



Oakboro Choice STEM School PTO Bylaws

ARTICLE I - NAME

The organization shall be named Oakboro Choice STEM School Parent-Teacher Organization (PTO); herein referred to as the PTO.

ARTICLE II - MISSION STATEMENT

The PTO is organized for the purpose of supporting and enhancing the educational experiences of the School's students by:

1. providing an organization fostering relationships among families, school, and teachers working cooperatively; and
2. providing financial support for programs funded outside of the annual school budget as approved by vote of the PTO members.

ARTICLE III - POLICIES

Section 1: The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

Section 3: The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO.

Section 4: The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

Section 5: Any person volunteering at a PTO event or serving in an official PTO position must have the approved Stanly County Schools vetting prior to volunteering.

ARTICLE IV - FISCAL YEAR

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

ARTICLE V - MEMBERSHIP & DUES

Section 1: Membership. Any parent, guardian, or vetted family member of a student at the School, the Principal, or any teacher currently employed at the School may become a PTO Member.

Section 2: Dues. Each member shall pay annual membership dues of FIVE DOLLARS (\$5.00) to the PTO. Only members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to vote or serve on the Executive Board. Dues paid shall be good through the current fiscal year of the PTO which shall end on June 30th.

Section 3: Vote. Each individual, paying member shall have one vote. Voting may take place by voice or, upon request, by written ballot.

ARTICLE VI - OFFICERS

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer. The position of Treasurer, may be a shared position between two individuals, thus acting equally as Co-Treasurers.

Section 2: Eligibility. Only Members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to serve in any Officer position.

Section 3: Nominations & Elections. Nominations for Officers' positions shall be submitted at the April PTO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTO membership.

Section 4: Term of Service. Voting shall take place by written ballot at the May PTO meeting, if needed. Officers shall be elected for a term of one-calendar year (beginning July 1st and ending on the following June 30th) by the general PTO Membership. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees.

Section 5: In the event the PTO fails to fill all Officer positions at the May PTO meeting, the incumbent of the expiring term may remain in office until an election of a new official at any regular meeting.

Section 6: All Officers shall act in the best interest of the PTO.

Section 7: Compensation. No Officer shall be compensated by the PTO for their service.

Section 8: Attendance. Each Officer shall attend the Executive Board and regular PTO meetings.

Section 9: Committee Service. Each Officer is expected to serve on a minimum of one committee.

Section 10: Contracts & Purchases. No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO Board. Any approved purchases must be made within the budgetary restrictions.

Section 11: Removal from Office. Any Officer can be removed from office, with cause, by a two-thirds vote of the PTO Board. Advance notice of the vote shall be given to the elected official, by the PTO Board, at least one week prior to the meeting.

Section 12: Officer Vacancies. If there is a vacancy in any office, members will fill the vacancy through an election at the next regular meeting.

Section 13: Each Officer shall assist in the nomination of incoming Chairpersons of the Standing Committees.

ARTICLE VII - OFFICER DUTIES

Section 1: President

The President shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda.
3. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
4. Represent the PTO at city-wide meetings or other meetings outside of the organization.
5. Assist in the total coordination of all committees and the PTO as a whole.
6. Sign checks, notes, etc. in combination with Treasurer(s) or Secretary.
7. Appoint Special Committees as needed.

Section 2: Vice President

The Vice President shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Represent the PTO at city-wide meetings or other meetings outside of the organization.
3. Oversee the Room Parent & Volunteer Committees

Section 3: Secretary

The Secretary shall:

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Executive Board and PTO and forward copies to each Executive Board member within two weeks of the recorded meeting.
3. Post the minutes on the PTO/School Website after each PTO meeting
4. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
5. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
6. Hold a copy of the PTO Bylaws, Parliamentary Procedures, and current Membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
7. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.
8. Represent the PTO at city-wide meetings or other meetings outside of the organization.
9. Oversee the Publicity and Web Communication Chair.
10. Announce PTO meetings to the School population at least 14 days in advance of that meeting.

Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

ARTICLE IX - MEETINGS

Section 1: Regular Meetings of the PTO - Shall hold regular meetings, except during June, July and August, at the School, on a date and time pre-established by the Executive Board. Dates and times of the regular meetings shall be announced by the Secretary at least 14 days prior to meeting.

Section 2: Executive Board Meetings - Shall be held no less than quarterly on a date mutually agreed upon by the Officers.

Section 3: Special Meetings of the PTO - May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 14 days prior to the meeting.

Section 4: Quorum. At least 5% of the PTO Membership shall constitute a quorum. A quorum must be met in order for any vote to take place.

Section 5: The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget..

Section 6: The final PTO meeting shall take place in May, prior to the close of school.

ARTICLE X - FUNDS

Section 1: Use. PTO funds shall be used for programs, events, and items, that directly benefit the students of the School; with the exceptions of the annual Teacher Appreciation Week Activities

Section 2: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 4 days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance, to PTO Officers only, to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 14 days prior to the vote.

Section 5: Reporting. An updated financial report shall be made available in printed form to each PTO member at each PTO meeting, upon request.

Section 6: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed \$10,000.

