

SOCASTEE MIDDLE SCHOOL

PARENT-TEACHER ORGANIZATION (PTO): BYLAWS

ARTICLE I. NAME

The organization shall be named Socastee Middle School Parent-Teacher Organization (hereinafter referred to as the "PTO").

ARTICLE II. MISSION STATEMENT AND PURPOSE

The PTO is organized for the purpose of supporting and enhancing the educational experiences of students of Socastee Middle School (hereinafter referred to as "SMS") by:

- (a) Providing an organization through which the parents, teachers, and community can work cooperatively; and
- (b) Providing financial support for programs funded outside of the annual school budget to provide educational and personal enrichment.

ARTICLE III. POLICIES AND TAX EXEMPT STATUS

Section 1: The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, race, sexual orientation, age, disability, creed, or national origin.

Section 2: The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)(3) of the Internal Revenue Code.

Section 3: The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO.

Section 4: The PTO may cooperate with other PTOs within the same school district that have similar goals and interests but shall not interfere with the administration of these schools or seek to control their policies.

ARTICLE IV. FISCAL YEAR

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

ARTICLE V. CALENDAR YEAR

The calendar year of the PTO for all other purposes, excluding those described in Article IV, shall coincide with the calendar year established by the Horry County Board of Education.

ARTICLE VI. MEMBERSHIP

Section 1: Membership. Any parent, step-parent, or legal guardian of a student at SMS, and any teacher, administrative staff, and support staff currently employed at SMS may become a PTO Member. The PTO will not discriminate in membership or treatment on the basis of race, sex, national origin, age, sexual orientation or disability.

Section 2: Vote. Each individual member shall have one vote. Voting may take place by voice or, upon request, by written ballot.

ARTICLE VII. OFFICERS AND COMPOSITION OF THE BOARD

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer. At a minimum, the Board must have a President, Secretary and Treasurer. The Board may also include the Principal, Teacher Representatives, and Committee Chairpersons, including without limitation, any such Committee Chairpersons that the Board may from time to time designate to serve on a temporary or permanent basis. The Board may also designate up to two Outside Advisors to serve on the Board.

The Board is a policy-making body that may exercise all the powers and authority granted to the PTO by law. The Board shall comply with all application regulations, laws, and procedures to maintain tax-exempt status for the PTO.

Section 2: Eligibility. Only Members of the PTO shall be eligible to serve in any Officer position.

Section 3: Nominations and Elections. Nominations for Officers' positions shall be submitted at the March PTO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTO membership. The Board shall designate the members of the Nominating Committee, which shall consist of the Principal of SMS and at least two (2) parents and two (2) teachers. No current Board member may serve as a member of the Nominating Committee.

Section 4: Term of Service. The Nominating Committee will seek nominations from any parent, step-parent or legal guardian of students attending SMS. Ballots, along with brief biographies, will be sent to the Principal and all parents, step-parents and legal guardians, teachers and staff members in the month of March. A member of the administrative staff of SMS, designated by the Principal, will collect completed ballots, and he/she will tally all votes by the first business day in April.

- (a) A majority of the votes cast by all voting members shall be necessary for election. The results of the election will be posted in the SMS newsletter, FaceBook page, electronic mail list service list, and/or website.

- (b) Officers shall be elected for a term of one calendar year (as defined above). An individual may not serve more than two consecutive years in the same Officer position. A person may hold only one Officer's position at a time.

Section 5: In the event the PTO fails to fill all Officer positions, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting. Any vacancy occurring during the calendar year shall be filled at the discretion of the Board.

Section 6: All Officers shall act in the best interest of the PTO.

Section 7: **Compensation.** No Officer shall be compensated by the PTO for his/her service.

Section 8: The Board shall approve and schedule all PTO activities and programs and create Committees as needed to promote the goals and objectives and plan the activities of the PTO. The Board shall manage the affairs of the PTO between regular PTO meetings.

Section 9: **Contracts and Purchases.** No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO Board. Any approved purchases must be made within the budgetary restrictions.

Section 10: **Removal from Office.** Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one (1) week prior to the meeting.

ARTICLE VIII. OFFICER DUTIES

Section 1: President

The President shall:

- (a) Preside over all meetings of the PTO;
- (b) Prepare each meeting's agenda;
- (c) Represent the PTO at city/county/district-wide meetings or other meetings outside of the organization;
- (d) Assist in the total coordination of all committees and the PTO as a whole;
- (e) Sign checks, notes, and the like, in the absence of the Treasurer;
- (f) Appoint Special Committees as needed;
- (g) Announce PTO meetings to the SMS population at least one (1) week in advance of that meeting; and
- (h) Keep parents, teachers, administrators, and the community advised of all PTO activities and act as a liaison between them.

Section 2: Vice President

The Vice President shall:

- (a) Perform the duties of the President in his/her absence, resignation, or inability to serve;
- (b) Research, write, and solicit educational grants;
- (c) Collaborate with the President on agendas for Board and Membership meetings;
- (d) Coordinate volunteers with the Committee Chairs;
- (e) Act as the liaison between Committee Chairs and Board; and
- (f) Perform other duties as assigned by the President and/or the Board.

