

# **Constitution and By-Laws of Peeples Elementary School PTO**

Enacted July 1998  
Revised April 2007  
Revised May 5, 2011  
Revised May 1, 2014  
Revised April 16, 2015

## **ARTICLE I - NAME**

The name of this Organization shall be Peeples Elementary School Parent- Teacher Organization, Inc. of Fayette County.

## **ARTICLE II - NON-PROFIT**

The Organization is nonprofit and organized under the laws of the State of Georgia.

## **ARTICLE III- OBJECTIVES**

The objectives shall be:

1. To provide a forum whereby parents, teachers and the administration shall have the opportunity to meet, discuss and have programs related to their mutual concerns for the education and welfare of the pupils of Peeples Elementary School.
2. To provide a close relation between home and school, so that parents and teachers may cooperate in the education of every child.
3. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.
4. To engage in fundraising activities for the educational and recreational benefit of Peeples Elementary, its children, teachers, and staff, as determined by the PTO.
5. The objectives of this Organization are promoted through educational programs directed towards parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are guided and qualified by the basic policies set forth in Article IV.

## **ARTICLE IV- BASIC POLICIES**

**Section 1:** The Organization shall be non-commercial, non- sectarian, and non-partisan.

**Section 2:** The name of the Organization or the names of any member in their official capacities shall not be used in any connection with a commercial concern or with any purposes not appropriately related to promoting the objectives of this Organization.

**Section 3:** The Organization shall not directly participate or intervene in any way, including the publishing or distribution of statements, with any candidate for public office or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

**Section 4:** The Organization shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration of the schools and shall not seek to control their policies.

**Section 5:** The Organization shall recognize that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

**Section 6:** This Organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representative makes no commitment that binds the group he/she represents without the official consent of the PTO Executive Board.

**Section 7:** The purposes for which Peeples Elementary School PTO is organized are exclusively charitable, scientific, literary and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provisions of any future United States Internal Revenue law.

**Section 8:** A file of job descriptions shall be maintained current at all times and kept in the President's notebook and on file in the school office.

**Section 9:** In the event of the dissolution of the Organization, its assets shall be specified for use at Peeples Elementary School, Fayetteville, Georgia by the current principal.

**Section 10:** Fundraisers will not be conducted through any independent sales consultant-based companies of a child/children at the school. The exclusion is the company being added to the Scrip list as a vendor with a minimum 20% return to the school.

**Section 11:** The Organization will maintain a "5-Year Plan"(5YP) that will consist of a minimum of the school's wish list presented by the Principal. At the end of each school year, the Executive Board will ensure that 10% of any money in excess of that year's Projected Revenue balance combined with any money saved from that year's Projected Expense balance will be transferred to a Capital Improvement savings account. This account can only be used to fund the 5YP.

**Section 12:** The fiscal year will be July 1 to June 30.

## **ARTICLE V- MEMBERSHIP**

**Section 1:** Any parent or legal guardian of a student currently enrolled or faculty member at Peeples Elementary, who is willing to uphold the basic policies and objectives of the PTO, is considered a member.

**Section 2:** A voluntary donation from Peeples Elementary families will be used to underwrite programs and services provided by the PTO.

## **ARTICLE VI-OFFICERS**

The PTO officers will consist of President (or two (2) Co- Presidents), Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. Officers shall be elected annually for a term of one (1) year, with a maximum of two (2) terms per office. The outgoing President, or alternate as approved by the Executive Board, shall serve as an advisor to the incoming Executive Board.

## **ARTICLE VII-ELECTIONS**

**Section 1:** There shall be a nominating committee composed of a minimum of three (3) members, one of whom shall be the Vice President, and two of whom shall be selected by the Executive Board at an Executive Board meeting at least one (1) month prior to the election. The Vice President shall serve as chairman.

**Section 2:** In March of each year, the election committee will meet to formulate the timeline for the upcoming election of officers.

