as the sole and exclusive bylaws of this PTO.

The foregoing local uniform bylaws were adopted by the general membership of this local PTO on 2113-2014 School Year, and shall be kept with the permanent records of this PTO.