

BYLAWS

Mamie Lou Gross Elementary Parent Teacher Organization

2009-2010

ARTICLE I

NAME AND LOCATION

The name of this organization shall be the Mamie Lou Gross Elementary Parent Teacher Organization "MLGES PTO". The principal office and address will be located with Mamie Lou Gross Elementary School, Woodbine, Georgia.

ARTICLE II

MISSION AND OBJECTIVES

- a) To promote the education and well-being of all children at home, in school, and in the community.
- b) To provide a forum for discussion and foster communication between parents, administrators, educators and the community.
- c) To enhance the educational facilities and opportunities for the students of Mamie Lou Gross Elementary School that is not otherwise provided for in the school budgets.
- d) To promote volunteer programs and resources for Mamie Lou Gross Elementary School.
- e) To sponsor projects and events for the benefit of Mamie Lou Gross Elementary School students.
- f) To raise funds as required providing for all the above objectives.

ARTICLE III

POLICIES

- a) The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").
- b) The organization shall be noncommercial, nonsectarian, and nonpartisan.
- c) The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.

- d) The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
- e) The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- f) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- g) Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h) Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be evenly distributed to Mamie Lou Gross Elementary School. If the school cease to exist, remaining PTO assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose."
- i) This organization may cooperate with other organizations and agencies active in child welfare, provided they make no financial nor manpower commitments, which bind their members.

ARTICLE IV

MEMBERSHIP

- a) Any parent, guardian, or other person standing in "loco parentis" or direct relative of a child enrolled and attending the Mamie Lou Gross Elementary School; there shall be one vote per membership, one membership per household.
- b) Each member of the licensed teaching staff working in the Mamie Lou Gross Elementary School.
- c) Any member shall have the privilege of making motions and serving on committees.
- d) A voting member shall be anyone who is a member in good standing according to Article IV, section a; and who pays a \$5.00 parent group contribution at least 14 calendar days before the general meeting.
- e) The membership year will run from August 1 through July 31 of each year.

ARTICLE V

OFFICERS AND THEIR ELECTION

- a) The officers of this organization shall be a President, up to two (2) Vice President(s), Recording Secretary, Corresponding Secretary and a Treasurer.
- b) Officers shall be elected annually at the May meeting of the organization, by the members present, using the ballot system.
- c) Any PTO member is eligible to be a board member but they must become voting members upon their election.
- d) Outgoing officers will end their duties and new officers shall assume their duties at the close of the summer meeting. Date of meeting is subject to change yearly.
- e) The outgoing President shall be invited to serve as an advisor to the Executive Board for one year in order to ensure continuity.
- f) Officers shall serve a term of one (1) year and/or until their successors are elected.
- g) A person shall not be eligible to serve more than Three (3) consecutive terms in the same office, unless there are no other candidates for that position.
- h) Each person elected shall hold only one (1) office at a time.
- i) Officers of this organization shall be elected in the following manner:
 - i. Nominations for the Board will be taken at the April general meeting. People nominated must be in good standing and have a child or be a direct relative of a child attending Mamie Lou Gross Elementary School. Or be of working staff at Mamie Lou Gross Elementary School.
 - ii. There shall be a Nominating Committee composed of at least four (4) members, one of whom is a current officer or the immediate past president, as selected by the Executive Board, and at least three of whom are volunteers from the members at large.
 - iii. PTO Board elections shall be held at the May PTO general meeting.
 - iv. The consent of each nominee shall be secured before his/her name is presented.
 - v. All votes shall be on written ballot.
 - vi. One past President or a past board member, along with two other members, not in the election, shall be in charge of counting votes.
 - vii. The PTO shall send out a nomination form/letter to all parents whose children attend MLGES to give them the opportunity to nominate someone or themselves for a PTO office. The form/letter will have the PTO Election Day listed for them to attend the election meeting.
 - viii. The outgoing Executive Board and the newly elected officers shall have a combined meeting in June so as to provide an orderly transfer of responsibility.
 - ix. Vacancies shall be filled by the appointment of the Board. If the office of President becomes vacant, the (1st) Vice President will become President for the remainder of the school year, or until the office is filled.

