

JULINGTON CREEK ELEMENTARY PARENT TEACHER ORGANIZATION (JCE PTO) BY-LAWS

Article I – Name, Description and Purpose

Section 1: Name. The name of the organization shall be the Julington Creek Elementary Parent Teacher Organization (JCE PTO).

Section 2: Description. The PTO is a non-profit organization that exists 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.

Section 3: Purpose. The purpose of JCE PTO is to enhance and support the educational experience of Julington Creek Elementary School by fostering relationships among the school community, parents, and teachers and improving the environment of Julington Creek Elementary through volunteer and financial support.

Article II – Membership

Section 1: Membership in the Julington Creek Elementary PTO shall be made available to any individual who subscribes to the basic policies of the bylaws of the Julington Creek Elementary PTO.

Section 2: Each member of the organization shall pay annual dues to the organization. Such annual dues shall be established by the Executive Committee at the beginning of each year.

Section 3: Only members of the organization shall be eligible to participate in business meetings, or to serve in any of its elective or appointive positions.

Section 4: Members have voting privileges, one vote per membership.

Section 5: The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Article III – Officers and Elections

Section 1: Officers. The Executive Committee shall consist of the following, which are elected positions: President, Vice President, Treasurer and Secretary. Each position may have co-officers held by two individuals sharing the duties of such office.

Section 2: Elections. Voting shall be by voice unless more than one person is running for an office. In that case, a ballot vote shall be taken. The majority vote shall elect.

Section 3: Eligibility. Members are eligible for office if they are members in good standing at least 30 calendar days before the day of the vote.

Section 4: Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. Executive Committee Officer terms may be extended under such circumstances that may prevent an election from occurring including the immediate and surrounding area being under an ongoing "State of Emergency ". Elections must take place once the State of Emergency is lifted and children are allowed to physically attend school on campus and eligibility requirements can be met.

Section 5: Vacancies. A vacancy occurring in an elected officer position shall be filled for the unexpired term by a person elected by a majority vote of the PTO Executive Board on which they shall serve, notice of such election having been given.

Section 6: Removal from Office. Officers can be removed from office with or without cause by a majority vote of those present, assuming a quorum is established, at a board meeting where previous notice has been given.

Article IV – Duties of Elected Officers

Section 1: President. The president shall preside over meetings of the organization and Executive Board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

Section 2: Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

Section 3: Secretary. The secretary shall keep all records of the organization, take and record minutes and handle correspondence for the organization. The secretary also keeps a copy of the minutes, bylaws, standing rules, and membership list.

Section 4: Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year. See Article VII for more specific instruction regarding treasurer duties.

Article V – The Executive PTO Board

Section 1: Membership. The Executive Board of the PTO shall consist of the Executive Committee (elected officers), Committee Chairs, and the school representative.

Section 2: Executive Committee Duties. The Executive Committee shall develop the PTO's annual budget, establish and oversee committees required to conduct the work of the PTO, establish fundraising programs, and transact emergency business in the interval between monthly PTO Board Meetings. The PTO President, with the help of the Executive Committee, shall appoint the Chairs of the Standing Committees. Approval by the General Membership is not necessary. Meetings of the Executive Committee shall be held as needed.

Section 3: Committee Chair Duties. Each Committee chair should be familiar with their job description and associated budget as defined by the Executive Committee, and be prepared to update the board with any changes to their budget/spending plan. The term of each committee chair shall be one year. The president shall be a member ex-officio of all committees except the nominating committee.

Section 4: Executive Board Duties. The Executive Board shall perform the duties and expectations as defined in the organization's Standing Rules. A majority of the Executive Board must vote to approve new business not stated in the Standing Rules before action is taken, including but not limited to approval of unbudgeted expenditures, changes to a committee's budget, and end of year expenditures.

Article VI – Meetings

Section 1: Board Meetings. Board Meetings of the Executive Board (Executive Committee, Committee Chairs and Principal) shall be held four (4) times during the school year, preferably on the same day and same time each month, to be determined by the board. Only members of the Executive Committee are eligible to vote at Board Meetings.

