Carver-Lyon Elementary School

"Creating a Pathway to Excellence"

PARENT-TEACHER ORGANIZATION (PTO) BY-LAWS

ARTICLE I: NAME
The name of the organization is Carver-Lyon Elementary PTO. The organization shall be non-profit.

ARTICLE II: OBJECTIVES
The objectives of the organization shall be:

- Promote harmony, understanding, and cooperation amongst the parents, teachers, students and administration of Carver-Lyon Elementary School for the students' benefit.
- Encourage respect for the school as an institution of learning and for the teachers, students, parents and administration employed by the school and district.
- To contribute financial support for school events, functions, and special projects when possible.
- Encourage community and parental involvement.
- Provide the students of Carver-Lyon Elementary with opportunities that will enrich their lives both in and out of the classroom, build strong moral character, and self-esteem.

ARTICLE III: MEMBERSHIP AND MEETINGS

Section 1: Membership shall be made available to all individuals who have an interest in helping to accomplish and support the goals of the Carver-Lyon Elementary PTO.

Section 2: All members of the organization shall be eligible to participate in the business meetings or serve in any of its elected or appointed positions.

Section 3: Annual dues, if any, will be determined by the board at the start of the academic year. The dues will be per person/family enrolled at Carver-Lyon Elementary. This amount includes grandparents, guardians, and interested individual parties. Dues can be adjusted annually by the vote and approval of the Carver-Lyon PTO Elementary Executive Board.

Section 4: A membership drive will be conducted the first two weeks of each school year. Additional members may be accepted at any time during the school year.

Section 5: PTO Public meetings will be held monthly at the designated date and time or at the discretion of the President and/or board.

Section 6: PTO Executive Board Meetings will be held at least monthly and more frequently as business requires or at the discretion of the President and/or board.

ARTICLE IV: OFFICERS

Section 1: Each officer shall be a member of the Carver-Lyon Elementary PTO in good standing. The principal shall not be an officer but a member of the PTO.

Section 2: The officers of the Carver-Lyon Elementary PTO shall consist of a:

- President
- Vice-President

- Secretary
- Treasurer

Section 3: Nominations and Elections

- All nominations will be taken by a teacher representative, appointed by the Carver-Lyon Elementary PTO Executive Board, and chaired by the Carver-Lyon Elementary administration.
- The nominations will be taken for all elected offices from the Carver-Lyon Elementary PTO members during the monthly meeting in March or designated meeting. Additional nominations may be made from the floor at the public meeting in April or designated meeting. A list of the candidates for each office will be published in a special Carver-Lyon Elementary PTO newsletter for distribution to all members before the May public meeting or designated meeting.
- Only those who have agreed to the nomination if elected shall be placed on the ballot. Candidates that are nominated for more than one office must select one office to be nominated for.
- Each candidate will be allowed to give a presentation of their personal qualifications for the office. The election of those nominated for office shall occur in the month of May or designated meeting, by ballot in the public meeting. Only staff and Carver-Lyon Elementary PTO members in good standing will be allowed to vote. One vote per member, per household. Absentee balloting will be permitted at the discretion of the teacher representative.
- Newly elected officers will meet with the current officers to discuss standing business.
- Newly elected officers shall assume their duties the last day of the current school year and will serve in that position until the last day of the following school year.

Section 4: Vacancies

- A vacancy occurring in the Office of President shall be filled by the Vice President
- All other vacancies may be filled for the remainder or the term by the President, with a 2/3 vote of the Carver-Lyon Elementary PTO Executive Board, or a general election may be held.

Section 5: Removal of Officers and Chairpersons

- Any officer or chairperson may be removed from the office subject to a 2/3 vote of the Carver-Lyon Elementary PTO Executive Board.
- A special meeting must be called and attended by the Carver-Lyon Elementary PTO Executive Board, Teacher Representative, and the Principal to approve this action.

Section 6: Banking

- All funds shall be kept in a checking account in the name of Carver-Lyon Elementary School Parent Teacher Organization. The treasurer is required to provide an accounting, with bank statements, of all expenses and revenue at least quarterly to PTO meetings. There will be two names listed on the account, the Treasurer and the President.