**Section 3:** Only the names of those who have signified their consent to serve if elected will be placed on the ballot or elected to such office or position.

**Section 4:** Votes may be cast via electronic and/or paper ballots. Ballots will be sent to the email or mailing address on file in the school's office.

**Section 5:** The election and any run-off process must be conducted so as to announce the new board at the May General PTO meeting.

**Section 6:** Any vacancy on the Executive Board will be filled for the unexpired term by a person elected by a majority vote of the Executive Board.

## **ARTICLE VIII-DUTIES OF OFFICERS**

**Section 1:** The PRESIDENT shall:

1. Preside at all meetings of the Organization and the Executive Board.
2. Coordinate the work of the officers and committees of the Organization in order that its objective may be promoted.
3. Perform such other duties as may be prescribed in these by-laws or assigned to her/him by the Organization or by the Executive Board.
4. Be a member ex-officio of all committees except the nominating committee.
5. Prepare the budget for the upcoming school year with a committee that must include the current Vice President and Treasurer.

**Section 2:** The VICE PRESIDENT shall:

1. Act as an aide to the President.
2. Perform the duties of the President in his/her absence.
3. Act as Chairperson for the By-Law Review Committee and the Nominating Committee.
4. Maintain the PTO bulletin board.

**Section 3:** The RECORDING SECRETARY shall:

Keep a record of all General and Executive Board Meetings of the Organization, give a copy to the Principal and to each Officer, post a copy on the PTO bulletin board, and retain a copy on file in the office.

**Section 4:** The CORRESPONDING SECRETARY shall:

1. Act as an aide to the Recording Secretary.
2. Perform the duties of the Recording Secretary in her/his absence.
3. Handle all necessary PTO correspondence, to include Publicity within the community.
4. Acknowledge serious illness and bereavement of Peeples Elementary staff and faculty members.
5. Maintaining Peeples Elementary School PTO Facebook page.
6. Maintain the Peeples Elementary PTO web site (peeplespto.weebly.com)
7. Setup and manage the Peeples PTO Squareup Marketplace.

**Section 5:** The TREASURER shall:

1. Receive all money of the Organization.
2. Keep an accurate record of the receipts and expenditures.
3. Pay out funds only in such a manner as authorized by the Organization.
4. Present a Statement of Account at every meeting of the Organization and at other times when requested by PTO Executive Board.
5. Make a year-end report at the May PTO General Meeting.
6. Be responsible for the maintenance of such books of account and records, which conform to the requirements of the by-laws.
7. Submit the books for the annual audit.

8. Submit yearly tax returns by October 31st and maintain corporate compliance by April 1st. In addition, the treasurer shall complete the taxes prior to handing over the books to the next treasurer.
9. The Treasurer's accounts shall be examined annually by an auditing committee of not less than three (3) members, who are satisfied that the treasurer's annual report is correct and shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the Executive Board at least one (1) month before the May PTO General Meeting. *(An audit of the Treasurer's accounts is for the protection of the Treasurer. It is only a means of assuring everyone that the accounts are accurate, and it relieves the Treasurer of responsibility except in the case of fraud.)*

## **ARTICLE IX- EXECUTIVE BOARD**

**Section 1:** The Executive Board consists of the Officers of the Organization, the Principal and one (1) Teacher Representative.

**Section 2:** The duties of the Executive Board shall be to:

1. Transact necessary business between meetings of the Organization and such other business as may be referred to it by the Organization.
2. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time.
3. Approve the plans of work of standing committees.
4. Create or dissolve standing or special committees.
5. Fill vacancies.
6. Present a report at general meetings of the Organization.
7. Select an auditor or an auditing committee to audit the Treasurer's accounts.
8. Prepare and submit to the Organization for adoption, a budget for the fiscal year.
9. Deliver to their successors all official materials no later than ten (10) days following the end of the school year.

