

BY-LAWS

(Adopted October 12, 2010)

GUY B. TEACHEY ELEMENTARY SCHOOL PARENT - TEACHER ORGANIZATION

ARTICLE I. Name

The name of this organization shall be the Guy B. Teachey Elementary School Parent - Teacher Organization (PTO).

ARTICLE II. Mission Statement

The purpose of the Guy B. Teachey Elementary School PTO is to support and improve the relationship between home and school; promote the welfare of our students and provide enriching experiences for all students; and support a safe learning environment for children, staff and educators.

ARTICLE III. Basic Policies

Section 1. This organization shall be non-commercial, non-sectarian and non-partisan and shall adhere to an abbreviated version of the North Carolina Open Meetings Law. (Non-commercial means that the PTO's name shall not be used to promote a private business).

Section 2. This organization may make suggestions to the administration concerning activities of the school, but it shall neither seek to direct the administrative activities of the school nor to control its policies. PTO and administration should work cooperatively together to fulfill the needs of the students, parents, teachers, and community.

Section 3. This organization may cooperate with other organizations and agencies concerned with child welfare, but no persons representing this organization shall make any commitments that bind this organization without previous approval of the membership.

Section 4. In the event of the dissolution of this organization and after paying any debts outstanding, its assets shall become the property of the Guy B. Teachey Elementary administration until a new organization is formed. If no organization is formed within a period of two years, the administration shall use the assets, as they see fit, to enhance the education of Guy B. Teachey Elementary students.

ARTICLE IV. Membership

Section 1. All parents or legal guardians of Guy B. Teachey Elementary students, teachers and staff are included as members of the Guy B. Teachey Elementary PTO.

Section 2. The Principal of Guy B. Teachey elementary shall be an ex-officio member of the Guy B. Teachey PTO. He/She or a designated alternate should attend Board meetings, communicate ideas from the administration, advise of school policy, and make necessary recommendations to further the organization's mission.

ARTICLE V. Officers

Section 1. The following officers shall be elected.

a. President b. Vice President c. Secretary d. Treasurer ***The officer positions of this organization may be co-chaired at the Board'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.

Section 2. Officer duties A. President: The President shall: 1. Be the principle executive officer of the organization and subject to the counsel of the other officers and the direction of the organization. 2. Supervise all of the activities of the organization. 3. Preside at all meetings of the organization. 4. Be an ex-officio member of all committees. 5. Coordinate, with the Vice President, the establishment of committees in order that the PTO objectives and mission may be promoted. 6. Establish ad hoc committees as needed to fulfill the objectives and mission of the PTO. 7. Develop agenda for all Board meetings and provide to the Secretary at least 3 days in advance of any meeting. 8. Perform such other duties as prescribed in these bylaws or assigned by the organization.

B. Vice President: The Vice President shall: 1. Act as aid to the President and perform the duties of the President in their absence or inability to serve. 2. Work with the President to coordinate the listing of volunteers for each committee, and work with the committee chairs to make sure they understand their duties, PTO objectives, and the PTO mission. 3. Be an ex-officio member of all committees. 4. Perform such other duties as to assist the President.

C. Secretary: The Secretary shall: 1. Attend all PTO meetings and keep and maintain minutes of the proceedings. This shall include posting or emailing the draft minutes to the Official Board within one week of a meeting and may include posting approved minutes on a website or social networking site. 2. See that all notices are fully given in accordance with these by-laws. 3. Keep a current copy of the by-laws available at all meetings. 4. Distribute copies of the minutes to anyone upon request; however a customary fee may be charged. 5. Keep a copy of Robert's Rule of Order available at each meeting for reference. 6. Prepare and post the agenda at least 48 hours prior to the meeting, for all meetings. 7. Perform all duties incident to the office of Secretary and such other duties as may be asked by the President or other officers.

