SCHOOL PTO BY LAWS

ARTICLE I: NAME, DESCRIPTION, PURPOSE

Section 1: NAME

The name of the organization shall be Belair Elementary School Parent Teacher Organization (PTO). The PTO is located at 3925 Harper Franklin Avenue, Augusta, GA 30909.

Section 2: DESCRIPTION

A parent teacher organization (PTO) gives parents and teachers the opportunity to work together to supplement and enrich the educational experience of our children. Due to the restrictions and sometimes the lack of our budgets, a strong, well-functioning PTO can be a monumental support for teachers in achieving innovative curricular and fundraising goals.

PTO Board members support the school by organizing and participating in meetings, purchasing items/supplies/resources for the school (students and staff), providing awards and incentives for students and teachers, planning and executing community and special events, and supporting the purchase or supply of incentives for the PBIS store and other clubs and teams within the school.

Section 3: PURPOSE

The purpose of the PTO is to enhance and support the educational experiences of parents, teachers, and students at Belair Elementary School (BES), foster positive and healthy relationships between parents and teachers, and to improve the community and school environment and culture. It is the goal of the PTO to bridge the gap between school, community, and local business through volunteerism and financial support.

ARTICLE II: MEMBERSHIP

Section 1:

Membership is open to all parents/guardians, faculty/staff, and community members within the Richmond County Area. Only parents/guardians of children attending our school shall have voting rights and/or be a presiding board member or officer. The principal and any teacher employed at the school may be a member and have voting rights.

Section 2:

Dues will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the general meeting to be considered a member in good standing with voting rights. Dues are currently set at $10 per individual, $15.00 per family, and $7 per teacher or staff member at Belair Elementary.

ARTICLE III: OFFICERS AND ELECTIONS

Section 1: EXECUTIVE BOARD

The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, and Members At Large (with at least one as representative from the teaching staff, one parent, and/or one community partner). The School Principal or designee, may count as a voting member of the Executive Board if a tie breaker is needed.

Section 2: DUTIES

A. **President:** The PTO President serves as the leader of the group and a key contact for members, officers and constituents. The President presides at all meetings and events and ensures all efforts are being directed toward meeting the group's goals and objectives.

B. **Vice President:** The vice president shall oversee the committee system of the PTO and assist the president and carry out the president's duties in his or her absence or inability to serve. PTO Vice President will play a role in day-to-day operations of the PTO, help formulate the group's long-range plan, work out issues as they arise, and participate in PTO board discussions and decision making.

C. **Secretary:** The secretary shall oversee and keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list and any other necessary supplies, and brings them to meetings. Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc. The secretary will have typed minutes available to present to the board and members within 72 hours of meeting.

D. **Treasurer:** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The Treasurer is the person who handles the money and financial reports. All decisions about expenditures should be made during a meeting, or if your group's Bylaws and/or Standing Rules permit, with the approval of the executive board. The Treasurer should work with the President to set a budget for the year. The budget should be based on reasonable expectations for income and expenditures that don't outweigh the income.

E. **Members-at-Large:** The Members-at-Large (2 to 4: one or two parent(s) & one or two staff members) will be elected positions. These individuals are members of the PTO board but do not have any formally assigned responsibilities. Their purpose is to attend PTO meetings and provide additional parent/teacher input regarding PTO activities, fundraising, incentives provided, communications, family events and programs.

Section 3: NOMINATIONS & ELECTIONS

Elections will be held every other year in the beginning of the school year. The nominating committee shall select a candidate for each office and present the slate at a general meeting held one month prior to the election. 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 and elected school office personnel will tally votes for the position.

Section 4: TERM OF OFFICE

The term of office for all officers is one year, beginning the first day of school or day of election, and ending June 1 of the annual school year. Each person elected shall only hold one office at a time.

Section 5: ELIGIBILITY
Any PTO member in good standing may become an officer of the PTO.

Section 6: VACANCIES
If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 7: REMOVAL
An officer can be removed from office for failure to fulfill his/her duties or creates irrevocable dissension amongst the board, its members or the community at large, after reasonable notice, by a majority vote of the Executive Board.