ARTICLE V: DUTIES OF THE OFFICERS and COMMITTEES

Section1: The President

- Shall preside over all meetings of the Carver-Lyon Elementary PTO and the meetings of the PTO Executive Board.
- Ensure an agenda is prepared for all meetings.
- Manage all PTO functions and events ensuring that all Carver-Lyon Elementary PTO guidelines, procedures, and Article II of the Bylaws are followed.
- Work closely with the Principal, Teachers, and staff to determine the needs of the school and students and assist with ensuring those needs are met.
- Participate in all financial decisions.

- Determine fund raisers and events that will be sponsored by the Carver-Lyon Elementary PTO in conjunction with the Carver-Lyon Elementary PTO Executive Board.
- Represent the Carver-Lyon Elementary PTO at all necessary meetings.
- Ensure adherence to all Executive Board decisions.
- Encourage member participation.
- Maintain unity and harmony within the group.
- Perform any additional duties required to fulfill the objectives of the Carver-Lyon Elementary PTO.
- Plan the end of the year social for the Carver-Lyon Elementary PTO and Executive Board.
- Train the PTO Executive Board to ensure transfer of knowledge with officer transitions.
- Maintain files and documents electronically so that the activities of the PTO such as meeting minutes, communications, fundraising results, informational fliers, financial standing can be reviewed by future officers and school administrators.
- Complete all paperwork necessary annually, or as required, to maintain appropriate non-profit status and registration with state and school district. May include, but not limited to, state registration, tax form 990, 1023 and MOA.

Section 2: Vice-President

- Preside over all meetings in the absence of the President.
- Ensure that all PTO functions and events are handled according to Article II of the Bylaws.
- Maintain files of all Carver-Lyon Elementary PTO sponsored events and fundraisers.
- Participate in all financial decisions.
- Attend and participate in all meetings of the Carver-Lyon Elementary PTO and the PTO Executive Board
- Encourage member participation.
- Maintain unity and harmony within the group.
- Perform any additional duties required to fulfill the objectives of the Carver-Lyon Elementary PTO.
- Train the Vice- President-elect to ensure transfer of knowledge with officer transitions.

Section 3: Secretary

- Attend and participate in all meetings of the Carver-Lyon Elementary PTO and the PTO Executive Board
- Work with the President to ensure that an agenda for the scheduled meetings is created and published prior to meeting.
- Record and distribute the minutes of the monthly PTO meetings.
- Prepare a monthly calendar/newsletter of Carver-Lyon Elementary PTO events/functions.
- Prepare and distribute all correspondence on behalf of the Carver-Lyon Elementary PTO.
- Maintain a contact list of all active Carver-Lyon Elementary PTO members with their contact information. Identify the PTO Executive Board Members in the contact list.
- Encourage member participation.
- Maintain unity and harmony within the group.
- Perform any additional duties required to fulfill the objectives of the Carver-Lyon Elementary PTO
- Train the Secretary-elect to ensure transfer of knowledge with officer transitions.

Section 4: Treasurer

- Attend and participate in all meetings of the Carver-Lyon Elementary PTO and the PTO Executive Board
- Report on financial status of PTO at each public and Executive Board Meeting, including any transactions since the previous meeting.
- Deposit all income into the appropriate Carver-Lyon Elementary PTO bank account.
- Pay all expenses
- Maintain a detailed financial spreadsheet to track the finances of the Carver-Lyon Elementary PTO.
- Determine the financial needs for the Carver-Lyon Elementary PTO based on the financial data.
- Work with the Vice-President with tracking all finances related specifically to Carver-Lyon Elementary PTO fundraisers.
- Ensure that money handling procedures are followed.
- Maintain unity and harmony within the group.
- Perform any additional duties required to fulfill the objectives of the Carver-Lyon Elementary PTO.

- Train the Treasurer-elect to ensure transfer of knowledge with officer transitions.

Section 5: Committees

- The PTO can form Standing und Special committees.
- Only members of the Carver-Lyon Elementary PTO in good standing shall serve on a committee.
- No events or functions can be completed by a committee without the approval of the Carver-Lyon Elementary PTO Executive Board.
- Standing committees will be active for the entire school year. Some standing committees that may be available are:
    1. Membership
    2. Fundraising
- Special committees will be formed for each one-time event that the Carver-Lyon Elementary PTO sponsors. Some special committees that may be available:
    1. Book Fair
    2. Field Day
    3. Staff Appreciation Week
    4. National Education Week
- Appointments to committees are made by the President with the approval of the nominating committee.
- Committees will be headed by an appointed chairperson.
- The duties of the chairperson will include but are not limited to:
    1. Ensuring that dates for the planned event are scheduled.
    2. Collect all funds and receipts to be given to the Treasurer.
    3. Approve all invoices before payment by the Treasurer
    4. Communicate regularly to ensure that the budget is followed
    5. Arrange for setup and dean up of any venue used for a PTO sponsored event or function.
    6. Ensure that communication of the event is shared once approved by the Executive Board.

