

Blanchard Elementary PTO Bylaws

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Blanchard Elementary Parent Teacher Organization (PTO). The PTO is located at Blanchard Elementary School, 3512 Weems Road Columbus, GA 31909

Section 2: DESCRIPTION – The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, 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 Blanchard, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Blanchard through volunteer and financial support.

ARTICLE II -MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of Blanchard students, plus all staff at Blanchard. Membership dues are to be set at \$5/five dollars. Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD

The Executive Board shall consist of the following officers: President, Vice President, Vice President in charge of Fund Raising, Recording Secretary, and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: DUTIES

Executive Board – Establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

- a. 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

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and committees so that the purpose of the organization is served

b. 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.

c. VICE PRESIDENT IN CHARGE OF FUNDRAISING--The vice president in charge of fund raising is responsible for obtaining donations for the PTO to be used at Fall Festival, Faculty/Staff Appreciation Week, or any events as voted upon by the Executive Board.

d. SECRETARY-- The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. The secretary will also prepare and handle the distribution of the monthly calendar.

e. 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. He or she is also responsible for preparing the annual budget for the PTO.

SECTION 3: NOMINATIONS AND ELECTIONS

Elections will be held at the meeting of the school year. The nominating committee shall select a candidate for each office and present the slate. 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: ELIGIBILITY

Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 5: TERMS OF OFFICE

Officers are elected for one year and may serve no more than 2/two consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 6: VACANCIES

If there is a vacancy in the office of president, the vice president will become the

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president. At the next regularly scheduled meeting, a new vice president will be elected.

Section 7: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 8: 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.

ARTICLE IV – MEETINGS

Section 1. REGULAR MEETINGS

The regular meeting of the organization shall be on the second Tuesday of each month during the school year at 7 pm., or at a time and place determined by the Executive Board at least one month before the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer sent home with the students.

Section 2. SPECIAL MEETINGS

Special meetings may be called by the president, any two members of the Executive Board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyers, social media or general call.

Section 3. QUORUM

The quorum shall be 10 members of the organization

ARTICLE V – 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: BUDGET

A tentative budget shall be drafted in the fall for each school year by the treasurer and approved by a majority vote at the September meeting.

Section 3: BANKING

All funds shall be kept in a checking account in the name of Blanchard Elementary PTO, requiring two signatures of the Executive Board and held at a local financial institution.

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Section 4: REPORTING

All financial activity shall be recorded in a manual or computer-based accounting system. The 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.

Section 5: ENDING BALANCE

The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 6: CONTRACTS

Contract signing authority is limited to the President or the President's designee.

ARTICLE VI – 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 VII - DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Blanchard.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.

These bylaws were adopted on May 14, 2013.