

**BY-LAWS
OF
PEARL SAMPLE PTO, INC.**

**ARTICLE I
ORGANIZATION NAME**

The name of the organization is Pearl Sample PTO, Inc. (the “**PTO**”).

**ARTICLE II
PURPOSES**

The PTO is organized and will be operated exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code (the “**Code**”). Specifically, the PTO is organized to support the children at Pearl Sample Elementary School by fostering relationships between the school, parents, guardians and teachers.

**ARTICLE III
EXECUTIVE BOARD**

Section A: Eligibility

To become (and remain) a member of the Executive Board (“**Executive Board Member**”) in the PTO for a school year, such individual must be a parent or guardian of at least one child in attendance at Pearl Sample Elementary School and complete the PTO Executive Board Member Registration Form (Attachment A).

Section B: Executive Board

The PTO shall be led by five (5) Executive Board Members, which is the main governing body of the PTO (the “**Executive Board**”). The Executive Board shall consist of the following positions: (i) President, (ii) Vice President, (iii) Secretary, (iv) Treasurer, and (v) Public Relations Administrator. Each role shall be entitled to one vote for any matter that requires a vote of the Executive Board.

The Principal of Pearl Sample Elementary School is an ex-officio member of the Executive Board and shall provide input concerning the needs of the students, faculty, staff, and community. The Principal is a non-voting member of the Executive Board.

Section C: Requirements

Executive Board Members shall meet the eligibility requirements as described in Article III (A) above.

Each Executive Board Member shall agree to read and sign the PTO Executive Board Pledge (Attachment B) provided by the President or his/her representative, agreeing to uphold their job duties. This pledge shall be provided to the President upon being sworn into office.

Each Executive Board Member shall be aware of the By-Laws and will review and initial each page of the By-Laws prior to beginning their position.

It is not recommended that persons holding the roles of President, Vice President, Secretary, Treasurer, or Public Relations Administrator serve in another of those positions on this or any other PTO board concurrently.

The President shall be an ex-officio member of all committees.

No person shall be eligible to serve more than three (3) consecutive terms in any office.

The Executive Board will establish and approve a new, proposed budget for each school year prior to the onset of the new school year.

Section D: Elections, Term and Vacancies

Elections: Executive Board Members shall be elected annually by the PTO at the last scheduled PTO meeting of the school year. If more than one individual is interested in a particular Executive Board position, the prior Executive Board shall vote on the individual that shall be elected to the position. The new Executive Board Members will be sworn into their position on the date of their election to office.

Term: Executive Board Members shall assume their official duties by the last day of the prior school year and shall serve for a term of one year and/or until their successors are elected.

Vacancies: A person elected by majority vote of the Executive Board shall fill a vacancy occurring in an office for the unexpired term. If this vacancy is filled prior to March 1st, the newly elected officer may only serve two (2) additional terms (if continuing to be elected). If, however, the vacancy occurs after March 1st, the newly elected board member may continue to serve for the aforementioned three (3) terms (if elected).

Section E: Removal from Office

In the event of a violation of the By-Laws by any member of the Executive Board, a written account should be submitted to the President who should then present this account at the next Executive Board meeting. (An emergency meeting of the Executive Board may be called prior to the next Executive Board meeting to address the issue). A copy of this account should also be given to the Principal. If the President is the one who violated the By-Laws, a written account should be given to the Principal. The Executive Board member(s) whose behavior(s) is in question will be contacted within 48 hours regarding the reported notification.

The Executive Board may offer the offending party the opportunity to resign his or her position prior to his or her removal from office.

Section F: Duties

Below is a list of general and specific job duties and job requirements for each of the Executive Board positions. This list is not all-inclusive and may be modified from time to time by the Executive Board.

General Executive Board Duties:

Each Executive Board Member must:

- Attend all PTO and Executive Board meetings as required of the position. Not being in attendance at more than two (2) consecutive meetings in a row may be grounds for dismissal from the Executive Board.
- Vote to approve all requests and purchases over \$100. In the event of any unforeseen business or expenditure over \$100 that was not included in the initial, approved budget, expenditures over \$100 must be formally made to and voted by the Executive Board. The President will notify the Executive Board members of the request via email or in a scheduled meeting for the Executive Board to vote. If a majority vote is not received by the time of the deadline noted (typically this is 48 hours from the time of the request), the non-responders' vote(s) will go to the majority vote of the members who responded. Exceptions to this include events planned and approved within the initial annual budget.
- Act as a mentor to incoming officers during their first few months of office.
- Keep a file with all notes and other information concerning committees and other responsibilities to share with new officers immediately following the end of their tenure. These files are public knowledge and should be available upon request if not kept within the school.
- Perform other duties (e.g., special event committees, etc.) as assigned and agreed.
- Commit to a full term of office upon acceptance of his or her position.
- As requested, participate as one (1) of at least two (2) Executive Board members to count any collected money.

Specific Executive Board Member Duties:

PRESIDENT

- Preside at all PTO and Executive Board meetings.
- Member ex-officio of all committees.
- Perform such other duties as may be described in the By-laws or assigned for the organization or Executive Board.
- Schedule all PTO and Executive Board meetings. Assist Secretary in creating the agenda for all PTO and Executive Board meetings.
- Act as the primary resource to Pearl Sample Elementary School on matters pertaining to the PTO or impacting the PTO's purpose/objective.
- Liaison to the school, consulting with the Principal on issues of mutual concern and to apprise the Principal of proposed PTO activities.
- Obtain necessary permits for PTO activities and events.
- Approve (in writing) any expenditure of \$100 and more not already included in the proposed budget for each school year prior.
- Serve as signatory (with the Treasurer) on all PTO checks.

