TMSA Triangle Math and Science Academy of Cary PTO Bylaws.

11-20-2024

Article I. Name

The name of this organization shall be TMSA Triangle Math and Science Academy of Cary Parent Teacher Organization aka TMSA Triangle Cary PTO.

DESCRIPTION – The PTO is a non-profit organization that 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.

Article II. Purpose is to Support the Staff and Students.

The TMSA Triangle Cary PTO has the following objectives:

A. To foster a sense of community within Triangle Math and Science Academy of Cary.
B. To promote clear communication between parents, teachers, and school administration, regarding fundraising.
C. To enhance the educational experience of the students of Triangle Math and Science Academy of Cary by raising funds for supplemental equipment, supplies, or programs that fall outside of the school budget.
D. To advocate for increased student safety and security regarding PTO events and fundraising.

Article III. General Membership:

A. Membership is open to all parents and legal guardians of Triangle Math and Science Academy of Cary students and to all staff of Triangle Math and Science Academy of Cary.
B. Members may be required to pay an annual fee. To be determined by the PTO board.The membership fee will be 25$.
C. PTO members and volunteers are required to be background checked.
D. Members in good standing are defined as families who have paid the annual membership fees and volunteered for at least one PTO activity. PTO board

members, teachers, and staff that attend PTO events are considered members in good standing.

Members have voting privileges, one vote per household.

Article IV. Officers and Elections:

A. The elected Executive Officers shall be a President, Vice president, Secretary, and Treasurer. A Teacher Representative is determined by the board and as needed.
B. A minimum of 3 PTO Board members are required to manage a PTO organization.
C. Campus Board positions and Chair titles may be added, deleted, or renamed to fit job duty requirements necessary for the current PTO board.
D. Open PTO Board positions will be announced in the month of March and nominations will be accepted until 5 days prior to the general meeting.
E. Voting for Board member positions will take place in person and in writing during the general meeting in April. You must be a current PTO member to vote. If there is more than one nomination for a position the current PTO board will have the final vote.
F. The term of office shall be a minimum of one full year; The elections are in April. Officers will take office in May, effectively the last day of the school calendar year and serve until May, the effective last calendar school year the following year. Once the new board has been announced and introduced, the officers-elect will shadow the current officers to learn the procedures of the office and prepare for the next school year.
G. To be considered for a PTO elected board position you must have served as a PTO member previously whenever possible.
H. A PTO board member may hold their current position for no more than (2) two consecutive years. Unless agreed upon and voted for a longer term by the PTO members.
I. A vacancy on the Board shall occur when a board member is absent from (2) two PTO meetings without valid cause. At that time the President shall appoint a replacement for the vacant position to finish the remaining term of office. In the event of vacancy in the office of President, the Vice President shall resume this office. If this is not valid then an Executive member of the board may resume the duties for the remainder of the term.
J. A PTO elected board officer [President, Vice President, Secretary and Treasurer] may not hold office while simultaneously being employed by Triangle Math and Science Academy of Cary.

K. For the safety and security of each PTO officer, No PTO officer or member is to be alone at any event to include set up and tear down of events; (2) Two officers must be present at all times.
L. A PTO officer may not hold office while another family member simultaneously holds office on the PTO; Therefore only (1) one PTO officer per family.
M. Newly elected board members or committee leaders will have a 30-day trial period; this gives both parties time to evaluate their ability to perform their job duties, team compatibility, and level of commitment.
N. Each Board member will be appointed to be a liaison for the Committee chairs.
O. If at any time a PTO board member is not upholding their duties, volunteering as required, or following the bylaws. They may be removed from office by vote.

Article V. Duties of the officers:

A. President:

1. **The President** is responsible for running and managing all aspects of the PTO.
2. Chairs all PTO meetings; Keeps them on task, maintains minutes and adjourns meetings.
3. Sets the agenda for each meeting to prioritize and address the ongoing issues facing the organization.
4. Delegates responsibilities.
5. The President serves as the main point of contact. All information must go through the president including emails; the President will maintain general PTO email and correspond accordingly.
6. Maintains communication between all parties including administrators.
7. Make sure all officers and committees operate within the organization's bylaws and are in compliance with state and federal statutes. If an officer is in violation of the bylaws, the President will bring the issue to the next PTO board meeting and the board will vote on termination of that position; Majority vote is necessary to terminate a position.
8. Is the designated official to act as a secondary signer on the organization's bank account.
9. Review monthly financial statements two signatures are required on each statement.
10. Works towards meeting the objective and goals of the PTO.
11. Retain all official records of the PTO.
12. The President must have served as a member of the PTO board for at least one year prior whenever possible.
13. In charge of directly overseeing two (2) PTO events throughout the school year. Will have general oversight of all the PTO events and must approve events in writing.

