

Parker

BYLAWS OF THE
Camp Road Middle School
Parent Teacher Organization
1484 Camp Road
Charleston, South Carolina 29412

Article I: Name

The name of this organization is the Camp Road Middle School Parent Teacher Organization (PTO).

Article II: Articles of Organization

The articles of organization of a local PTO include (a) the bylaws of such organization (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

Article III: Purposes

Section 1. The Objects of this organization are:

- a. To promote the welfare of children and youth in home, school, and community.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Section 2. 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 (hereinafter "Internal Revenue Code").

Article IV: Basic Policies

The following are basic policies of this organization:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.

c. The organization or members in their official capacities shall not — directly or indirectly — participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

d. The organization shall work with the schools to provide quality education for all children and youth, and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

e. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

f. 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 hereof.

g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

h. Upon the 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 have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Article V: Membership and Dues

Section 1. Membership in this PTO shall be made available without regard to race, color, creed, or national origin.

Section 2. Each year, the PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 3. Each member of the organization shall pay annual dues of **\$5.00** per person to the organization.

Section 4. A report shall be made monthly to the PTO Board and at the general meeting.

Article VI: Officers and Their Election

- Section 1.* Each officer or board member of a local PTO shall be a member of such local PTO.
- Section 2.*
- a. The officers of this organization shall consist of a president, a vice president, a secretary and a treasurer.
 - b. Officers shall be elected by ballot in the month of May. However, if there is but one nominee for any office, election for that office may be by voice vote.
 - c. Officers shall assume their official duties July 1 and shall serve for a term of one year or until the election of a successor.
 - d. A person shall not be eligible to serve more than two consecutive terms in the same office.
- Section 3.*
- a. The members of the nominating committee for officers of a constituent organization shall be elected by membership, Board of Directors/Managers, Executive Board, or Executive Committee.
 - b. There shall be a nominating committee composed of at least four members, who shall be elected by the organization at a n executive board meeting at least one month prior to the election of officers. The committee shall elect its own chairman.
 - c. The nominating committee shall nominate one eligible person for each office to be filled and report its nominees at the regular meeting in May, at which time additional nominations may be made from the floor.
 - d. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- Section 4.* A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the Vice President. The vacancy in the office of Vice President and other offices shall be filled by a person elected by a majority vote of the executive board, notice of such election having been given.

Article VII: Duties of Officers

- Section 1.* The president shall preside at all meetings of the organization and of the executive board; shall perform such other duties as may be prescribed in these bylaws or assigned to him by the organization or by the executive board; shall be a member ex officio of all committees except the nominating committee; and shall coordinate the work of the officers and committees of the organization in order that the Objects may be promoted. The president shall appoint a parliamentarian, subject to the approval of the officers of the organization to serve at all meetings of the organization and of the executive board.

Section 2. The vice-president shall act as an aid to the president and shall in their designated order perform the duties of the president in the absence or inability of that officer to act. The duties of the vice-president shall be determined by the executive board.

Section 3. The secretary shall record the minutes of all meetings of the organization and of the executive board and shall perform such other duties as may be delegated to him.

Section 4. The treasurer shall have custody of all the funds of the organization; shall keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the president, executive board, or organization. **Checks or vouchers shall be signed by two persons.** The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the executive board and shall make a full report at the meeting at which new officers officially assume their duties. The treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of Article XII, Section 3, of these bylaws.

The treasurer's accounts shall be examined annually by an auditor **or an auditing committee of not less than three members**, who is satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. **The auditing committee shall be selected by the executive board at the last board meeting of that school year or at least two weeks before the new officers assume duties.**

Section 5. All officers shall:

- a. Perform the duties outlined in these bylaws and those assigned from time to time.
- b. Deliver to their successors in office all books, records, and documents held in their possession by virtue of the office no later than ten (10) days following the completion of their term or assumption of office by their successors.

Article VIII: Executive Board

Section 1. Each officer or board member of a local PTO shall be a member of such local PTO.

Section 2. The executive board shall consist of the officers of the organization, the chairmen of standing committees and the principal and assistant principal. The chairmen of the standing committees shall be selected by the officers of the organization.

Section 3. The duties of the executive board shall be:

- a. To transact necessary business in the intervals between organization meetings 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 4. Regular meetings of the executive board shall be held during the 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. Special meetings of the executive board may be called by the president or by a majority of the members of the board.

Article IX: Meetings

Section 1. At least four regular meetings of this organization shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first regular meeting of the year. Five days' notice shall be given of a change of date.

Section 2. Special meetings of the organization may be called by the president or by a majority of the executive board, five days notice having been given.

Section 3. The election meeting shall be held in May.

Section 4. Fifty members shall constitute a quorum for the transaction of business in any meeting of this organization.

Section 5. Only members of the CRMS PTO who have paid dues for the current membership year may participate in the business of that organization.

Article X: Committees

Section 1. Only members of the organization shall be eligible to serve in any elective or appointive positions.

Section 2. The executive board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the organization. The term of each chairman shall be one year or until the selection of his successor.

Section 3. The chairman of each standing committee shall present a plan of work to the executive board for approval. No board work shall be undertaken without the consent of the executive board.

Section 4. The power to form special committees and appoint their members rests with the president and the executive board.

Section 5. The president shall be a member ex officio of all committees except the nominating committee.

Article XIII: Fiscal Year

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

Article XIV: Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the CRMS PTO.

Article XV: Amendments

Section 1. These bylaws may be amended at any regular meeting of the organization provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon, that a quorum has been established and that the amendment shall be subject to approval of the State PTO. Bylaws amendments require a two-thirds (2/3) vote of the members present and voting.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote of the executive committee. The requirements for the adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Adopted 9/18/17 & 9/21/17