Article VI: Budget

- The Carver-Lyon Elementary· PTO shall approve its annual budget at the first general membership meeting within the first 30 days after the beginning of the school year.
- The Treasurer will analyze the previous year's expenses and with input from the Principal, Executive Board, and other appropriate parties determine the planned expenses and a proposed budget. Planned expenses will require fundraising.
- All funding requests by committees must be submitted via the PTO REQUEST VOUCHER form before the given deadline to be considered for the annual budget.
- The Treasurer with the Executive Board will review past fundraising profits and cost to determine how many fundraisers will be needed to cover the proposed budget. The Treasurer will work closely with the committee chairpersons to ensure that the projections for fund raisers and events are accurate.
- The Treasurer will make the final recommendations to the Executive Board and Principal to finalize the budget.
- The Treasurer will present the proposed budget in the general membership meeting for approval.
- Committees are to adhere to their budget. Expenditures beyond the budgeted amount that is not pre-approved by the Carver-Lyon Elementary PTO Executive Board will not be reimbursed.
- Once the budget is approved, all expenditures that were not included in the budget will need to be submitted via the PTO REQUEST VOUCHER form and reviewed. If the amount is less than $200 the Executive Board will either approve or deny the request. If greater than $200 it will be presented for approval at the next general membership meeting.
- A minimum reserve budget of $500 must be passed to the following school year.

Article VII: Fundraising and Event Guidelines

- Fundraising shall be on a voluntary basis.
- No students are to handle any money or fundraise, only parents and guardians.
- All events are required to have appropriate adult supervision.

- All funds collected from Carver-Lyon Elementary PTO sponsored events or fundraisers will be used to enrich the lives of our Carver-Lyon Elementary students.

Article VIII: Money Handling Procedures
All Carver-Lyon Elementary PTO funds shall be handled by the elected Treasurer with oversight by the President. A detailed spreadsheet of all financial transactions shall be maintained. In the event of dissolution of the PTO, any funds remaining shall be donated to Carver-Lyon Elementary School.

Section I: Receiving Money
- Receipts must be written and provided by the Treasurer for all funds given to the Carver-Lyon Elementary PTO.
- Placing any money (cash or checks) in the Carver-Lyon Elementary PTO mailbox is prohibited.
- All funds should be deposited in the appropriate Carver-Lyon Elementary PTO account.
- All deposits and debits shall be included in the financial reports and discussed at the meetings.

Section 2: Paying Invoices
- All invoices to be paid by the Carver-Lyon Elementary PTO must be reviewed and determined if they are a valid expense, if valid the Treasurer will be the invoice and payment will be made.
- All invoices will be paid by the Treasurer

Article XI: Conflict of Interest
Section 1: Purpose
The purpose of the conflict of interest policy is to protect this tax- exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.
Section 2: Definitions
a. Interested Person. Any director, principal officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.
b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.
Section 3: Procedures
a. Duty To Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.
b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.
c. Procedures for Addressing the Conflict of Interest.
i. An interested person may make a presentation at the govern- ing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. ii. The chairperson of the governing board or committee

shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of
interest.
iv. If a more advantageous transaction or arrangement is not
reasonably possible under circumstances not producing a conflict of
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interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
d. Violations of the Conflicts of Interest Policy.
i. If the governing board or committee has reasonable cause to
believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
Section 4: Records of Proceedings
The minutes of the governing board and all committees with board delegated powers shall contain:
a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.
Section 5: Compensation
a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
Section 6: Annual Statements
Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:
• Has received a copy of the conflict of interest policy;
• Has read and understood the policy;
• Has agreed to comply with the policy; and
•Understands that the organization is charitable and that
in order to maintain its federal tax-exempt status it must engage primarily in activities which accomplish one or more of its tax- exempt purposes.
Section 7: Periodic Reviews
To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
a. Whether compensation arrangements and benefits are reason- able, are based on competent survey information, and are the result of arm's length bargaining.
b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and

services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Section 8: Use of Outside Experts

When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

The Carver-Lyon Elementary PTO was created to enrich the lives of our students by working with our parents, teachers, and community to provide them with opportunities that will enhance their lives both in and out or the classroom. These bylaws are guidelines to ensure that we work towards our goals at all times. The Carver-Lyon Elementary PTO is a group of bodies working towards one common goal: giving our children the opportunities that will enrich their lives both in and out of the classroom, build strong moral character, and self-esteem.