14. If a position opens on the board or committee the president must seek a replacement or delegate the duties to another member on the board or themselves until the position is filled for the remaining term.
15. Must attend all the PTO meetings.

B. Vice President:

1. A critical assistant to the PTO president.
2. The vice president acts in place of the president when necessary.
3. Stays up to date with all presidential duties.
4. Is the designated official and acts as a backup signer on the organization's bank account.
5. In charge of managing the committee chairs
6. Assist with other areas of the PTO when needed.
7. The Vice President must have served as a member of the PTO for at least one year prior whenever possible.
8. Must attend all the PTO meetings.
9. In charge of directly overseeing two (2) PTO events throughout the school year and serving as a liaison for a committee chair.

C. Secretary:

1. The Secretary records, properly documents, and stores the following:
    - Agendas
    - Minutes of all meetings
    - Meeting attendance
    - Current list of PTO membership dues
    - Creates and stores list of current PTO members and contact information.
    - Keeps copy of bylaws in hand for meetings
    - Keeps records of event dates and school holidays
    - In charge of maintaining and updating the PTO website and monthly Newsletter.
    - Presents monthly calendar at PTO meetings
    - Reports to the PTO board
2. Creates agenda and minutes to the president monthly once approved distributed to PTO members.
3. All monthly agendas must be finalized and sent to the president at least (2) days prior to any PTO meeting.
4. After the meeting, the secretary revises notes and sends them to the President for review.
5. Once approved the Secretary will make any necessary changes to the meeting minutes and will submit them no later than two (2) weeks after the meeting.
6. Meeting minutes will be distributed to all PTO members.

7. Will assist the President by sending reminders of all meetings, scheduled activities and of holidays each month.
8. In charge of directly overseeing two (2) PTO events throughout the school year and serving as a liaison for a committee chair.
9. Responsible for updating PTO Binder on a monthly basis. Binder is to be kept in the PTO office to be accessible by any PTO member when necessary.
10. PTO can use the Room 101 in the Cary campus.
11. Must attend all PTO meetings.

D. Treasurer:

1. Qualifications of a treasurer include documented accounting and/or bookkeeping experience.
2. Records of financial statements.
3. Accurately records funds collected each month.
4. Sees to the proper distribution of funds for bills the board has approved.
5. Monitors the approved budget of all committees.
6. Is the primary signer on the organization's bank accounts.
7. Balances the accounts monthly to the bank statement. Each statement must be signed by two board members.
8. Provides a monthly financial ledger to the members of the PTO board.
9. Must have ledger and bank statements available at meetings for review.
10. Ensures that all funds collected are deposited within 48 hours.
11. Makes sure all checks are payable to "TMSA Triangle Cary PTO"
12. In charge of depositing and retrieving money for petty cash.
13. Ensures the PTO is in compliance with all state and federal taxes.
14. Ensures that PTO is properly set up as a nonprofit and maintains the status.
15. Make sure taxes are filed properly on time.
16. Make sure the board and organization are properly insured.
17. Verifies organizations bank account information by auditing online bank statements monthly.
18. Ensures the account records are up to date and correct.
19. Will ensure that PTO is registered with local businesses as a non-profit organization.
20. In charge of directly overseeing two (2) PTO events throughout the school year and serves as a liaison for a committee chair.
21. Must attend all PTO meetings.

H. Staff Representative:

1. A Staff Representative can be any staff at TMSA Triangle Cary.

2. A Staff Representative may hold their current position for no more than (1) one year, unless agreed upon and voted for a longer term by the PTO members.
3. The Staff Representative will be approved by the Executive PTO Board.
4. Must attend PTO general meetings and relay information from the PTO meetings to all staff and will bring any concerns and suggestions from the teachers and staff to the PTO meetings.
5. Maintain regular communication with the President or Vice President monthly.
6. The Staffr Representative will recruit teachers and staff to participate in volunteering at TMSA Triangle Cary PTO activities.

Article VI. Committee Chairperson:

A. The PTO board at the May meeting shall determine core committees for the upcoming school year. The chairperson shall be appointed, whenever possible, at the annual meeting and beginning of the school year. Additional committees may be added and deemed necessary.
B. Chairpersons shall be appointed on a volunteer basis. In the event of multiple volunteers, the parties may agree to co-chair, or a vote may be taken to determine a single chairperson.
C. Each committee is the direct responsibility of the chairperson.
D. The chairperson is responsible for overseeing and implementing the goals of the committee.
E. The chairperson is responsible for preparing and presenting a status report to their PTO Board liaison monthly.

