

SOUTHERN FULTON

PARENT-TEACHER

ORGANIZATION (PTO) BYLAWS 2023

Article I. **Name**

The name of the organization shall be the Southern Fulton Parent-Teacher Organization (PTO).

Article II. **Purpose**

The SF PTO is organized for the purpose of supporting the education of the children at Southern Fulton by fostering relationships among the school, parents, and teachers.

Article III. **Membership**

Section 3.01. Any parent, guardian, or other adult standing in loco parentis for a student at Southern Fulton may be a member. A voting member needs to attend 3 meetings and/or events in a running school year. The principal, teachers, and any other employee of the Southern Fulton School District may be a member and have voting rights.

Section 3.02. Membership in this PTO shall be made available without regard to race, color, creed, or national origin.

Section 3.03. Members must have all clearances on file in the Southern Fulton district office prior to chaperoning and/or volunteering at any SF PTO events; however, clearances are not required to attend PTO Meetings. Clearances must be submitted to the Southern Fulton office for review and approval no later than September 30th of each school year. Exceptions to this deadline will be made only in the event of new families entering the Southern Fulton School District in which case clearances must be submitted for review and approval at the earliest opportunity and before any chaperoning and/or volunteering.

Section 3.04. Field Trip and Chaperone Opportunities will be based on participation with the Southern Fulton PTO. To be eligible to have your name entered into the lottery draw as a potential field trip chaperone, you must attend at least three (3) PTO activities which can be any combination of monthly PTO meetings and/or help with activities and fundraising. The ONLY exception to this guideline will be given to new PTO members whose child(ren) have their field trip(s) in the fall. Individuals requesting exception should have attended at least one (1)

PTO Meeting by the time of the fall trip(s). Southern Fulton PTO Officers are automatically eligible to go on their child(ren's) field trip(s) without being subject to a lottery draw system for chaperone selection. Chairpersons, co-chairpersons (when required) and committee coordinators automatically have their name entered twice in the chaperone lottery draw(s). For every (2) additional PTO activities (meetings/volunteering/fundraising) that an individual participates in, that individual will earn one (1) additional name entry in the lottery draw system for chaperone selection. Classroom teachers and administrators will determine the number of chaperones needed for each event. Chaperone names will be selected at least two-weeks prior to the Field Trip date. Activities and meetings held after May 1st will be carried over for the proceeding school year.

Article IV. Officers

Section 4.01 The officers of SF PTO shall consist of:

- a) One President
- b) One Vice-President
- c) One Secretary
- d) One Treasurer

Section 4.02 Election Officers shall be elected at the first meeting of the running school year which is held in September.

Section 4.03 Voting. The vote shall be conducted by written ballot unless there is only one candidate for office, at which time a voice vote may be held. A majority vote shall be required for election.

Section 4.04 Eligibility. The following govern the qualifications and eligibility of individuals to be officers.

- a) Each officer shall be a member of this PTO.
- b) No person may serve in more than one elected position in the PTO simultaneously.
- c) Each officer shall have been a member of this PTO for 12 months prior to holding an officer position. **(However, the initial set of officers shall be voted on and be elected by majority vote at the initial meeting and therefore not be members for 12 months.)**

Section 4.05 Officers shall assume their official duties by the next meeting after being voted in and shall serve for a term of 2 years, or until their successors are elected at the first meeting of the proceeding school year.

Section 4.06 Vacancy. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice-president. At the next regularly scheduled meeting, a new vice president will be elected. A vacancy in any office other than the president shall be filled by a member elected by the members of this PTO.

Section 4.07 Removal from office. Officers can be removed from office with *or* without cause by two-thirds vote of those present at a regular meeting where previous notice has been given.

Article V. **Duties of Officers**

Section 5.01 President. The president shall preside over meetings of the organization, serve as the primary contact for the principal, represent the organization at meetings outside the organization, and coordinate work of all the officers so that the purpose of the organization is served. The president is responsible for preparing each meeting agenda.

Section 5.02 Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

Section 5.03 Secretary The secretary shall keep all records of the organization, and take and record minutes. The secretary should have a written copy of the previous meeting records at each meeting and have a copy available for each member to review. The secretary also keeps a copy of the minutes book, the bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. They should also record all that attend each meeting, for the purpose of finding who has voting rights. All minutes shall be approved at the following meeting after review.

Section 5.04 Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of the receipts and expenditures, and pay out funds in accordance with the approval of the members. He or she shall present a financial statement at every meeting and at other times of the year when requested and make a full report at the beginning of the school year. Treasurer should sign all checks and have all checks or vouchers signed by the president when over \$100. Amounts under \$100 can be signed by either treasurer or president. All payments made are at the direction of the membership.

Article VI. **Meetings**

Section 6.01 Regular/General Meetings. The regular meeting of the organization dates shall be determined and announced at the first general membership meeting of the year. Members shall be given notice if there is a change of date or time.

Section 6.02 Special Meetings. Special meetings may be called by the president or by the majority of the members.

Section 6.03 Quorum. The quorum shall be 5 members of the organization. A quorum is required for decisions of spending over \$500 and electing new officers.

Article VII. **Finances**

Section 7.01 Approval of spending. The members should approve any spending by means of a vote. All receipts for payment to be issued must be **itemized**.

Section 7.02 Budget. A tentative budget shall be drafted in spring for the following school year and approved at a fall meeting by majority vote of the members present.

Section 7.03 Financial Statement The treasure shall prepare a financial statement at the end of the year to be reviewed.

Section 7.04 Fiscal Year The fiscal year should coordinate with the school year.

Section 7.05 Dissolution Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, be donated to the **Educational Foundation which has established guidelines for monetary withdrawals**.

Article VIII. **Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/ standing rules.

Article IX. **Dissolution**

The PTO may be dissolved with previous notice (14 calendar days) and a two-thirds vote from voting members at the meeting. Upon dissolution of this Association, assets shall be distributed to the previous mentioned Educational Foundation within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government for a public purpose.

Article X. **Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and that all members were notified. Notice may be given by postal mail, email, hard copy, fax, or by text message. Amendments will be approved by two-thirds vote of those present as long as there is quorum present.

1. 2020 Bylaws were amended at the July 2023 meeting and passed by unanimous vote.
 - a. Members were invited through email, and public notice via Facebook. They were also given a copy of the amendments to be made.

Article XI. **Basic Policies**

Section 11.01 This organization shall be noncommercial, nonsectarian, and nonpartisan. The organization is organized exclusively for nonprofit purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code.)

Section 11.02 No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, directors, 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 section 501(c)(3) purposes. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition of any candidate for public office.

Notwithstanding any other provision of these by-laws, the Organization shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code(or corresponding section of any future Federal tax code) or (b) by an Association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code(or corresponding section of any future Federal tax code.)

Section 11.03. Bylaws shall be updated every five years and approved by a vote of the members of that attending meeting. A copy of the bylaws, a copy of the minutes for the meeting when the bylaws were approved by the voting membership, and a signature page must be filled out and kept on file with the president and secretary.

Signature Page

Bylaws of the Southern Fulton PTO

Approved by the general membership at its meeting on:

President Signature *Tina McCracken*
President's Name - Printed

Secretary's Signature *Erin Younker*
Secretary's Name - Printed

Signed into effect on: July 20, 2023