**Section 3:** Expenditures

1. The PTO Executive Board shall have the power to approve expenditures for non-budgeted items up to \$2,500. Non- budgeted items must be voted on and approved by a majority vote at a PTO Executive Board meeting or a General PTO meeting with a quorum voting. If a timely vote is necessary a telephone or electronic mail vote may be taken with a quorum voting.

2. Checks written for less than \$1,000 require only the signature of the Treasurer. All checks over \$1,000 shall require two signatures; one must be the Treasurer and the other signature shall be that of either President or Vice President.

## **ARTICLE X-PTO MEETINGS**

**Section 1:** General meetings of the Organization shall be held on days and times designated by the Executive Board, with no fewer than five (5) meetings per year. Change of the meeting date may be recommended by the Executive Board or the Organization with at least one (1) week advance notice being given of the change of date.

**Section 2:** The Executive Board may call special or called meetings with a five (5) day notice being given.

**Section 3:** The May PTO general meeting shall be the meeting for annual reports and the introduction of new officers.

**Section 4:** The privilege of holding office, making motions, and voting shall be limited to members of the Organization.

**Section 5:** Eleven (11) members shall constitute a quorum of the Organization. A quorum is necessary to vote on any motion made by a member of the PTO.

**Section 6:** In order for a motion to pass there must be a majority.

## **ARTICLE XI-STANDING COMMITTEES**

**Section 1:** The Executive Board may create such Standing Committees as it may deem necessary to promote the objectives and carry on the work of the Organization.

**Section 2:** The Chairman of each Standing Committee or their designee must discuss the committee's action plan with the Executive Board prior to the beginning of committee work.

**Section 3:** Committee chairperson(s) shall attend all PTO meetings when the committee has current business. Each chairperson shall present report(s) at the meeting or submit report(s) to the president at least three days prior to the meeting. Failure to perform duties and submit reports may result in position forfeiture.

**Section 4:** When contracts are being negotiated with vendors and presenters for PTO sponsored functions, PTO Contract Guidelines must be followed. No contracts will be signed without PTO Executive Board approval.

**Section 5:** Any standing committee assigned a budget shall not exceed said budget without prior Executive Board approval.

**Section 6:** SCRIP will present an Account Balance, End of Year Inventory, and Profit Summary at the last PTO meeting of each school year. At this meeting, SCRIP will also announce the Account Balance Need (ABN) for the upcoming school year, which cannot exceed the current account balance and will be

prepared to transfer all monies in excess of this amount to the main PTO account. During the school year, SCRIP must transfer all monies in excess of the ABN to the main PTO account on a monthly basis.

**Section 7:** Chairpersons of standing committees and subcommittees shall serve a minimum term of 1 year.

**Section 8:** The power to form special committees and appoint their members rests with the Executive Board. The special committee will go out of existence when its work is completed.

### **ARTICLE XII-BY-LAWS**

**Section 1:** A copy of these By-Laws shall be on the PTO section of the school website. If a PTO member does not have access to the By-Laws online, a copy can be made available upon request in the school office and will be available at all PTO General Meetings.

**Section 2:** A By-Laws review Committee will meet prior to March 1st of each year and will be chaired by the Vice President. The committee will include a PTO Board member and a minimum of two parent members.

**Section 3:** These By-Laws may be amended only by a two-thirds majority vote at a PTO General meeting.

**Section 4:** Prior notice of any proposed amendments to the By-Laws must be given at least two weeks in advance.

### **ARTICLE XIII-PARLIAMENTARY AUTHORITY**

Roberts Rules of Order, Revised, shall govern this Organization in all cases in which the rules are applicable and exceptions have not been provided for herein.

#### Standing Rules Suggested Order of Business

1. Call to Order
2. Minutes
3. Statement of the Treasurer
4. Report of Officers
5. Principal's Report
6. Reports of Standing Committees
7. Old Business (Unfinished)
8. New Business
9. Announcements
10. Programs
11. Adjournment