

South Decatur Elementary



South Decatur Elementary School PTO

Mission Statement

The South Decatur Elementary School PTO is an organization whose purpose is to strengthen, enhance and encourage the educational and social environment of South Decatur Elementary. The SDES PTO goals are to complement the school curriculum with additional opportunities for parents, teachers and students to learn, socialize, communicate and grow.

Article I – Name

The name of the organization shall be the South Decatur Elementary School Parent-Teacher Organization (PTO).

Article II – Objective

1. To promote the welfare of the children in the school, home, and community;
2. To support and improve the school environment through positive action;
3. To encourage members to take an active part in the school through the fundraisers or the volunteer programs.

Article III - Policies

1. This organization is self-governing, self-supporting, non-commercial, non-sectarian, non-profit, and non-partisan;
2. This organization shall seek neither to direct the administrative activities of the school nor to control its policies;
3. The budget must allow for start-up expenses for next year's PTO program.

Article IV – Membership

Membership in the organization is open to parents or guardians who have a student enrolled in the South Decatur Elementary School and faculty members of the school who will uphold the policies of this organization and agree to the Bylaws.

Article V – Officers, Duties, and Elections

All Officers and Chairpersons shall be in possession of the bylaws and other pertinent material. Upon expiration of his or her term, the retiring Officer will provide the incoming Officers and Chairpersons with these files.

A background check will be conducted on all Officers annually. Officers must pass SDES regulations. The treasurer may not have a past fraud conviction. No one may serve who has been convicted of crimes against a child or children.

When conducting official PTO business, each Board member agrees to obtain approval from the President and/or the Principal prior to sending any form of communication to SDES families.

Section 1. Officers and Duties

The Officers shall be a President, Vice President, Secretary, and Treasurer. ***The officer positions of this organization may be co-chaired at the PTO's discretion by no more than 2 people. In the event a position is co-chaired by 2 people, each person will have individual voting privileges.

a. **President:** *The President shall:*

- Preside over meetings of the organization and Executive Board.
- Serve as the primary contact of the Principal(s).
- Create an agenda for all regularly scheduled meetings.
- Represent the organization at meetings outside of the organization.
- Present to Principal(s) and/or Executive Board any committee plans as required.
- Coordinate the work of all officers and committees so that the purpose of the organization is served.
- The immediate past President(s) shall automatically become an ex officio of the Executive Board for a period of one (1) year in an advisory capacity only.
- Work with the Treasurer to make adjustments to budgets as needed, for surplus or deficiencies, and review bank statements at least every other month.
- Act as one of the two required signatories for signing checks.

b. **Vice President:** *The Vice President shall:*

- Act as an aid to the President and perform the duties of the President in his/her absence or inability to serve.
- Work to obtain and maintain adequate insurance coverage for PTO members, if needed.
- Research and apply for grants that benefit the school.
- Work with the President to coordinate the list of volunteers for each committee, and work with the committee chairs to make sure chairpersons understand their duties.
- Perform other duties as assigned by the President or the Executive Board.

c. Secretary: *The Secretary shall:*

- Keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership.
- Keep a copy of the minutes, bylaws, policies, rules, membership list, and any other necessary supplies.
- Correspond with the Principal(s) for newsletters, announcements, and keep social media up to date.

d. Treasurer: *The Treasurer shall:*

- Manage all aspects for the PTO budget including:
 - preparing the annual budget and presenting it to the board;
 - presenting the budget to the membership at large at all meetings;
 - depositing all monies of the organization in a bank designated by the Executive Board; in certain circumstances, Treasurer can appoint an officer to deposit funds.
- Record and report on PTO transactions by:
 - receiving all funds of the organization;
 - keeping an accurate record of receipts and expenditures, and paying out funds in accordance with the approval of the Executive Board;
 - presenting a financial report at School-wide Meetings.
- 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 school year.
- Act as one of the two required signatories for signing checks.

e. All Officers: *All officers shall:*

- Attend all PTO meetings. If an officer fails to attend three consecutive General Membership meetings he/she may be removed from office.
- Select and appoint the chairpersons of all Standing and Special Committees.
- Add committees as the need arises.
- 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.
- Upon expiration of an officer's term of office, or in the case of resignation, each officer shall turn over to the President, 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.
- Ex Officio members are welcome, but not required to attend all Executive Board Meetings. Ex Officio members may advise the group but shall not have a vote.