D. Treasurer: The Treasurer shall: 1. Have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks as selected by the officers. 2. Make disbursements as authorized by the membership in accordance with the budget adopted by the Board. 3. Have checks signed by two persons. The Treasurer must sign all checks as well as have all checks co-signed by the President, Vice President, or Secretary. 4. Keep an accurate record of receipts and expenditures and present a financial statement at every meeting and at other times when requested by the Board. 5. As the outgoing Treasurer, make a full financial report available to the Board prior to the first meeting at which new officers officially assume their duties. 6. May select a person, who does not have the authority to sign checks to reconcile and sign monthly bank statements. 7. May have the accounts examined annually or upon change of officer by an auditor or auditing committee of not fewer than three members, who, satisfied that the Treasurer's annual report is correct and sign a statement of such at the end of the report. The Board may select the auditor or auditing committee a recommended two weeks before the meeting at which new officers assume their duties. 8. Treasurer prepares and presents the preliminary PTO budget based upon the officer's input, as prescribed in

Article IX, Section 1, at the first Board meeting and presents any adjustments to the budget thereafter. 9. Be responsible for creating and publishing the monthly report of income and expenses. 10. Perform all duties incident to the office of Treasurer and such other duties as may be asked by the President or other officers.

E. All Officers: All officers shall 1. Attend all PTO meetings. If an officer fails to attend 3 consecutive Board meetings he/she may be removed from office. 2. Select and appoint the chairpersons of all Standing and Special Committees. 3. Perform the duties outlined above as well as any other duties prescribed in these by-laws and such other duties as may be delegated to him/her. 4. Upon expiration of their 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. 5. Officers should not chair any committee but all officers can serve on a committee(s).

Section 3. Nominations and Elections

A. Nomination Committee 1. A Nomination Committee consisting of 4 individuals shall be appointed by the Board no later than the February meeting. The nomination committee shall communicate to the general membership the officer positions that will be elected and solicit potential candidates to fill those positions. During solicitation members interested in serving on a Standing or Special Committee shall also be sought. 2. The Nomination Committee will present a slate of officer and committee candidates at the April meeting. Following the report from the Nomination Committee, an opportunity shall be given for nominations from the floor. No nominations will be accepted after the April meeting, unless a board position does not have a nomination.

3. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. Those nominated must be present at the meeting unless written notice is provided by the nominee. A list of candidates shall be prepared by the Nomination Committee consisting of all individuals nominated, by either the committee or from the floor.

B. Elections 1. Elections will take place at the May meeting of the PTO and will be conducted by verbal vote, unless there are no challenges to the Board positions presented by the nomination committee, the presented candidates will become the Board effective July 1st of the current year. In the event of a tie, an immediate run off vote will be conducted between the tied candidates. 2. All official board members of the PTO are eligible to vote in the election of officers. Committee members are not elected, but appointed by the officers.

C. Term of Office 1. The term of officer shall be one year (July 1 – June 30th) or in case of a partial term replacement, from date elected through June 30th. Official duties will begin at the first Board meeting held for the school year. 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.

ARTICLE VI – Board Meetings

Section 1. Board meetings of the organization shall be held monthly, August through June, with the Secretary preparing and posting the agenda prior to the meeting.

Section 2. All members, except those employed at Guy B. Teachey Elementary School, shall have the right to be considered for an officer's position, unless disqualified under Article V, Section 3, Item C2. All members shall have the right to be considered for Standing Committees and Coordinators.

Section 3. Six or more members, including a presiding officer and at least two additional officers, shall constitute a quorum.

Section 4. Adequate notice of all Board meetings shall be announced to all members and in the absence of an emergency, at least three (3) days in advance. All members of the Official Board will be contacted by phone or e-mail. Notice to the organization will be posted by the Secretary as seen fit by the Board.

ARTICLE VII – Official Board

Only Official Board members can exercise voting privileges. The Official Board shall consist of the following: officers, standing committee members, principal, K-2nd grade teacher representative, and 3-5th grade teacher representative.

The Official Board members are team members. No one of them has a greater importance than another. The individual Board members are not intended to function independently nor in a state of isolation from one another. Instead, they relate to each other on a regular basis through the PTO. Board members should communicate directly and collaborate on common projects.

A. The duties of the Official Board shall be to transact necessary business as may be referred to/by the organization or committee requiring or needing assistance, to approve the plans of work of the standing committees, and may select an auditor or auditing committee to audit the Treasurer's accounts, etc.

B. The Official Board shall hold regular monthly meetings as scheduled at the start of the school year. One optional summer meeting, for the purpose of goal/objective formulation and budget formulation can be held. The goals/objectives and budget will be presented at the Board meeting in the fall.

C. Special meetings of the Official Board can be held during the year as called by the President or by a majority of the Official Board. A majority of the official board shall be constituted by the Board's majority providing written request (Letter, email, etc.) to the Secretary.