- x. Removal from office may occur by a majority vote of the Board for missing more than two consecutive Board meetings, failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the objectives of the organization. Removal shall take place after the board has met in an effort to discuss the problem and all attempts have been made to resolve the problem. Removal shall be done by a majority vote of the board. No board member has the right to change any decision that the board members made. If a board member intentionally does not follow thru with the decision of the board, it will result in removal from the board.

ARTICLE VI

DUTIES OF OFFICERS

a) President.

- a. Shall preside at all meetings of the organization and the executive board;
- b. Serve as primary contact of the MLGES Principal;
- c. Shall be the official spokesman for the organization;
- d. Serve as ex officio member of all committees except the nominating committee;
- e. Shall create and publish the annual PTO calendar by the first General PTO meeting of the school year;
- f. Shall have the sole contract signing authority;
- g. Shall coordinate the work of all the officers and committees so that the purpose of the organization is served;
- h. Shall submit a written report detailing responsibility and recommendations to the future board by fiscal year end and deliver to the successor in office all records in his/her possession by fiscal year end; and
- i. Will exercise and discharge any other such duties as may be required of the Office.

b) Vice President.

- a. Shall act as aide to the President and perform the duties of the President in the absence or inability to serve;
- b. Shall maintain a list of voting members of the MLGES PTO;
- c. Shall submit a written report detailing responsibility and recommendations to the future board by fiscal year end and deliver to the successor in office all records in his/her possession by fiscal year end; and
- d. Will exercise and discharge any other such duties as may be required of the Office.

- i. First Vice President shall perform the duties of the President in the absence or inability to serve, act as a liaison between committee and project chairs with the Executive Board, and manage the recruitment of volunteers for the various PTO committees
- ii. Second Vice President shall perform the duties of the President and/or First Vice President in the absence or inability to serve.

c) Recording Secretary.

- i. Shall keep a permanent and accurate record (minutes) of all meetings, copies the current school year minutes will be available at each meeting;
- ii. Shall have a current copy of the bylaws at each meeting;
- iii. Prepare the agenda for the general meetings with the assistance of the President;
- iv. Prepare materials needed for distribution or reference at the general meetings;
- v. Shall finalize minutes, obtain necessary approvals, type up and post minutes in a timely manner;
- vi. Keep the files of communications, papers and documents belonging to the MLGES PTO
- vii. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end and deliver to the successor in office all records in his/her possession by fiscal year end; and
- viii. Will exercise and discharge any other such duties as may be required of the Office.

d) Corresponding Secretary.

- i. Shall conduct all correspondence as requested by the Executive Board and approved by the President;
- ii. Prepare any correspondence and publicity PSA's for the organization as needed, including meeting announcements and periodic MLGES PTO newsletter;
- iii. Recruit volunteers, or be responsible for the following:
 - a) Conduct the fall and spring PTO Membership Drives;
 - b) Prepare the School Directory;
 - c) Chair the Room Parent Committee; and
 - d) Maintain the PTO display case.
- iv. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end and deliver to the successor in office all records in his/her possession by fiscal year end; and
- v. Will exercise and discharge any other such duties as may be required of the Office.

- e) Treasurer.
 - a. Shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the Bylaws;
 - b. The Treasurer shall present a financial statement at every meeting and at other times when requested by the Executive Board;
 - c. Shall make a full report at the end of the current school year;
 - d. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end and deliver to the successor in office all records in his/her possession by fiscal year end; and
 - e. Will exercise and discharge any other such duties as may be required of the Office.
- f) All officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws; and such other duties as may be delegated to them.