Section 2. Term of Office

1. The term of office shall be two years for all Officers or until their successors are elected. Official duties will begin at the General Membership meeting held at the time of election.
2. A person shall be eligible to serve two full consecutive terms in the same office. No person shall serve more than two consecutive terms in the same office, except in the case of fulfilling a partial

term. In the event a candidate cannot be found for a particular officer position, the previous officer may temporarily fill the position until a candidate is found.

3. In the year the bylaws are adopted, any two Officers who have held previous positions, shall serve for one or three years on the Executive Board, and all other Officers shall remain for the two-year term.

Section 3. Nominations and Elections

1. Elections, if needed, will be held at the last School-wide meeting.
2. The Officers shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 4. Notices

Notices must be sent out 5 days prior. General Board meetings must be announced at least 7 calendar days prior to meeting.

Section 5. Vacancies

A vacancy of an office shall be filled by the Executive Board by agreement of at least 4 of the Executive Board members.

Section 6. Removal from Office

Officers may be removed from office for cause upon vote of at least 4 members of the Executive Board.

Article VI - Meetings

Section 1. School-wide Meetings

There shall be a minimum of three regular meetings per year.

Section 2. Executive Board Meetings

Executive Board meetings may be called by any three members of the Executive Board by giving written notice to the President at least 5 days prior to the meeting.

Article VII – Executive Board

1. The Executive Board shall consist of: the President, Vice President, Treasurer, Secretary, One Chairperson
2. The Officers shall appoint a Chairperson, who will be part of the Executive Board for the following year at the last School-wide Meeting of the year. The Chairperson will be a voting member of the executive board, and is required to fill duties as needed.
3. The SDES Principals shall serve as ex officio members of the Executive Board in an advisory role and shall not have a vote.
4. All duties of the Executive Board shall be to:
 - a. Transact necessary business in the intervals between meetings and in preparation for the General Membership Meetings;

- b. Approve, by majority vote, the budget for the fiscal year to be submitted to the membership at large during the fall meeting.
- c. Create rules and policies as well as standing and temporary committees as needed.
- d. Ensure that PTO fundraising shall be limited to events and activities benefiting SDES students, parents, and teachers as a whole.

Section 1. Quorum

Half the number of Executive Board members plus one constitutes a quorum. Notices for the Executive Board shall be sent out 5 days prior to Executive Board Meetings.

Section 2. Voting

1. The Executive Board shall vote on all business and other related items.
2. Electronic Voting. A vote of the Executive Board may be conducted electronically via email notice and/or text message, provided that all Board Members receive notice of such proposed vote and are afforded no less than 72 hours to vote. Votes may be cast by responding electronically to the President or by other direct communication to the President.

Article VIII – Finances

Section 1. The fiscal year shall be August 1 to July 31. The budget will be approved annually by this fiscal year.

Section 2. The PTO will establish a policy each year for a minimum balance.

Section 3. The PTO shall leave a minimum of \$2,000 in the treasury at the end of the fiscal year.

Section 4. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 5. Any check written from the account for \$500, or more, is required to have 2 signatories on the check before disbursement.

Section 6. The Executive Board shall approve all expenses outside of budgeted items.

Section 7. The treasurer shall prepare a financial statement at the end of the year.

Section 8. The Principal shall also act as one of the 2 signatories for signing checks, when required.

Article IX – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a special meeting called in order to dissolve. Upon dissolution, the PTO would pay outstanding bills and Executive Board approved activities. Any remaining funds will be transferred to the SDES Student Council, or designee approved by the Executive Board.

Article X – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail or email. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XI – Indemnification

The Non-Profit Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Non-Profit Corporation) by reason of the fact that the person is or was serving at the request of the Non-Profit Corporation as a director, officer, employee or agent, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by the person in connection with such action, suit or proceeding if the person acted in good faith and in a manner reasonably believed to be in or not opposed to the best interests of the Non-Profit Corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe the conduct was lawful and no reasonable cause to believe the conduct was unlawful.

Indemnification hereunder shall be made only upon a determination in the specific case that indemnification is proper under the substantive standards established hereunder. Such determination shall be made by the board of directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit or proceeding.

Official Bylaw Review and Compliance

As an Executive Board member of the South Decatur Elementary School PTO I have reviewed the above bylaws of this organization and I agree to comply and enforce the bylaws as an active member of the Executive Board.

X

President - SDES PTO

X

Secretary - SDES PTO

X

Vice President - SDES PTO

X

Treasurer - SDES PTO