

By Laws of South Columbia Elementary Parent - Teacher Organization

Article I: Name

The name of this organization shall be the South Columbia Elementary Parent-Teacher Organization (PTO), Martinez, GA, hereinafter called the Organization.

Article II: Articles of Organization

The Organization shall be an unincorporated organization of its members. Its “Articles of Organization” comprise these by laws, as from time to time amended.

Article III: Objectives

The objectives of the Organization shall be:

1. To promote the welfare of children and youth, both within and outside of the school.
2. To promote adequate laws for the care and protection of children and youth.
3. To bring into closer relation, the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
4. To foster a joint relationship between educators and the general community in an effort to enhance for all children and youth the highest advantages in physical, mental, and social education.

Article IV: Basic Policies

The following shall be the policies of this organization:

1. The Organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The name of the Organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the Organization.

3. 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 attempting to influence legislation by propaganda or otherwise.
4. 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 the boards of education.
5. The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.
6. In the event of dissolution, the residual assets of the Organization will be turned over to the school.

Article V: Membership & Dues

1. Any individual who subscribes to the objectives and basic policies of the Organization may become a member of the Organization, subject only to compliance with the provisions of the bylaws. Membership in the Organization shall be available without regard to race, color, creed, or national origin.
2. The Organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
3. Only members of good standing of the Organization shall be eligible to participate in its business meetings, or to serve in any elective or appointive positions.
4. Each member of the Organization shall pay annual dues to the Organization, in the amount established by the Executive Committee prior to the school year.

Article VI: Executive Committee

1. The Executive Committee shall consist of the officers of the Organization, the chairpersons of standing committees, the Principal of the school, and teacher representatives appointed by the Principal.

2. It's duties shall be to transact necessary business between meetings of the Organization and as such may be referred to it by the Organization, to approve plans of work standing committee chairpersons; fill vacancies; and present a report at regular meetings of the Organization for information and necessary action.

3. The Executive Committee will meet when it is deemed necessary by a committee consisting of the President and the Principal. A 1/3 majority shall constitute a quorum of the Executive Committee.

4. All Executive Committee officers shall perform the duties outlined in these by-laws and those assigned from time to time. Upon expiration of the term of office or in case of resignation, each officer shall turn over to the President, within two weeks, all records, books, and other materials pertaining to the office, and shall return immediately all funds pertaining to the office.

Article VII: Offices and Their Election

1. The officers of the Executive Committee shall be a President (or Co-Presidents), a First Vice-President (or Co-1st Vice-President), a Second Vice-President (or Co-2nd Vice- President), a Secretary, a Treasurer, and Five At-Large-Members elected annually for a term of one year. They shall be ineligible to serve more than two consecutive terms in the same office

2. A nominating committee appointed by the President shall make nominations. This committee shall report at the election meeting a nominee for each office to be filled, following which nominations may be made from the floor provided consent of the nominees had been secured.

3. Election shall be held in the spring at the last meeting. The duties shall be assumed at the last regular meeting.

4. Election shall be by ballot when there is more than one nominee for an office.

5. The Executive Committee will fill a vacancy in any office for the remaining portion of that term.

Article VIII: Duties of Officers

President

- Shall in general supervise and control all of the business affairs of the Organization.

- He/she shall preside at all meetings of the Executive Committee• Shall appoint special committees.
- The President shall be the principal executive officer of the Organization and shall perform all other duties usually pertaining to the office; and shall appoint an alternate to attend in his/her absence.
- He/she may sign, with the Secretary or any other proper officer of the Organization, authorized by the Executive Committee, any documents which the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Committee or by these by-laws or by stature to some other officer or agent of the Organization.
- He/she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Executive Committee from time to time.
- He/she shall be a member of the School Advisory Committee.

1st Vice President

- In the absence of the President, or in case of his/her inability or refusal to act, the 1st Vice President (or Co-1st Vice President) shall perform the duties of the President, and when so acting shall have all the power of and be subject to all restrictions upon the President.
- The 1st Vice President shall perform such duties as from time to time may be assigned to him/her by the President or the Executive Committee.
- The 1st Vice President shall be responsible for fund-raising activities for the Organization

2nd Vice President

- Organize and recruit volunteers to work for the fund-raising activities and school support activities as requested by the President and the school Principal.
- Maintain a list of volunteers for the present school year
- Perform as a liaison between volunteers and the school staff and Principal.