D. Adequate notice of all meetings shall be announced to all members of the Organization, and in the absence of an emergency, at least three (3) days in advance. All members of the Official Board will be contacted by phone or e-mail. Notice to the organization will given by the Secretary at least 48 hours prior.

E. Any member of the organization may attend the meeting of the Board, but cannot vote and does not have voice unless recognized by the presiding officer prior to the beginning of the meeting. The presiding officer of the organization may direct a person to leave a meeting if he or she interrupts, disturbs, or disrupts an official meeting. If the person creating a disturbance refuses to leave, the state may charge him or her with a misdemeanor.

F. The Board may recommend the removal of any officer not performing duties or abusing their office as outlined in the by-laws.

G. Removal of an officer for any reason must receive majority vote during a Regular or Special Board meeting.

H. In the event an officer resigns from his/her position, a written notice must be submitted to the PTO President or in the event the President resigns, the PTO Vice President.

I. In the event an office is vacated for any reason, the remaining officers shall appoint a replacement to serve until the next Board meeting where an election will be held.

ARTICLE VIII – Standing Committees and Coordinators

Special committees shall be established as deemed necessary by the organization to promote the objectives and mission of the PTO.

The following are the Standing Committees of the PTO:

Fund-raising, Hospitality, Parent Appreciation, Book Fair, Box Tops, Chic-fil-A, Spring Fling

The following are PTO Coordinator positions. Some areas may require more than one coordinator.

None Currently

A. The Committee chairperson(s) and Coordinators shall be selected by the officers on a volunteer basis and may be revised if the agenda set at the beginning of the school year necessitates. The term of each chairperson(s) shall be one (1) year and cannot be more than a maximum of two years unless unanimously approved by the Board.

B. Committee chairperson(s) and Coordinators should/can be issued committee guidelines by the officers and will be responsible for monitoring their expenses according to the budget and performing duties as assigned. Committee chairperson(s) must present a verbal or written report of all activities to the organization during regular or special meetings. Exceeded budgetary expenditures must be presented at the next organization meeting.

ARTICLE IX - Finances

Section 1. Budget: A. The Treasurer shall present a budget of anticipated revenue and expenses for the year to the membership at the first Board meeting of the year. This budget shall be used to guide the activities of the organization and the Board during the year. Any substantial deviation from the budget must be approved in advance by the Board.

Section 2. Signatures: A. Two authorized signatures shall be required on all checks. The Treasurer is required to sign all checks. A second signature must be that of the President, Vice President, or Secretary.***The Board will designate the check signer for each position in the event position is co-chaired.

Section 3. Disbursement of Funds:

A. All expenses of the PTO must be presented and approved by the Board as presented in the budget.

B. The officers shall have the authority to spend up to \$100.00 on items not specified within the budget with majority officer consent and without bringing the purchase before the full organization for approval, only if there is not adequate time to do so. In the event of an emergency the officers, with majority consent, can increase an expenditure of a pre-approved budgeted item in the amount not to exceed \$500. (An emergency is defined as having less than 48 hours to act upon the item).

C. Any disbursements approved by the officers must be reported to the organization at the next regularly scheduled meeting.

D. An Audit Committee may conduct a quarterly audit, at minimum, of the financial expenditures, deposits and records.

E. The Treasurer will withdraw funds from the account(s) by check unless a cash withdrawal for a special circumstance is unanimously approved by the Board and its purpose is clearly documented with disbursements accounted for in the record.

Section 4. Loans:

A. No loans shall be made by the organization.

Section 5. Deposits:

A. All monies must be deposited by the Treasurer in a Federal or State chartered bank as approved by the Board.

Section 6. Time Frame:

A. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment; except cash receipts exceeding one hundred dollars (\$100) shall be deposited within three (3) business days.

ARTICLE X – Parliamentary Authority

Roberts Rules of Order, latest revision or modified version, will be the parliamentary authority of the PTO, and shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these by-laws. A copy of Roberts Rules of Order shall be kept by the PTO.

ARTICLE XI – Fiscal Year

The fiscal year will run from July 1st to June 30th.

ARTICLE XII - Amendments

These by-laws will be reviewed by the Board on an as needed basis to meet changing conditions in the school and community. Amendments must be presented to the Official Board; proposed amendments are tabled immediately and then discussed and voted on at the next Board meeting. Approval of amendments requires an 80% vote at any regular or special organization meeting.