ARTICLE VII

EXECUTIVE BOARD

- a) The Executive Board shall consist of the officers of the organization, the Principal (or representative to act on his/her behalf), and may include a representative from the teaching staff.
- b) The Executive Board shall be subject to the orders of the organization and none of its acts shall conflict with action taken by the organization.
- c) Duties of the Executive Board shall be:
 - i. To transact necessary business in the intervals between general membership meetings.
 - ii. To approve the plans of the project committees.
 - iii. To present a report at the general membership meeting of any action taken by the Executive Board.
 - iv. To facilitate an annual audit of the treasurer's records after fiscal year end, and before the first fall general membership meeting.
 - v. To prepare an annual budget for membership approval.
 - vi. To approve routine bills within the limits of the budget.
 - vii. To fill vacancies of elected positions.
 - viii. To oversee fundraising activities of the school year.
- d) The Executive Board shall meet monthly prior to the general membership meeting. Special meetings may be called by the President or by a majority of the members of the board.

- e) The Executive Board, by majority vote of all officers, may approve unbudgeted expenditures up to a maximum of \$200.00. Expenditures over \$200.00 must be put to a vote of the membership.

ARTICLE VIII

COMMITTEES

- a) Committees shall be created by the Executive Board as needed to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually.
 - i. The chairpersons of each committee shall present their plans to the membership and a yearly report to their successors. No committee work shall be undertaken without the approval of the Executive Board. The chairpersons shall report on committee activities to the Vice President monthly and at the general membership meetings as necessary.
 - ii. Special committees may be established by the Executive Board, or by action taken at a general membership meeting.

ARTICLE IX

MEETINGS

- a) Regular Meetings.
 - i. The regular meeting of the organization shall be on the first Tuesday of each month during the school year at 7 p.m., or at a time and place determined by the executive board at least one month before the meeting.
 - a. The Corresponding Secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.
 - ii. The annual meeting will be held at the May regular meeting.
 - a. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.
 - b. The Corresponding Secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.
- b) Date and/or time may be changed by the MLGES PTO board with proper notice given to members, not to be less than three days prior to the new date and/or time.
- c) There will be one summer meeting, date and time to be determined by the board and membership during the May general meeting.
- d) Three board members and two members present at any meeting shall constitute a quorum for the transaction of business of the organization.

ARTICLE X

PARLIAMENTARY AUTHORITY

- a) The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Mamie Lou Gross Elementary PTO.

ARTICLE XI

FISCAL YEAR

- a) The fiscal year of the Mamie Lou Gross Elementary PTO shall begin on August 1 and end on the following July 31.

ARTICLE XII

AUDITS

- a) A financial review committee shall review the PTO books annually before the books are turned over to the new board.
 - i. The committee should consist of at least one outgoing or current board member and one incoming board member, along with at least one other current member of good standing.
 - ii. This committee may not include either the outgoing or incoming treasurer.
 - iii. This committee will match every financial request with every receipt.
 - iv. The committee's report will be submitted to the Board at the first general meeting of the new school year.
 - v. The committee will be appointed by the President and approved by the Board.

ARTICLE XIII

FUNDS/BUDGET/FINANCES

- a) Authorized signatures on PTO checks shall include the Treasurer and one of the following: the President, the Vice-President(s).
 - i. The signature on any check cannot be the payee. In the case of the treasurer needing reimbursement, the check must be signed by two other board members.
- b) To be reimbursed from the PTO, a reimbursement form, along with the receipt or invoice stapled to the reimbursement form, must be submitted to the Treasurer within 45 days of the transaction. If it is not an item as written in the budget, two board members must sign the request form.
- c) There must be a minimum of \$200.00 in the bank account at all times.

