

Robinson Elementary School PTO Bylaws

Robinson Elementary School
1150 Perimeter Road
Dawsonville, GA 30534
706-265-6544
Dawson County, Georgia

Affirmation: These Bylaws were voted upon and passed at the Executive Board Meeting of the Robinson Elementary PTO, Friday, May 19th, 2017 at 1:50pm. Executive Board Members present: Carrie Fallstrom, Angie Moledor, Carrie Anderson, Crystal Robinson, Emily Bell, Joanie Fowler, Jen Butzin, Heather Allen, Sheila Dean, Jennifer Wooten, Linda Bearden and Kim Bennett.

These Bylaws will take effect with the 2017-2018 school year.

Article I-Name

The name of the organization shall be the Robinson Elementary School Parent Teacher Organization. The organization is hereinafter referred to as the Robinson Elementary School PTO or RES PTO.

Article II-Purpose

Section 1. The Robinson Elementary School PTO is organized for the purpose of supporting the education, health, and welfare of children at Robinson Elementary School by fostering relationships among parents, teachers/staff and the community.

Section 2. The PTO shall encourage parent or legal guardian involvement in their child's/children's education by giving them opportunities to volunteer for events and school activities.

Article III-Members

Section 1. Any parent or legal guardian of a student at Robinson Elementary School may be a member and shall have voting rights. Any staff member employed at the school may be a member and have voting rights.

Section 2. Dues were established by the executive board in the amount of \$5.00 per family.. A member must have paid his or her dues at least 14 calendar days before a

meeting to be considered a member in good standing with voting rights. Members can be added at any time.

Section 3. Any member in good standing is eligible to be nominated for office.

Section 4. Members must be present in order to vote.

Section 5. Membership dues are to be collected for recognition as a member of the RES PTO in good standing.

Article IV-Officers and Elections

*Section 1. Officers-*Officers shall be President, Vice President, Secretary and Treasurer.

1. **President-**The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal and teachers, represent the organization at meetings outside the organization, appoint committees, serve as ex-officio on all committees except the nominating committee and coordinate the work of all the officers and committees so that the purpose of the organization is served.
2. **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. Perform other duties as assigned.
3. **Secretary-**The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings. The secretary shall keep a copy of the minutes, bylaws, rules, membership list and any other necessary supplies and brings them to meetings. Performs other duties as assigned.
4. **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 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 at the last meeting. The treasurer shall keep all funds and records in a locked, safe location designated by the board. Perform other duties as assigned.

*Section 2. Nominations and Elections-*Elections for officers will be held at the last general meeting in May. The nominating committee shall select an eligible candidate for each position and present the nominations at the executive board meeting held one month prior to the election meeting. At the nominating meeting, as well as the election meeting, nominations may also be taken from the floor. A ballot vote will be conducted at the election meeting.

Section 3. Eligibility-Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its nominations and have attended at least one meeting during the school year.

Section 4. Terms of Office-Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Members are eligible to run for another office position after serving a term. Each person elected shall hold only one office at a time including positions at another school (Officers may only serve on one board at a time).

Section 5. Vacancies-If there is a vacancy in the office of president; the vice president will become the president. At the next scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next meeting.

Section 6. Removal from Office-Officers may be removed from office with or without cause by the following process. A Vote of No Confidence with a two-thirds majority of those present at a regular membership meeting must be taken. The officer is entitled to a hearing with the Executive Board if requested and must be held within seven days after a written request. The officer must be notified of a hearing by registered mail at least three days prior to the hearing date. Officer rights are forfeited by failure to appear. The decision of the hearing will be final.

Section 7. Duties-Officers will assume duties as outlined and assigned following the close of the school year. The board shall transact business between meetings as necessary for the organization, report business and announcements at regular meetings, select an auditor or auditing committee of no fewer than three people to audit the accounts, conduct regular meetings, and assist in school functions by coordinating volunteers when necessary. Officers will turn over to the president any records, books or materials upon expiration of office, resignation or removal from office within two weeks, and shall return all funds pertaining to the office over to the treasurer without delay.

Article V-Meetings

Section 1. Regular Meetings-There will be at least three regular meetings held by the organization at a time and place determined by the Executive Board. The annual meeting will be held at the last regular meeting of each school year. The nominating meeting will be held one month before the last meeting (the April meeting). The election meeting will be held at the last general meeting (The May meeting). The secretary will

notify members of the meetings at least one week prior to the meeting date. Any changes or cancellations shall be announced by the secretary within three days. Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Section 2. Executive Board Meetings- Executive Board meetings shall be held monthly on a date to be determined by the Executive Board. Five (5) days notice of all Executive Board Meetings will be given to the PTO membership.

*Section 3. Special Meetings-*Special meetings may be called by the president, any two members of the executive board, or five general members by submitting a written request to the secretary. Notice of the special meeting shall be announced at least three (3) days prior to meeting date.

*Section 4. Quorum-*The quorum shall be three members of the Executive Board and two additional members of the organization.

Article VI-Executive Board

Section 1. Members- The executive board shall consist of the 4 RES PTO officers, 1 or 2 Teacher Representative(s) (or his/her proxy/designee), Principal (or his/her proxy/designee), Assistant Principal (or his/her proxy/designee) and standing committee chairs.