- Review all financial accounts at the end of each school year.

VICE PRESIDENT

- Aide to the President and perform the duties of the President in the absence of that board member.
- Serve as the Supervisor of the Volunteer Coordinator positions.

SECRETARY

- Keep an accurate accounting of all meetings of the PTO and the Executive Board; and maintain copies of such minutes in a forum accessible to all Executive Board members within one week of the meeting.
- Present or answer questions about meeting minutes at each general PTO meeting.
- Prepare the agenda for general PTO and Executive Board meetings and distribute such agenda to the President and then other Executive Board members in advance of such meetings.
- Maintains a soft copy of the PTO Articles of Incorporation, Regulatory Approvals, By-Laws and PTO minutes in a forum accessible to all Executive Board members.
- Should possess strong writing skills (i.e., grammar, spelling, punctuation) in order to ensure that meeting minutes, agendas, and other documents are error-free and reflect positively on the PTO and the Executive Board.
- Order/purchase all paper used for PTO correspondence.

TREASURER

- Receive all monies of the PTO.
- Transfer all funds to the PTO bank account within one week of their receipt.
- Keep an accurate record of deposits, receipts, and expenditures.
- Serve as signatory (with the President) on all PTO checks.
- Present a statement of account at every PTO and Executive Board meeting.
- Sign the end of the year account report (i.e., following the President's review of such account).
- Possess strong math skills and a good working knowledge of accounting.
- Have access to and knowledge of computer, including knowledge of Excel software.

PUBLIC RELATIONS ADMINISTRATOR

- Coordinate all PTO correspondence (e.g., newsletters, meeting flyers, computer emails, news releases, etc.) to ensure all necessary information is disseminated to the community.
- Update PTO online presence and ensure accuracy and current information for the general PTO information on the school website.

- Coordinate, update and disseminate information on local retail fundraising opportunities (swiping of grocery store cards as an example).
- Convey PTO messages (e.g., thank-you notes, sympathy cards, etc.).
- Schedule Spirit Nights (with the assistance of volunteers) and disseminate information regarding the events.

**ARTICLE IV
MEETINGS**

Section A: Executive Board

The Executive Board shall meet at least once per quarter. Meetings shall be scheduled and reported to all Executive Board Members in conjunction with the school calendar before the beginning of the new school year.

Section B: General PTO Meetings

At least three (3) general meetings of the PTO will be held during the school year, with open invitations to all parents, guardians, staff and Pearl Sample community members. It is recommended that at least one (1) of these meetings be held during evening hours. Advance notice of meetings will be available on the website, newsletter, and/or flyers for the students to take home.

Section C: Voting for Agenda Items

All agenda items will be open for discussion by anyone present at the meeting. An item must be passed by a two-thirds majority vote of those PTO volunteers in attendance. All parties present at the meeting will be eligible to vote.

These By-Laws were confirmed on February 17, 2022 and agreed upon by the members of the Executive Board, whose signatures include:

Name:

Position:

President

Vice President

Treasurer

Secretary

Public Relations Administrator

ATTACHMENT A: PTO EXECUTIVE BOARD MEMBER REGISTRATION FORM

PLEASE PRINT OR TYPE

SCHOOL YEAR: _____

PARENT/GUARDIAN NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

BEST METHOD OF CONTACT (CALL, TEXT, EMAIL?): _____

GRADE(S) OF CHILDREN AT PEARL SAMPLE: _____

POSITION DESIRED: _____

REASON FOR DESIRE TO PARTICIPATE: _____

SHARE WHY YOU ARE POSITIVE FOR THE POSITION: _____

ARE YOU A CURRENT CCPS STAFF MEMBER? _____

(INFORMATION PURPOSES ONLY TO ENSURE AWARENESS TO SCHOOL BOARD POLICY)

ATTACHMENT B: PTO EXECUTIVE BOARD PLEDGE

I, _____, pledge to uphold my responsibilities as a Pearl Sample PTO, Inc. Executive Board Member.

- I am aware of the purpose (objective) of the Pearl Sample PTO, Inc., as stated in the by-laws.
- I shall attend all board meetings. When I cannot do so, I shall contact the board secretary for a copy of the minutes so I am aware of the items discussed during a missed meeting.
- I shall become aware of the roles and responsibilities of my position, and provide input as to any additions, clarifications, and/or changes I see necessary to make my position more effective.
- I shall strive to work as part of a team, knowing that our duties are sometimes blurred. I will stay flexible in order to do what I can to ensure things happen as needed, and our purpose (as stated above) is conducted in a positive and professional manner.
- I shall refrain from discussion of PTO business outside of PTO meetings, to ensure cohesion and to avoid misrepresentation and/or misinterpretation that could occur within a public setting or with others not involved with board decisions and/or activities.
- As a member of the PTO, I shall represent our parents and our school in a positive manner in all settings.
- I am aware that if I cannot uphold these items to which I agree, I may be asked to resign from the board.

Name/Position

Date