Section 3: Secretary

The Secretary shall:

- (a) Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents;
- (b) Record the minutes of the meetings of the Board and the PTO and forward copies to each Board member within two (2) weeks of the recorded meeting;
- (c) Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting;
- (d) Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at SMS, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position;
- (e) Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO;
- (f) Hold a copy of the PTO Bylaws and current Membership list and make each available upon request to any PTO Member at any PTO or Board meeting;
- (g) Provide a printed copy of these Bylaws to each newly-elected Board member prior to the first regular PTO meeting; and
- (h) Ensure that all notices are given properly according to these Bylaws.

Section 4: Treasurer

The Treasurer shall:

- (a) Act as custodian of funds and perform all banking activities of the PTO;
- (b) Maintain up-to-date, accurate financial records of the PTO;
- (c) Present a statement of financial account at each PTO meeting;
- (d) Receive all funds of the PTO; including, but not limited to, donations, and fundraising sales and contributions;
- (e) Provide a written and oral financial report of the receipts and expenditures at each PTO and Board meeting and at other times upon request of the Board;
- (f) Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Board;

- (g) Assist the Board in selecting and authorizing an independent Certified Public Accountant, at the end of each fiscal year, who shall be charged with filing all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)(3) status, as applicable; and
- (h) Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.

Section 5. Committee Chairperson(s)

The Committee Chairperson(s) shall:

- (a) Document and describe all committee related activities, responsibilities, and expenses;
- (b) Call meetings as often as deemed necessary to carry out committee functions;
- (c) Provide monthly status reports on committee activities to the PTO President; and
- (d) Prepare a financial summary to be presented to the Treasurer of the PTO within ten (10) days of the completion of the committee event.

ARTICLE IX. MEETINGS

Section 1: Regular Meetings of the PTO. Regular meetings of the PTO shall be held at SMS on a date and time pre-established by the Board. Dates and times of the regular meetings of the PTO for the calendar year shall be presented by the President at the first regular meeting of the calendar year.

Section 2: Board Meetings. Board meetings shall be held no less than quarterly on a date mutually agreed upon by the Officers.

Section 3: Special Meetings of the PTO. Special meetings of the PTO may be called at any time during the calendar year by the President or upon the written request to the Secretary of at least five (5) PTO members. The objective(s) of such special meeting must be set forth and presented to the PTO membership at least ten (10) days prior to the meeting.

Section 4: Quorum. A quorum of the membership shall consist of those present at any regular or special membership meeting of this organization. A quorum necessary for the transaction of business of the Board or other committees shall consist of the majority of the members of the Board, or other committee in office present at the meeting. At majority vote of voting PTO members present at any PTO meeting shall be required for action to be taken by the PTO.

Section 5: The newly-elected Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at the first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Board's proposed budget.

Section 6: The final PTO meeting shall take place in June, prior to the close of school.

Section 7. **Notice.** Members shall be notified of all upcoming meetings through flyers, newsletters, Facebook or via electronic mail.

Section 8. **Dues.** Dues shall not be collected from members of the PTO.

ARTICLE X. FUNDS

Section 1: **Use.** PTO funds shall be used for programs, events, and items that directly benefit the students of SMS.

Section 2: **Income.** All funds raised for the PTO must be documented and submitted to the PTO Treasurer within ten (10) days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within five (5) business days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: **Expenses.** Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within thirty (30) days of the incurred expense or by three (3) weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 4: **Non-Budgeted Requests.** Any expenditures, emergency expenditures, or expenditures involving legal or attorney matters concerning the organization shall be at the discretion of the Board.

Section 5: **Reporting.** An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

Section 6: **Carry-Over.** The PTO is authorized to carry over funds for the following fiscal year as recommended by the Board. The annual carry-over amount shall not exceed \$10,000.

Section 7: **Signatory Authority.** There shall be two (2) Officers' signatures on all PTO checks in an amount exceeding Five Hundred and NO/100 Dollars (\$500.00). Any check written to someone authorized to sign on behalf of the PTO cannot be signed by that person. There shall be receipts and records of all checks issued.

ARTICLE XI. CONFLICT OF INTEREST

Section 1: If an Officer, Board Member, Committee Chair, or member of the PTO has a financial interest conflicting with the interest of the organization, the individual must bring the

potential conflict to the attention of the other Officers, Committee Members, or Membership and refrain from deliberating or voting on any decision with respect to the matter.

Section 2. No parent, Board member, or Committee member shall make personal profits from any fundraiser for the PTO. No officer or member shall receive any profit or payment from the proceeds of any fundraising activity, except for reimbursement of money paid personally by an Officer or member on behalf of the PTO. Proper documentation and approval by another Officer must be provided for any such reimbursement.

ARTICLE XII. DISSOLUTION

Section 1: **Dissolution.** The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: **Remaining Funds.** Upon a vote to dissolve the PTO, the remaining PTO funds shall revert to SMS and be used toward the benefit of the students under the discretion of the Principal.

ARTICLE XIII. AMENDMENT OF BYLAWS

These Bylaws may be amended by a majority of the voting members present at a Board or PTO meeting. These Bylaws were adopted by the membership by a majority vote during a PTO Board meeting held on October 25, 2017, and are effective immediately.