Secretary

- The Secretary shall record the minutes of all meetings of the Organization and of the Executive Committee.
- Keep a current copy of the by-laws.
- Maintain a membership list.
- Shall be supplied a copy of the Robert's Rules of Order, Newly Revised and have it available at all Organization and Executive Committee meetings.
- Write letters as directed by the President or Executive Committee.
- Keep a record of all correspondence within the Organization ; and perform such

other duties as assigned.

- Shall assist in the development of the newsletter as determined by the Executive Committee.

Treasurer

- The Treasurer shall have custody of all the funds of the Organization.
- Keep a full and accurate amount of receipts and expenditures.
- Make disbursements as authorized by the President, Executive Committee, or Organization in accordance with the budget adopted by the Organization.
- Have checks or vouchers signed by one person, the Treasurer or the President. The Secretary's signature shall be registered at the bank as an emergency signature.
- Present a financial statement at every meeting of the Organization and at other times when requested by the Executive Committee.
- Make a full report at the annual meeting.
- Be responsible for the maintenance of such books of accounts and records as conform to the requirements of these by-laws.
- Have accounts examined annually or upon change of Treasurer, or as determined by the Executive Committee, by an auditor or an auditing committee of not fewer than three members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of the fact at the end of the report (the auditing committee shall be selected by the Executive Committee at least two weeks before the annual meeting and the auditing report shall be given to the Organization no later than the first regular Organization meeting of the school year).

Members-At-Large

Shall perform as a liaison/chairperson for the following standing committees as directed by the President:

- Publicity
- Newsletter
- Public Relations
- Spaghetti Supper / Family Dinner Night
- Holiday Mall
- Fall Carnival
- Yearbook
- Perform such duties as from time to time may be assigned by the President or the Executive Committee.

Past President

- May serve as a member of the Executive Committee at the discretion of the Executive Committee.

Article IX: Meetings

Section 1

- Regular meetings of the Organization shall be held a minimum of three times during the school year.
- Special meetings may be called by the Executive Committee, five days notice having been given.
- Last meeting shall be the Annual Meeting for annual reports and election of the officers.

Section 2

The privilege of holding office, making motions, debating, and voting shall be limited to members of the Organization whose dues are not in arrears.

Section 3

Members present constitute a quorum of the Organization for the purpose of transacting business.

Section 4

Standing Rules

1. Call to Order
2. Inspirational Message
3. Pledge of Allegiance to the Flag
4. Minutes
5. Statement of Treasurer
6. Reading of Communications
7. Report of the Executive Committee
8. Reports of Standing Committees (if not covered in #6)
9. Reports of Special Committees (if any)
10. Unfinished Business
11. New Business
12. Program
13. Announcements

Article X: Standing Committees

Section 1

There shall be created by the Executive Committee standing committees as may be required to promote the objectives and interests of the Organization.

Section 2

Chairmen of standing committees shall present plans of work to the Executive Committee and no committee work shall be undertaken without the approval of the Executive Committee. These committees shall consist of, but not limited to, the following:

- Publicity
- Newsletter
- Public Relations
- Spaghetti Supper / Family Dinner Night
- Classroom Mom / Dad coordinator
- Holiday Mall.
- Fall Carnival
- Yearbook Support
- Spring Fund-raiser
- Fall Fund-raiser

Article XI: Parliamentary Authority

Robert's Rules of Order, Newly Revised shall govern the organization in all cases in which they are applicable.

Article XII: Amendments

- These by-laws may be amended at any regular meeting of the Organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting.
- A committee may be appointed to submit a revised set of by-laws. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

The above by-laws reflect an increase the Members-At-Large positions from 3 members to 5 members, as amended by a majority vote of the Organization. By-Laws revised and typed by Dawn Poole, Secretary, May 2006.