

BYLAWS
of
Forsyth PTO/A Council

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Forsyth PTO Council (Forsyth PTO/A Council) or (Council). The Council is located at 1120 Dahlonega Highway, Cumming, Georgia 30040.

Section 2: DESCRIPTION – The Forsyth PTO/A Council is a non-profit organization which exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the Council is to enhance and support the Forsyth County Schools local chapters of Parent Teacher organizations through training, communicating district policies and foster a community among all the schools in the county.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all board members of Forsyth County School Parent Organization, PTO, PTA's or Booster Clubs. Members have voting privileges. Board members to be defined as President, Vice President, Treasurer, Committee Chair or Secretary.

Section 2: All members are governed by the Standing Rules of the Forsyth PTO Council.

ARTICLE III – OFFICERS AND ELECTIONS

Section 1: EXECUTIVE COMMITTEE– The Executive Board shall consist of the following officers: President, Vice President(s), Secretary, Parelimtarian, and Treasurer. Officer positions can be shared. Forsyth County Schools office of the Superintendent can opt to have a staff member sit on the board. All executive committee members has voting rights.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, begins June 1 and ends May 31.

Section 3: QUALIFICATIONS – Any Board Member of a local Forsyth County School may become an officer of the Council..

Section 4: DUTIES –

Executive Board – Develop the Council's annual budget, establish and oversee committees to conduct the work of the Council, establish fundraising programs, approved by majority vote of the Board unbudgeted expenditures of no more than \$150.00. Board will consist of Elected officers, Chairpersons of standing committees, appointed Parliamentary, and representative from the Forsyth County schools.

President – Preside at General Council meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the Council.

Vice President(s) – Oversee the committee system of the Council, assist the President and chair meetings in the absence of the President.

Manage communications and marketing for the Council including, but not limited to Council newsletters, email broadcasts, website, bulletin boards, etc

Secretary – Record and distribute minutes of all Executive Board meetings and all General Council meetings, prepare agendas for official Council meetings, hold historical records for the Council.

Treasurer – Serve as custodian of the Council's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Parliamentarian - The Parliamentarian shall have an understanding of parliamentary procedure according to Robert's Rules of Order, Newly Revised, and ensure all organization meetings are conducted in this manner. The Parliamentarian shall be responsible for updating any voted upon bylaw changes following an Executive Board vote. The Parliamentarian shall be responsible for ensuring that Executive Board Meetings follow the agreed upon agenda. The Parliamentarian is to maintain a current copy of the organization's bylaws. The Parliamentarian/Historian shall be a member of the Executive Board.

Section 5: BOARD MEETINGS – The Executive Board shall meet at least 6 times a year, or at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer's term.

Section 8. Nominations and Elections. Elections will be held at a General Membership meeting, in either April or May. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. The slate must be posted for the general membership to view. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

- a. There shall be a **nominating committee composed of three (3) members** (must be an uneven number) and alternates who shall be elected by this PTO at a regular membership meeting at least one month prior to the election of officers.
 - i. All members of this committee shall be a member of the PTO.
 - ii. The committee elects its own chair.
 - iii. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in a month before elections at which time additional nominations may be made from the floor.
 - iv. Only those individuals who are current members of this PTO and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
 - v. The president is not eligible for election to this nominating committee.
 - vi. The Forsyth County School Employee is eligible to serve if elected.
- a. The slate of proposed officers shall be posted in the school office at least 10 days prior to the election meeting.

ARTICLE IV – MEETINGS

Section 1: GENERAL PTO MEETINGS – General Council meetings shall be held to conduct the business of the Council. Meetings shall be held at least three times during the school year or at the discretion of the Executive Board, with no less than two meetings per school year.

Section 2: VOTING – Each member in attendance at a Council meeting is eligible to vote, one vote per household. Online, paper, voice or other methods of voting are allowed.

Section 3 – QUORUM – Eight (8) members of the Council present to vote shall constitute quorum for the purpose of voting.

ARTICLE V – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the Council begins July 1 and ends June 30 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of Forsyth PTO Council, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.

Section 4: ENDING BALANCE - The organization shall leave a minimum of \$100.00 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

Section 6: Conflict of Interest: see Standing Rules of Forsyth PTO Council

Section 7: Forsyth County School Rules - Whenever the Council Board meets, a written Treasurer's Report detailing the financial activity, and current balance, since the previous meeting must be presented and approved. Yearly 990 and audits must be submitted to the FCS Finance Department by all Forsyth PTO and PTA's and the Council.

ARTICLE VI – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any Council member. Amendments presented at a Council meeting shall be considered for voting at a subsequent meeting. Two thirds majority approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

Upon dissolution of Forsyth PTO Council , any funds remaining shall be donated to Forsyth County PTO Local chapters. The funds shall be exclusively used for charitable, educational, or scientific purposes which qualify for exemption under section 501(c)(3) of the Internal Revenue Code

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

These bylaws were voted upon and passed on the Sept 4,, 2018

Signed: _____

(PTO President, Pam Grigorian)