ARTICLE IV: MEETINGS

Section 1: MEETINGS
Executive Board meetings shall be held to conduct the business of the PTO. Board Meetings shall be held quarterly during the school year or at the discretion of the Executive Board. General PTO meetings, which shall be held monthly, shall be to present a report at the general membership meeting of any action taken by the Executive Board. Special meetings may be called by the President or by a majority of the members of the board.

Section 2: VOTING
Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3: QUORUM
Eight (8) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V: EXECUTIVE BOARD

Section 1: MEMBERSHIP
The Executive Board shall consist of the officers, a teacher representative, and standing committee chairs.

Section 2: DUTIES
The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, to fill vacancies of elected positions, to oversee fundraising activities of the school year, and prepare reports and recommendations to the membership.

Section 3: MEETINGS
Regular meetings shall be held quarterly, on the same day, and at the same time, unless otherwise determined by the board. Special meetings may be called by any two board members, with 24 hours' notice.

Section 4: QUORUM
Half the number of board members plus one constitutes a quorum.

ARTICLE VI: COMMITTEES

Section 1: MEMBERSHIP
Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2: COMMITTEE
Committees shall be created by the Executive Board as needed to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually.

ARTICLE VII: FINANCIAL POLICIES

Section 1: BANKING
All funds shall be kept in a checking account in the name of Belair Elementary School PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 2: BUDGET
A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

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 4: ENDING BALANCE
The organization shall leave a minimum of $500.00 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. Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the member's approval, spent for the benefit of the school.

Succession Plan

ARTICLE VIII: BYLAW AMENDMENTS

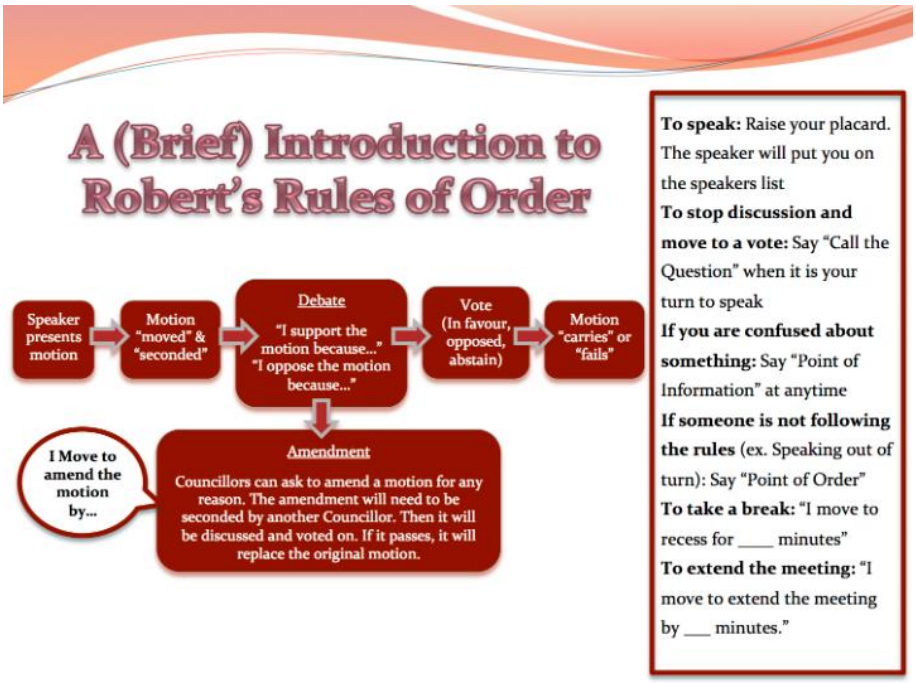
Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. A 2/3 approval of all members present, and voting is required to adopt an amendment to the Bylaws.

ARTICLE IX – DISSOLUTION

In the event of dissolution of the PTO, all funds remaining shall be donated to Belair Elementary School General Fund.

ARTICLE X - PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.



These bylaws were REVISED September 29, 2026.