ARTICLE XI - COMMITTEES

Section 1: Standing Committees. The following Standing Committees shall exist, as needed, for the purpose of carrying out a specific set of relative duties:

Fundraising, Enrichment, Social, Hospitality, Nominating, Publicity & Web Communication, Room Parent, Volunteer, Playground, Field Day, Bylaws, and Middle School Activities. Additional Special committees may be formed at any time either at the request of the President or by a majority vote of the PTO membership.

Section 2: Chairpersons. Chairpersons, as needed, of Standing Committees shall be elected annually by the PTO membership. Nominations shall be submitted at the April PTO meeting. Elections shall take place at the May PTO meeting. An Officer may also act as Chair of up to two Standing Committees.

Section 3: The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Section 4: Committee Members. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 5: Contracts & Purchases. No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 6: Attendance. Committee Chairpersons shall attend Executive Board and regular PTO meetings to report on the activities of his/her committee.

ARTICLE XII - COMMITTEE DUTIES

Section 1: Fundraising Chair, as needed

The Fundraising Chair shall:

1. Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.
2. Prepare and execute fundraising projects as approved by the Executive Board.
3. Communicate with Volunteer Chairperson to solicit volunteers for each Fundraiser.
4. Report all Fundraising activities, expenses, and profits at each regular PTO meeting.
5. Maintain confidential records of all contributions.
6. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
7. Oversee and execute the Savings Programs (i.e. Box Tops, cartridges, etc.).

Section 2: Enrichment Chair, as needed

The Enrichment Chair shall:

1. Work with the Principal and teachers to coordinate events that support classroom instruction.
2. Notify the Publicity Committee in advance of event dates for photo coverage.
3. Write a summary of each event for publication in School website, newsletters or newspaper.

Section 3: Social Chair, as needed

The Social Chair shall:

1. Plan and implement social activities for School students and their families, as needed.
2. Coordinate not-for-profit Fun Events for the students.
3. Coordinate after-school programs with school staff, as needed.

Section 4: Hospitality Chair, as needed

The Hospitality Chair shall:

1. Plan and serve refreshments at planned PTO supported functions.

2. Coordinate events including, but not limited to, the Teacher Appreciation Week Activities, Honor Roll Breakfast, Grandparent's Day Breakfast.

Section 5: Nominating Chair, as needed

The Nominating Chair shall:

1. Publicize PTO positions and recruit volunteers to fill open Executive Board positions for the upcoming school year.
2. Work with the Executive Board and Committee Chairs to prepare a list of nominees to be included on the annual election ballot at the April PTO meeting. This list shall be completed and publicized to all PTO members two weeks prior to the April meeting.

Section 6: Publicity & Web Communication Chair, as needed

The Publicity & Web Communication Chair shall:

1. Attend School functions and events to take photos and write articles for submission to the local newspaper, School newsletter, and School website
2. Work closely with the School Website Team to maintain the website with current activities and information, as needed.
3. Decorate and maintain the PTO bulletin board in the School lobby to reflect a positive and informative display.
4. Coordinate orders and sales of Spirit Wear & Spirit Items

Section 7: Room Parent Chair, as needed

The Room Parent Chair shall:

1. Solicit volunteers for a minimum of one Room Parent per classroom and maintain records (i.e. name, phone, email) to contact these individuals.
2. Coordinate and review with the Room Parents their responsibilities; supporting the teacher with class functions and classroom needs as directed by the classroom teacher. Recruiting parent volunteers to support & assist at various PTO events & fundraising.

Section 8: Field Day Chair, as needed

The Field Day Chair shall:

1. Assist the Principal and Gym Teacher with the planning and implementing of the School's annual Field Day.

Section 9: Playground Chair, as needed

The Playground Chair shall:

1. Research and present playground maintenance and improvement plans with principal.
2. Work closely with the Fundraising Chair to coordinate fundraising for maintenance and improvements of the School's playground equipment and grounds.
3. Purchase equipment, supplies, and services necessary to maintain and improve the playground equipment and grounds as approved (by vote) by the PTO membership.

Section 10: Volunteer Chair, as needed

The Volunteer Chair shall:

1. Recruit and coordinate volunteers as needed by Teachers & Staff in all areas including, but not limited to educational, student, classroom, and clerical needs
2. Keep a current list of volunteers, their availability, and contact information
3. Work with all other Chairpersons when volunteers are needed for any occasion

Section 11: Middle School Activities Chair, as needed

The Middle School Activities Chair shall:

1. Coordinate fundraising and Middle School activities with Middle School Teachers & Principal.
2. Report activities of the Middle School Committee to the Executive Board to ensure there are no conflicting programs.

3. Recruit parent volunteers to support & assist at various PTO events, fundraising, & activities specific to Middle School students.

Section 12: Finance Audit Chairperson, as needed

The Finance Audit Committee shall be made up of up to three PTO members that do not currently serve on the Executive Board. The Finance Audit Chair shall audit the financial records of the PTO and prepare a fiscal year-end audit report.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Section 1: Rules. The rules contained in **Robert's Rules of Order**, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

Section 2: Bylaws Committee. As needed, a Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTO meeting.

Section 3: Bylaws Amendment. These Bylaws may be amended under the following conditions:

- Either the Bylaws Committee, PTO Board, or at least 5 PTO Members shall submit the revision request to the Secretary; and
- At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting; and
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

ARTICLE XIV - DISSOLUTION

Section 1: Dissolution. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
2. the remaining funds be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 18 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.