Section 2. Duties- The executive board shall conduct business between meetings in preparation for the general meeting, create and dissolve committees, approve action plans of committees, conduct hearings, create standing rules and policies, prepare a budget, and prepare reports and recommendations.

Section 3. Quorum- To have a quorum of the Executive Board, half the number of the board members plus one constitutes a quorum.

Article VII-Committees

Section 1. Membership - Committees may consist of members and board members.

Section 2. Plan of Action - Each committee chair should present a plan of action to the executive board. A committee shall not proceed with action plan without the board approval.

*Section 3. Standing Committees -*The following committees shall be held by the organization: Event Coordinating/Hospitality, Membership/Volunteer, Fundraising, Nominating, Grade Level/Pod Parent and Special Projects.

1. Event/Hospitality -The event chair shall coordinate and purchase all food, decorations and supplies for any refreshment, receptions, breakfast, lunches,

- dinners, or other PTO events. They shall work with the treasurer concerning budgeted expenditure amounts for each event. Perform other duties as assigned.
2. Membership/Volunteer - The membership/volunteer chair shall coordinate membership drive and enrollment, provide all membership forms to the Secretary for recording, provide all membership funds to the treasurer, work as a liaison between membership and the board, help secure volunteers and necessary. Perform other duties as assigned.
 3. Grade Level/Pod Parent - The Grade Level/Pod Parent Chair shall coordinate a committee of one parent volunteer to represent each grade level. The grade level rep will act as a liaison between the teachers and PTO, assist on projects where assigned, inform teachers and staff of PTO information and functions, as well inform PTO of teacher and staff information and concerns. Perform other duties as assigned.
 4. Fundraising - The Fundraising chair will coordinate, organize and manage any fundraising events. Perform other duties as assigned.
 5. Teacher Representative(s) – The teacher representative(s) shall serve as the liaison between the PTO and the Teaching Staff of RES in order to streamline communication. Assist on projects and committees as needed. Inform PTO of teacher and staff information and concerns.
 6. Special Projects - The Special Projects chair will coordinate any special PTO projects as necessary and perform other duties as assigned.
 7. Nominating Committee - shall present nominees for open officer positions prior to the yearly election.

Section 4. Additional Committees-The board may appoint additional committees as needed.

Article VIII-Finances

Section 1. Budget - A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. Records - The treasurer shall keep accurate records of any disbursements, receipts, income, and bank account information.

Section 3. Expenses - The board shall approve all expenses over \$500.00 of the organization by a majority vote.

Section 4. Checks - Two authorized signatures shall be required on all checks. Authorized signers shall be the RES PTO president, vice president, secretary, and treasurer. Checks will be issued on the first and fifteenth day of each month unless

immediate issue of check is required. A RES PTO Check Request Form must be completed and approved before any check is disbursed.

Section 5. Debit Card – The treasurer will retain possession of the RES PTO debit card. It may be checked out from the treasurer with two signatures on the Debit Card sign out form, and a detailed requisition form must be completed and approved prior to the usage of the card. Receipts for all debit card purchases will be submitted to the treasurer within 5 days.

Section 6. Counting of Funds – Any time RES PTO funds are counted, two members of the Executive Board must be present.

Section 7. Spending Limit – Any RES PTO expense that exceeds five hundred dollars (\$500.00) will require a vote to be taken. Vote must pass by majority.

Section 8. Financial Statement - The treasurer shall prepare a financial statement at the end of the year to be reviewed by the auditing committee.

Section 9. Distribution of Funds - Funds shall be used for programs, events and items that directly benefit the students and staff of Robinson Elementary School.

Section 10. Disbursement of Funds Upon Dissolution - Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and balance is transferred into the school account.

Section 11. Fiscal Year - The fiscal year shall be July 1-June 30.

Article IX-Standing Rules

Standing rules may be approved by the executive board. The secretary shall keep a record of the standing rules for reference.

Article X-Dissolution

The organization may be dissolved with previous notice of 14 days and a two-thirds vote of those present at the meeting.

Article XI-Amendments

The bylaws may be amended at any regular meeting or special meeting with previous notice being given and approval of a two-thirds vote of those present. Amendments that are approved will be effective immediately.

Article XII-Conflict of Interest

Section 1. Purpose-The purpose of the conflict of interest policy is to protect this organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is

intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to organizations.

Section 2. Definitions

1. Interested Person-Any director, principal officer or committee member with governing board-delegated powers who has direct or indirect financial interest as directed below is an interested person.
2. Financial Interest-A person has a financial interest if the person has directly or indirectly through business, investment or family:
3. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
4. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
5. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Section 3. Procedures

1. Duty to Disclose-In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.
2. Determining Existence of Conflict of Interest-After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.
3. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
4. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
5. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

6. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Violations

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, the member will be removed from his or her position on the board.

Section 4. Records-The minutes of the governing board and all committees with board-delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 5. Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to the member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to the member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements-Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and

Section 7. Periodic Reviews-To ensure that the organization operates in a manner consistent with charitable purposes, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Section 8. Use of Outside Expert-When conducting the periodic reviews as provided for Section 7, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.