

# **Bylaws of Carolina Park Elementary PTO**

## **ARTICLE I: NAME, DESCRIPTION, & PURPOSE**

Section 1: NAME—The name of the organization shall be Carolina Park Elementary PTO. The PTO is located at 4650 Park Ave Blvd, Mt. Pleasant, SC 29466.

Section 2: DESCRIPTION—The PTO is a nonprofit 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 Carolina Park Elementary , to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Carolina Park Elementary through volunteer and financial support.

## **ARTICLE II: MEMBERSHIP**

Membership in PTO shall be open, without discrimination, to anyone who believes in and supports the missions and purposes of the PTO. Membership dues will be \$10 for individual, \$15 for family and \$5 for staff of Carolina Park Elementary. Members have voting privileges, one vote per member.

## **ARTICLE III: OFFICERS**

Section 1: EXECUTIVE BOARD—The Executive Board shall consist of the following officers: President, Secretary, Treasurer, Vice President of Membership, Vice President of Student Enrichment, Vice President of Hospitality, Vice President of Spirit Wear, Vice President of Fundraising. Officer positions can be shared. A President-Elect may also be elected as a one year position to be followed by two years as president via PTO election. The school Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE—The term of office for all officers is one year, beginning July 1 and ending June 30 of the following year. An Executive Board Member may not serve more than two consecutive years unless there are no new nominations for the position for the coming year and the current Board Member chooses to stay in their position. If there is a President-Elect in officethe term of President will be no more than one (1) year.

Section 3: QUALIFICATIONS—Any PTO member in good standing with approved Charleston County School District volunteer application may become an officer of the PTO.

### **Section 4: DUTIES**

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$100.

President: Preside at General PTO Meetings and Executive Board Meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

These bylaws were adopted on July 1, 2019

Secretary: Record minutes at General PTO and Executive Board Meetings. Manage communications and marketing for the PTO including website, social media etc.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO and hold all financial records.

VP of Hospitality: Coordinate all activities regarding teacher appreciation throughout the year, not just limited to Teacher Appreciation Week. Coordinate Room Moms and other volunteers as needed.

VP of Student Enrichment: Single Point of Contact for all events throughout the year. Responsible for planning events within agreed upon budgets approved by the Executive Board.

VP of Spirit Wear: Oversees all facets of spirit wear, including event shirts, from order to distribution. Maintain inventory records and reorder as needed.

VP of Fundraising: Coordinate all fundraising efforts from Spirit Nights to Friends of Carolina Park Campaign. Maintain donation records for Friends of CP and ensure all recognition for major donors is carried out.

VP of Membership: Responsible for recruiting new Members of the PTO each school year. Record dues and keep contact records of paid members.

Section 5: BOARD MEETINGS—The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: 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.

Section 7: VACANCY—If a vacancy occurs on the Executive Board, the President shall have the authority to appoint a PTO member to fill the vacancy for the remainder of the officer's term.

#### **ARTICLE IV: MEETINGS**

Section 1: GENERAL PTO MEETINGS—General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING—Each member in attendance at a PTO meeting is eligible to vote. Absentee and proxy votes are not allowed.

Section 3: QUORUM—Twenty-five (25) members of the PTO present and voting constitute quorum for the purpose of voting.

#### **ARTICLE V: FINANCIAL POLICIES**

Section 1: FISCAL YEAR—The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BANKING—All funds shall be kept in a checking account in the name of Carolina Park Elementary PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING—All financial activity shall be recorded in a computer-based or manual 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 4: ENDING BALANCE—The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

#### **ARTICLE VI: BYLAWS AMENDMENTS**

These PTO bylaws may be amended by a two-thirds (2/3) vote of the members present and voting, a quorum having been met, at any general membership meeting, provided that these requirements have been complied with:

- a. The proposed amendment has been submitted for approval by a By-laws Committee or the Executive Board;
- b. A copy of the proposed amendment has been made available to the general membership at least thirty (30) days prior to the meeting at which the proposed amendment is voted upon.

#### **ARTICLE VII: DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be donated to Carolina Park Elementary School.

#### **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

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

#### **ARTICLE IX: CONFLICT OF INTEREST**

All members of the Executive Board must review the Conflict of Interest Policy and pending any conflicts, a conflict of interest form must be filled out and submitted to the Board.

ACKNOWLEDGEMENT

Printed Members Name/Position	Signature

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