

BYLAWS
of
Banoak Elementary School
PTO

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Banoak Elementary School PTO. The PTO is located at Banoak Elementary School, 7651 W. NC 10 Hwy, Vale, NC 28168.

Section 2: DESCRIPTION – The PTO is a non-profit organization that exists for charitable, educational, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at Banoak Elementary School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Banoak Elementary School through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of Banoak Elementary School students, plus all staff at Banoak Elementary School. Membership dues may or may not be charged yearly. Membership Dues will be recommended and presented to the PTO body and voted upon by the PTO body annually.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of the following officers: President, Vice President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is two years, beginning immediately upon election, and ending upon officer election at the end of the served term.

Section 3: QUALIFICATIONS – Any member in good standing may become an officer of the PTO.

Section 4: DUTIES –

Executive Board – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and make recommendations to the PTO body for approval. The Executive Board can approve expenditures of no more than \$100.00.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO and prepare an agenda for the board meetings. To work with the Secretary on information to be included in the monthly newsletters, handouts, etc. To delegate responsibilities (duties) as needed to incorporate as much parental help as possible. To participate in or head up at least one (1) fundraiser during the school year. To keep any correspondence necessary for use by the PTO from year to year on the PTO flash drive. The flash drive is to be turned over to the new President at the end of each term.

Vice President – Assist the President and chair meetings in the absence of the President. To assume the duties and responsibilities of the President in his/her absence. To assist the Secretary if needed with distribution of the newsletters and handouts. To participate in or head up at least one (1) fundraiser during the school year.

Secretary and Assistant Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, hold historical records for the PTO. Manage communications for the PTO including, but not limited to, monthly newsletters, handouts, flyers, etc. To participate in or head up at least one (1) fundraiser during the school year. All documents should be saved onto the PTO flash drive and handed down to the new Secretary at the end of each term.

Treasurer and Assistant Treasurer – Serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses, report financial activity every month to the Executive Board, prepare year-end financial report, prepare the proposed yearly budget, facilitate an annual audit, and hold all financial records. Any computer records should be saved to the PTO flash drive and be handed down to the new Treasurer at the end of each term. These positions must be filled by Banoak Elementary School employees.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year. At any other time the President can request a called meeting if needed with approval from the principal.

Section 6: 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.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, nominees will be presented to the PTO body at the next school wide meeting for approval. The new representative will begin their term immediately.

ARTICLE IV – STANDING COMMITTEES

Section 1: Hospitality Committee – Will consist of parents who will donate their time and services to providing a meal for the school staff once a month. There will be a team leaders appointed over the group to handling the organization and scheduling of these events. Dates will be discussed with the school secretary and approved by the school principal. A yearly budget will be presented to the

Executive Board for supplies needed throughout the year. One team leader will sit in on the Executive Board meetings as needed.

Section 2: Fundraiser Committees – There will be a committee set up for each fundraiser that is held during the school year. Each committee is responsible for holding meetings, organizing the events, including but not limited to: decorating, supplies, recruiting helpers, layout of the grounds, time schedule, clean up, etc. Each committee will be responsible for presenting a budget to the Executive Board for any expenses pertaining to that event. All expenses must be approved in advance. Each committee is responsible for electing a chairperson. All the committee chairpersons will meet and elect one (1) committee leader to sit in on the Executive Board meetings as needed and bring forth all ideas, suggestions, budgets, etc for approval.

Section 3: Grade Level Representatives/Chairperson – Each classroom will have Grade Parents and one (1) Grade Parent Chairperson. The grade parents will be the contact between the Executive Board, Fundraiser Chairperson, and Teachers in order for information to be relayed to the parents in the classroom. All the Grade Parent Chairpersons will meet and elect one (1) Chairperson to sit in on the Executive Board meetings as needed and bring back requests.

ARTICLE V – MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held during the following months: September, December, May/June.

Note: The Executive Board shall obtain prior approval from the principal for (a) any activity, event, or fund-raising event, (b) any purchase for the school, (c) any function involving the participation of students, and (d) any event which is likely to reflect upon the school or school system.

Section 2: VOTING – Each member in attendance at a General PTO meeting is eligible to vote. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Eight (8) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE VI – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of Banoak PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer/ Assistant Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year or as requested by the PTO Executive Board.

Section 3: ENDING BALANCE - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is limited to the PTO Executive Board with prior approval of the principal.

ARTICLE VII – BYLAW 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. 2/3 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 Banoak Elementary School.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

These bylaws were adopted on _____.

Appendices:

- 1. PTO Executive Board Duties**
- 2. Duties of Standing Committees**