- d) At the end of the school year there must be \$1,500.00 left in the bank account for the upcoming school year.
- e) All PTO financial and other pertinent records must be turned over within 10 business days from the summer meeting date.
 - i. The incoming and outgoing President and Treasurer must make themselves available to sign and record the transfer of bank accounts.
 - ii. Financial records would include: bank account records, outstanding debt records, history of all transactions, receipts, and tax information.
 - iii. Other pertinent records include: date of contracted events, frequent contacts, willing volunteers information, sample forms/documents, MLGES PTO inventory, etc.
- f) At the end of an event where monies have been collected, a cash control slip will be filled out by two members of the Board.
 - i. The members of the Board cannot be next of kin.
 - ii. Both members should count the money, sign, and date the slip.
 - iii. One copy will go to the President and one copy is kept with the deposit slip by the Treasurer.
- g) MLGES PTO funds should go directly from the school to the bank for deposit. If the bank is not open, monies will be stored in the school safe.
 - i. MLGES PTO funds should not be taken home.
- h) A letter will be written to the payee of checks that are written to the MLGES PTO and returned for insufficient funds.
 - i. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to the MLGES PTO by the bank for the check plus a fee of \$25 to the MLGES PTO.
 - ii. The check will be returned to the payee upon receipt of cash, money order, or certified check.
 - iii. All fliers, applications, contracts, fundraising materials, etc that deal with checks being written to the MLGES PTO will include a written notice of this policy.
- i) A budget will be determined by the President and Treasurer prior to the first general meeting (August) each school year.
 - i. The budget will be discussed at that first meeting and must be approved at the second general (September) meeting.
 - ii. All expenditures within the realm of the approved budget are authorized expenditures.
- j) The Treasurer shall keep accurate records of any disbursements, income, and bank account information
- k) The MLGES PTO Executive Board shall approve all expenses of the organization.

- l) Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

ARTICLE XIV

INDEMNIFICATION

- a) To the extent permitted by law and consistent with the Articles of Incorporation, the Organization will indemnify every member of the Executive Board, and every officer, employee and agent of the Organization and every person who serves at the request of the Organization as a manager, director, officer, employee, fiduciary, or agent of any foreign or domestic corporation or of any partnership, joint venture, trust or other enterprise or employee benefit plan against liability asserted against or incurred by such person in such capacity or arising out of that person's capacity as such. The indemnification permitted under this Article will not extend, in any event, to any act or omission occurring prior to the date of incorporation of the Organization.
- b) In the event of a statement, indemnification will be provided only in connection with such matters, acts or omissions covered by a settlement as to which the Organization is advised by counsel that the person to be indemnified has not been guilty of such matters, actions or omissions in the performance of such person's duties for the Organization. The foregoing rights will not be exclusive of other rights to which such member of the Executive Board or officer or other person may be entitled. All liability, loss, damage, cost and expense arising out of or in connection with the foregoing indemnification provisions will be treated and handled by the Organization as a common expense.

ARTICLE XV

AMENDMENTS

- a) These bylaws may be amended, at any regular or special meeting of the Executive Board of the MLGES PTO, by a majority of a quorum of the Executive Board Members present in person or by proxy; however, Articles V, VI, XI, and XIII or any portion of those Articles will require approval of all Executive Board Members, provided, however, that those provisions which are governed by the Articles of Incorporation may not be amended except as provided in said Articles or applicable law; and further provided that any matter stated herein to be or which is in fact governed by the Declaration may not be amended except as provided in said Declaration, provided that notice of the amendment has been given at the previous regular meeting.

ARTICLE XVI

BY-LAWS

- a) The by-laws of the Mamie Lou Gross Elementary Parent Teacher Organization will be reviewed every three years, or as needed. A majority vote by Executive Board members and voting members present will constitute their acceptance.

ARTICLE XVII

MISCELLANEOUS

- a) Seal.
 - i. The Organization will have a seal in circular form having within its circumference the words: "MLGES PTO, Inc."
- b) Conflicts of Documents.
 - i. In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles will control; and in the case of any conflict between the Declaration and the Bylaws, the Declaration will control.
- c) The undersigned members of the Board of Directors have executed this _____ day of _____, 2009.

These MLGES PTO bylaws are adopted as prescribed and signed on this date _____.

Mamie Lou Gross Elementary School
Parent Teacher Organization (MLGES PTO)

Thomas P. Huyer
MLGES PTO
President, Executive Board

Amy Kelly
MLGES PTO
1st Vice President, Executive Board

Tina Temples
MLGES PTO
2nd Vice President, Executive Board

Tina Bense
MLGES PTO
Recording Secretary, Executive Board

Tina Bense
MLGES PTO
Corresponding Secretary, Executive Board

Jeannie Pierce
MLGES PTO
Treasurer, Executive Board