

**BYLAWS**  
**COX MILL ELEMENTARY**  
**PARENT TEACHER ORGANIZATION**

**ARTICLE I: NAME**

The name of this organization shall be Cox Mill Parent Teacher Organization. The organization shall exist as an incorporated organization of its members.

**ARTICLE II: OWNERSHIP**

All funds of the organization belong to the membership until the membership and this organization ceases to exist. At that time, any outstanding debts shall be paid and any remaining funds shall become the property of Cox Mill Elementary School until Cox Mill Elementary School ceases to operate as a school. The funds then become the property of Cabarrus County Schools.

**ARTICLE III: PURPOSE**

**Section 1.** The objectives of the organization are:

- a. To work together as the parents, educators, staff and community of Cox Mill to develop responsible, respectful and caring students that strive toward achieving their maximum potential both academically and as citizens.
- b. To assist teachers in meeting the needs of all students.
- c. To increase awareness of child development and educational issues.
- d. To promote greater involvement in the educational process at home, the school and in the community.

e. To strengthen the relationship between the school and the community.

**Section 2.** The objectives shall be met through programs, committee work, volunteer service and dissemination of information. Fundraising activities may be undertaken as necessary or desired to promote the purposes for which this organization is organized.

**Section 3.** 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.

#### **ARTICLE IV: BASIC POLICIES**

**Section 1.** 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 persons, 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 III.

**Section 2.** Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income tax under Section 501(c)(3) of the Internal Revenue Code.

**Section 3.** Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which organized and operated exclusively for charitable, educational, or religious and/or scientific purposes and which has established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

#### **ARTICLE V: MEMBERSHIP AND DUES**

**Section 1.** Membership in the organization shall be open to any individual who has affiliation with Cox Mill (e.g., the relative or friend of a child currently enrolled in, or an alumnus of, Cox Mill) and pays the annual dues. Membership in this organization shall be available regardless of race, color, religion, sex, age or national origin.

**Section 2.** The set amount of dues will be determined annually by the Executive Board.

Each member of the organization shall pay these annual dues to the organization; however, if a person so chooses, he or she may contribute more than the set amount.

**Section 3.** Dues shall be collected during an annual enrollment campaign in the fall, although persons shall be encouraged to join at any point during the year. Dues shall not be pro-rated for persons joining after the fall enrollment campaign.

**Section 4.** Only members of the organization are eligible to vote or serve in an elected or appointed office. It shall be the duty of the president to remind the general body before voting that only members are eligible to serve or vote. Each family PTO membership is eligible to cast one (1) vote.

**Section 5.** The membership year shall begin July 1st and end June 30th.

## **ARTICLE VI: OFFICERS AND THEIR ELECTION**

**Section 1.** The officers of this organization shall include a president, vice-president, secretary, treasurer, vice-president of fundraising, volunteer coordinator, and any other office deemed necessary by the membership.

**Section 2.** Co-officers may be eligible to fill any of the positions set forth in Article VI, Section 1. One vote shall be afforded per elected officer, and only elected officers may vote.

**Section 3.** Officer elections and terms of office shall proceed as follows:

- a. At the beginning of each school year, the Executive Board shall determine the schedule of dates for nominations and elections of officer elections. This schedule will be announced on the organization's website.
- b. Nominations for each office will be announced on the organization's website, and members will be provided with a link or other means to vote via email.
- c. Elections shall occur by majority vote of those member voting.
- d. Newly elected officers shall be installed in June and assume their official duties at the end of the school year.
- e. During the interim between election and the assumption of duties, newly installed officers shall attend current board meetings, without voting privileges, as

part of their training. They also shall meet regularly to discuss upcoming plans, although no official action may be taken unless approved by the current board.

f. Officers shall serve for a term of one year or until the election of their successors.

g. A person shall serve no more than two (2) consecutive terms in the same office.

**Section 4.** A vacancy occurring in any office shall be filled for the remainder of the term by a majority vote of the Executive Board, due notice of such election having been given. In case of vacancy in the office of president, the vice-president shall serve in the interim until the new president can be appointed or elected.

#### **Section 5. Nominating Committee**

a. There shall be a nominating committee composed of three (3) members. At least one of these members shall be a current vice-president who shall serve as committee chair. The remaining members of the committee shall be elected by the Executive Board at least one month prior to the election of officers. Neither the president nor the principal shall be a member of the Nominating Committee.

b. The Nominating Committee shall select at least one (1) nominee for each office to be filled.

c. The list of nominees shall be announced to the general membership on the organization's website. Following this announcement, the general membership shall have the opportunity to submit additional nominations of the Nominating Committee via email. All nominations must be received by the Nominating Committee and posted on the organization's website no less than three (3) days prior to the election of officers.

d. Only those who have consented to serve if elected shall be eligible for nomination.

### **ARTICLE VII: DUTIES OF OFFICERS**

**Section 1.** President. The president shall direct the affairs of the organization in accordance with the bylaws, including the following: determine the agendas of the Executive Board meetings; preside over such meetings; sign all checks and vouchers over \$500 along with the treasurer; serve, when needed, as ex-officio on all committees except the nominating committee; call upon each standing committee chair to prepare a plan of work; at the end of his/her term, inform all new officers of their duties of office and perform any other duties deemed necessary or appropriate by the organization. The president shall be a voting member of the organization.

**Section 2.** Vice-President. The vice-president shall assist the president in his/her duties and carry out the duties of president in his/her absence, along with any other duties deemed necessary or appropriate by the organization. The vice-president shall succeed the president in the year following his/her term as vice-president. In the absence or inability of the vice-president to perform his/her duties, the Executive Board shall determine who shall serve.