Section 2: General Meetings. General meetings of the organization shall be held at least four (4) times during the school year. A minimum of seven days prior notice of date and time will be given before General Meetings. All Members of the PTO are eligible to vote at General Meetings.

Section 3: *Special Meetings.* Special meetings may be called at the discretion of the Executive Committee. A minimum of two days notice of date and time will be given before Special Meetings. All Members of the PTO are eligible to vote at Special Meetings.

Section 4: *Voting.* Each member in good standing with PTO and present at the meeting where a vote is taking place is eligible to vote. One vote per membership. In the case of a “State of Emergency” where children are not allowed to physically attend school on campus, members are unable to participate in person and the meeting cannot be rescheduled for a later date, the executive committee and members can participate in business matters, which includes but is not limited to voting, in an online forum.

Article VII – Finances

Section 1: The proposed school year budget will be drawn up in the spring prior to the end of the school year by the Executive Board and the treasurer and shall be presented to the general membership for approval by a majority of the members attending the last General PTO meeting prior to summer break. This budget can be amended by a majority vote of the general membership when money is reallocated in the budget or a new budget line item is added.

Section 2: The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3: All funds shall be kept in a checking account held at a local institution in the name of Julington Creek Elementary PTO. Two authorized signatures are required on each check. Authorized signers shall be the president, vice president, treasurer and secretary.

Section 4: New allocations of up to five hundred dollars (\$500.00) can be approved by the Executive Committee, but must be presented at the next General PTO Meeting for informational purposes. Expenses outside the approved budget that exceed five hundred dollars (\$500.00) must be presented to, and approved by, a majority of the members attending a General PTO Meeting. Expenses over \$3,000 must go through school board approval.

Section 5: At fiscal year end the Executive Board shall reserve the amount that has been allocated and approved to be spent for the next fiscal year’s school budget.

Section 6: The treasurer shall reconcile the account(s) monthly and report all financial activity at each Board Meetings and each General Meeting. The PTO Executive Board shall establish a Financial Oversight Committee, which shall consist of not less than three members; none of whom are elected officers having authorization to sign on the PTO bank account(s). The Financial Oversight Committee shall have the authority to request, at its discretion, the financial records of the PTO. The Financial Oversight Committee shall receive the treasurer’s report and a copy of the bank statement on a monthly basis and shall sign and return a copy of the bank statement witnessing such receipt. The Financial Oversight Committee may request additional information at any time should they deem it necessary.

Section 7: The fiscal year shall begin on July 1st and end on the following June 30th.

Article VIII – Basic Policies

The following are basic policies of the organization.

Section 1: The organization shall work with the school to provide quality education for all students.

Section 2: No part of the net earnings of the organization shall be used to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons.

Section 3: Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code or by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Article IX – Parliamentary Authority

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

Article X – Standing Rules

Section 1: Standing Rules serve as a guide to ensure the orderly transfer of duties from one administration to the next, and are a valuable tool for the orientation of new board members.

Section 2: All committee chairs shall receive a copy of the Standing Rules at the first Board Meeting of the school year.

Section 3: Standing rules may be amended at any time by the majority vote of the Executive Board and must be reviewed every three years.

Article XI – Dissolution

Section 1: The organization may be dissolved with previous notice of thirty (30) calendar days, and a majority vote of those present at the meeting, assuming a quorum (10) is established.

Section 2: In the event of the dissolution of the PTO, after paying or adequately providing for the debts and obligations of this PTO, any funds remaining shall be distributed to Julington Creek Elementary or another charitable, non-profit organization.

Section 3: Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, 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 XII – Amendments

Section 1: PTO bylaws must be reviewed every three years by the Executive Committee.

Section 2: These bylaws may be amended at any General or Special Meeting by a majority vote of those members present; assuming a quorum is present.