Theses bylaws arc approved and submitted on this _____day of_____ in the year_____ by:

PTO President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Standing Rules 2023-2024
Carver-Lyon Elementary PTO

2100 Waverly Street
Columbia, SC 29204
Phone: 803-343-2900

Rule I: General Identifications

1. The name of the Parent Teacher Organization is Carver-Lyon Elementary.
2. The PTO serves the children and families in the Carver-Lyon Elementary Community that includes businesses and residences in the Carver-Lyon Elementary enrollment area.
3. This PTO Federal Employer Identification Number (EIN) is 57-0767782.
4. This PTO was approved for tax-exempt status and was issued the following tax ID number: 57-6000243.

Rule 2: Membership and Officers

1. The membership service fee of the Carver-Lyon Elementary PTO shall be decided by the Executive Board before the start of the school year
2. The elected officers of this PTO shall be a minimum of one President, Vice-President, Secretary, and Treasurer. The officers shall be elected at a general membership meeting for a one-year term.
3. The Executive Board of the Carver-Lyon PTO shall consist of the elected officers of the organization, the chairs of standing committees, and the principal of the school or a representative appointed by him/her.
4. Prior to the start of the school year, the president shall conduct a Board orientation for all newly elected officers and all non-elected standing committee positions.
5. The Treasurer shall be responsible for maintaining the original copies of all financial transactions of the Carver-Lyon PTO. The Treasurer will ensure that the files are updated and copies of the documented transactions provided to other officers, when requested. The Carver-Lyon PTO shall keep at least one copy of all legal documents on file with the school and one copy in the PTO folder in the designated PTO room.
6. The Secretary shall provide a summary of the board meeting minutes to the PTO within *5* days following the board meeting.

Rule 3: Meeting

1. The Standing rules shall remain in effect until amended, but shall be reviewed annually by the Carver-Lyon PTO Executive Committee, and adopted by a majority vote of the Executive Board.
2. Election of the committees, officers, and the adoption of the annual budget shall be done at general membership meetings that will be conducted at least annually.
3. The PTO Executive board will meet monthly, or at the discretion of the President.
4. The PTO will meet monthly, or at the discretion of the President.
5. Agenda items for consideration must be presented to the President no later than 10 days prior to the meeting in which they are to be discussed. Items submitted later than this will be considered on an emergency basis only, and are subject to postponement to the next General Meeting.

Rule 4: Committees

1. The PTO can form Standing and Special committees.
2. Standing committees will be active for the entire school year. To be on a standing committee you must be a PTO member in good standing. Some standing committees that may be available:
    a. Membership
    b. Fundraising
    c. Finance
3. Special committees will be formed for each one-time event that the Carver-Lyon Elementary PTO sponsors. To be on a special committee you must be a PTO member in good standing. Some special committees that may be available:
    a. Book Fair
    b. Field Day

    c. Staff Appreciation Week
    d. National Education Week
4. The PTO President or their designee will serve as representative to the School Improvement Council (SIC).
5. Appointments to committees are made by the President with the approval of the nominating committee.

Rule 5: Budget and Reimbursement

1. The PTO shall meet to discuss and approve an annual budget within 30 days after the beginning of the school year.
2. The PTO Executive Board may make and authorize expenditures as outlined in the final PTO budget.
3. Committees will adhere to their budgets. Expenditures beyond the budgeted amounts that are not pre-approved by the PTO Executive Board will not be reimbursed. Committee members are responsible for all expenditures.
4. All purchases for reimbursement from the PTO must be submitted via a PTO Reimbursement Form with the receipt. No reimbursement will be issued without a completed reimbursement form and receipt.
5. An annual audit shall be conducted each fiscal year by the financial committee. The committee will be appointed by the PTO Executive Board and consist of no less than 2 members.