**Section 3.** Secretary. The secretary shall record all business at each meeting of the Executive Board; keep an accurate record of all PTO members; have on hand at each meeting a copy of the local bylaws, minutes of previous meetings, a list of PTO members and a list of committees and their members; shall post quarterly updates of the activities of the Executive Board to the organization's website and send updates to the general membership, according to a schedule to be determined by the Executive Board at the beginning of the school year; shall distribute monthly updates including minutes of monthly Executive Board meetings and budgets; maintain correspondence of the organization and the Executive Board; and perform any other duties deemed necessary or appropriate by the organization.

**Section 4.** Treasurer. The treasurer shall be the authorized custodian of the funds of the organization and as such perform the following duties, as well as any others as deemed appropriate or necessary by the organization: receive and disburse all money as prescribed in the bylaws or as authorized by the organization or Executive Board; oversee an internal cash management documentation system to keep an accurate record of receipts and expenditures; present a financial statement at each meeting of the organization and executive board; file each statement for the eventual audit; with the assistance of the Executive Board, shall prepare an annual budget to be submitted for approval to the general organization on a date to be determined by the Executive Board at the beginning of the school year; solicit membership approval for additional expenses or budget amendments; file necessary tax forms prior to the due date of such forms; and sign all checks.

An audit of the financial reports is required at the end of each treasurer's term. This audit is to be made by one or more persons appointed by the Executive Board. The treasurer shall be responsible for the maintenance of such books as are required to fulfill the duties of the office of treasurer. No books shall be transferred to the newly installed treasurer until approved and signed by the auditing person(s).

**Section 5.** VP-Fundraising. The vice president of fundraising shall oversee and advise the Executive Board of all fundraising activities. He/she shall also plan and implement the fundraisers for the coming year as well as identify the strengths and weaknesses of past fundraising activities.

**Section 6.** Volunteer Coordinator. The volunteer coordinator works closely with the membership coordinator to maintain an accurate record of PTO memberships. He/she identifies members who are willing to volunteer, and keeps a hard copy and e-mail list of those members. The volunteer coordinator solicits volunteers to assist with PTO and school-related needs. He/she also coordinates the Volunteer Information Breakfast in the fall.

## **ARTICLE VIII: EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of the officers of the organization, the chairs of the standing committees, the principal and a teachers' representative appointed by the principal, and any individual whom the officers deem necessary. The immediate past president may serve as a non-voting ex-officio board member at the discretion of the Board.

**Section 2.** The duties of the executive board shall be:

- a. to transact necessary business in and such other business as may be referred to it by the organization;
- b. to create standing and special committees;
- c. to approve the plans of work of the standing committees;
- d. to present a report at the regular meetings of the organization;
- e. to select an auditor or an auditing committee to audit the treasurer's accounts;
- f. to prepare and submit to the organization for adoption a budget for the year;

g. to approve routine bills within the limits of the budget.

**Section 3.** An operating budget will be presented by the Executive Board to the membership for approval; however, the general membership authorizes the Executive Board to disburse funds necessary to operate the administrative affairs of the PTO and to disburse funds in an amount up to \$500.00 without general membership approval. Prioritization of expenditures will be presented to the general membership at the time that the operating budget is approved, however the Executive Board and principal/administration may reprioritize by a majority vote when necessary.

**Section 4.** Regular meetings of the Executive Board shall be held during the school year, the time to be fixed by the Board at its first meeting of the year. A majority of the Executive Board members shall constitute a quorum. All votes by the Executive Board shall be conducted in such a way that all members' votes are recorded. Special meetings of the Executive Board may be called by the president or by a majority of the members of the Board with two (2) days notice being given.

## **ARTICLE IX: MEETINGS**

**Section 1.** The Executive Board shall provide the membership with quarterly updates on its activities via the organization's website and/or email, on a schedule to be determined by the Executive Board at the beginning of the school year. Each quarterly update will provide contact information for the membership to reach out with any questions or concerns.

**Section 2.** Special meetings of the general membership may be called by the president or a majority of the Executive Board with seven (7) days notice being given. In the event of such a special meeting, fifty (50) members shall constitute a quorum for the transaction of business in any meeting of this organization.\*

\*Roberts' Rules of Order Newly Revises states: "The minimum number of members who must be present at the meetings of a deliberative assembly for business to be legally transacted is the quorum of the assembly. The requirement of a quorum is a protection against totally unrepresentative action in the name of the body of an unduly small number of persons." It is suggested that the quorum be set to reflect the number of people who could reasonably be expected at any business meeting.

## **ARTICLE X: SCHOOL IMPROVEMENT TEAM**

The number for parent or guardian representatives for the School Improvement Team (SIT) shall be determined by the state based on school population. Representatives shall have children enrolled in Cox Mill Elementary School. Representatives should reflect the racial and socio-economic composition of the students enrolled at the school. Representatives will be elected by the Executive Board in May and be approved at the first association meeting in the fiscal year. The representative(s) will have full authority after election by the Executive Board.

## **ARTICLE XI: COUNCIL MEMBERSHIP**

There shall be two representatives for the Cabarrus County Schools Parent Council. One shall be the present president of the PTO and shall be elected or appointed by the Executive Board. The second representative shall be elected by the organization at the first organization meeting in the fiscal year.

## **ARTICLE XII: FISCAL YEAR**

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

## **ARTICLE XIII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## **ARTICLE XIV: AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the members voting, provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the date of the vote. Such vote may take place at a special meeting of the membership, or via electronic means to be determined by the Executive Board.