Article VII. PTO Board Meetings:

A. PTO board meetings are held as needed with at least one meeting per month.
B. PTO elected officials are expected to attend all PTO meetings.
C. Agenda items to be addressed by the board shall be given to the president no later than two days prior to any TMSA Triangle Cary PTO meetings.
D. Voting:
    - Only board members may participate in a formal vote during a PTO board meeting. A majority is necessary for passage.
    - When a formal vote is not necessary, a consensus of board members may be taken.
    - A quorum for voting purposes is (5) board members. Absentee voting can occur if a board member has a valid excused absence. Votes need to be called prior to or during the vote.

A. TMSA Triangle Cary PTO meeting shall take place on the second Thursday of each month, a day needing to be determined by the board via majority vote at the beginning of the school year. This day cannot change until the following year.

B. Specific meetings may be called by the PTO board to address issues that arise, between regular meetings. Notice of these meetings shall be given by phone or email to all PTO members. These meetings shall take place on the fourth Thursday of each month.

C. PTO will hold a general meeting at least (2) two per calendar school year. Dates to be established during the summer.

Article IX. Membership Voting:

A. Discussion of issues requiring a vote is open to all members present at the PTO meeting.
B. Voting for election of officers shall always be by written ballot unless there is only one nominee for the office to be held. In such a case, the President may call for a voice vote to declare the nominee elected by acclamation.

Article X. Amendments

Notification regarding proposed amendments to these bylaws will be given to members at least one week prior to the PTO general membership meeting. Passage of amendments shall require 2/3 vote of PTO members present at the meeting.

Article XI. Dissolution

If the PTO board determines by a vote that it is necessary to dissolve the TMSA Triangle Cary PTO, after paying all debts to memberships, storage, websites, quick books, etc. Any assets remaining shall be donated to the TMSA Triangle Cary and remaining funds be disbursed to the teachers or for equipment as seen necessary by the PTO board.

<u>Amendments</u>

Amendment I – Death in the immediate family of staff member:

Death in the immediate family (immediate family includes: parents, siblings, spouses, children, and step children) of a staff member: A card will be presented to the staff member on behalf of the TMSA Triangle Cary PTO as well as a planter or flower not to exceed $50.00

Amendment II – PTO Grants:

TMSA Triangle Cary PTO will implement a Grant Program to be used by teachers and staff at the TMSA Triangle Cary. Any teacher and staff in good standing can submit a grant request. Any wish list items exceeding $100.00 will need to have a Grant application submitted. All grant requests will need to be submitted by January 30th end of day. Teacher or staff members will need to fill out the grant application form and have

it approved by admin before submitting to PTO. The PTO will review all applications at their following meeting. TMSA Triangle Cary PTO will approve grants based on the request type and current funds available. Grant program to be implemented at the start of the 2025-2026 school year.

Amendment III – Funds (A-E):

A. **Use**: PTO funds shall be used for programs, events/activities, and items that directly benefit the staff and students at the school; with the exception of the annual Teacher appreciation gifts/candy grams and staff holiday gifts.
B. **Income**: all funds raised by the PTO must be documented and submitted to the PTO treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within five days of receipt by the treasurer.
C. **Expenses.** Reimbursements of all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests shall be submitted to the PTO treasurer within 30 days of the incurred expense or by three (3) weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. All receipts must be turned in for any purchases made with the PTO funds (including PTO card). If the receipt is not turned in or is lost, the individual making the purchase is responsible, out of pocket, for the purchases in which a receipt is missing.
D. **Tax Exempt Letter.** Anyone requesting reimbursement must use the PTO Tax Exempt Letter or reimbursement will be the total amount minus any taxes paid. If a PTO credit card is used without tax exemption, individuals making a purchase will be responsible for reimbursing PTO any paid tax.
E. **Reporting.** An updated financial report shall be made available at each PTO General Meeting and/or PTO Board meetings. A copy will also be placed in the PTO Binder.

Financial Policies:

Section 1: FISCAL YEAR - The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of (our PTO), 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. The PTO shall arrange an independent review of its financial records each year.

Section 3: ENDING BALANCE - The organization shall leave a minimum of $2,000.00 in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

These bylaws were adopted on 11/20/2024.