

# Coal Mountain Elementary PTO Bylaws

## **ARTICLE I: NAME AND LOCATION**

The name of the organization is Coal Mountain Elementary School Parent Teacher Organization, also known as, Coal Mountain PTO. The location is 3455 Coal Mountain Drive, Cumming, GA, 30028, in Forsyth County.

## **ARTICLE II: OBJECTIVES**

The objectives of this PTO are:

- A. To encourage parents to take an active part in the education and **welfare** of our children.
- B. To support our school in helping provide the best opportunities for our children's education.
- C. To gain community support of our school.
- D. To cooperate with school procedures, or to work through proper channels to change them.

## **ARTICLE III: BASIC POLICIES**

- A. The organization shall be nonprofit, non-sectarian and non-partisan.
- B. The organization shall not - directly or indirectly - participate or intervene (in any way, including the publishing or distribution 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.
- C. The organization shall work with the school 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 of the Board of Education.
- D. No part of the net earnings of the organization shall be distributed to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and en-powered to pay reasonable compensation for services rendered.

- E. The organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501©(3) of the Internal Revenue Code, or by an organization, contributions to which are deductible under Section 170 ©(2) of the Internal Revenue Code.
- F. A budget shall be prepared to serve as a financial guide for each year. The budget may be amended by a vote of the organization at any regular meeting called for that purpose. Any additional expenditure not provided for in the budget is also presented to the organization for approval. The Treasurer shall make disbursements in accordance with the approved budget and bill not included in the budget cannot be paid by the Treasurer until authorized by the organization.
- G. Upon dissolution of this organization, after paying or adequately providing for debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their exempt status under Section 501 ©(3) of the Internal Revenue Code.
- H. In the event of a split in the organization, which may occur if a portion of the population of Coal Mountain is re-districted or a new elementary school is built and established, all funds from Coal Mountain Elementary shall remain with Coal Mountain Elementary PTO.
- I. At the end of each school year, in June or July, each outgoing PTO shall leave a minimum balance of \$5,000 to insure start-up costs for the following year.
- J. After elections are held, all newly elected Executive Board members must read and sign the Conflict of Interest Statement prior to initiating any officer duties. The Conflict of Interest Statement is included herein as Appendix A. The signed copies will be reviewed by the President and the **Communications Director (CD)**, and the **CD** will keep the original, signed copy form each Executive Board member for PTO records.

#### **ARTICLE IV: MEMBERSHIP AND DUES**

- A. Membership in this PTO shall be made available without regard to race, color, creed or national origin to an individual who subscribes to the Objectives and Basic Policies of this PTO.
- B. This PTO shall conduct an annual enrollment of members, (member drive) but persons shall be admitted to membership at anytime.

- C. Each member of this PTO shall be entitled to free membership ~~by completing enrollment forms and receiving verification from PTO that you are indeed registered as member for one year only.~~

## ARTICLE V: OFFICES AND THEIR ELECTION

- A. Each office of this PTO shall be made available without regard to race, color, creed or national origin to an individual who subscribes to the objectives and Basic Policies of this PTO.
- B. The officers of the organization shall consist of a President, First Vice-President, Vice-President, **Communications Director**, **Finance Manager**, Volunteer Coordinator, Room **Parent** Coordinator and **Academic Enrichment Coordinator**. Each office is entitled to co-chair positions.
- C. In the event that there are co-officers, there shall be only one vote per office, not per person.
- D. In April, during the executive board meeting, a nominating committee shall be formed, composed of three (3) PTO members, who shall be appointed by the PTO Vice-Presidents. The nominating committee shall nominate one (1) eligible person for the offices of the First Vice-President, Vice-President, **Communications Director**, **Finance Manager**, Volunteer Coordinator, Room **Parent** Coordinator and **Academic Enrichment Coordinator**. The presiding officers of the current year will nominate a President for the upcoming year. The nominees shall be announced at the regular PTO meeting in May, at which time additional nominees may be made from the floor. Any person receiving a motion and a second may be a candidate for that office. Election for the offices may be a voice vote or a ballot vote.
- E. Officers shall serve for a term of one year or until their successors are selected. All officers shall assume their official duties following the close of the school year with the exception of the **Finance Manager**. The new **Finance Manager** shall assume duties after the books have been audited and/or the beginning of the month of the new school year as determined by the School Board. Officers must follow through with any business transactions made under their direction before relinquishing their office.

- F. A person shall not be eligible to serve more than four (4) consecutive years on the Board. ~~A person shall not be eligible to serve as President or Treasurer more than two (2) consecutive years.~~
- G. A vacancy occurring in any office shall be filled for the remainder of the term by a person elected by a major vote of the Board. In case a vacancy occurs in the office of President, the First Vice-President shall serve as President until the end of the term.

## **ARTICLE VI: DUTIES OF OFFICERS**

All officers of the Coal Mountain Elementary PTO shall perform the duties outlined below and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, within two (2) weeks, all records, books and other materials pertaining to the office, and shall return to the **Finance Manager** all funds pertaining to the office. In case of the president's resignation the records, books and other materials will be turned over to the First Vice-President and the **Communications Director** for an audit. All funds must be returned to the **Finance Manager** and verified by the First Vice-President that funds have been accounted for.

All officers will attend regular Executive Board meetings. ~~Quarterly meetings will be scheduled to meet with the Principal.~~ Additionally, all officers shall be present at each regular organization meeting and shall arrive at least 15 minutes in advance of the scheduled meeting start time. Each PTO sponsored event should have at least two (2) officers present at said event.

Checks are to be **approved** by two (2) people, namely the President and the **Finance Manager**. The First Vice-President shall have his/her name on file at the bank in the event of an emergency.

### **A. Duties of the President are:**

1. Presides at all meetings of the PTO and the Executive Board
2. Appoints special committees
3. Coordinates the work of the officers and committees of the PTO in order that the objectives may be promoted.
4. Serves as a member ex-officio of all committees except the nominating committee
5. In the event of a vacancy in the office of President, the First Vice-President shall perform the duties of President.

**B. Duties of the Vice-President are:**

1. Acts as an aide to the President.
2. The two Vice-Presidents, at the beginning of each year, will decide which committees report into each Vice-President.
3. At least monthly during the year (or until the event is completed or the committee is dissolved), the Vice-Presidents will communicate with their respective Committee Chairs and the Volunteer Coordinator regarding the committee status and needs. The Vice-Presidents will report on their different assigned committees at each Executive Board meeting.
4. Serves and acts as a co-chair for all fundraiser events held by Coal Mountain Elementary.

\*Unless specifically noted above, all other by-law references to the office of Vice-President will be changed to reflect multiple Vice-President offices-i.e. Vice Presidents.

**C. Duties of the **Communications Director** are:**

1. Records the minutes of all meetings of the PTO and the Executive Board.
2. Reads the previous meeting's minutes at each PTO meeting.
3. Handles all correspondence.
4. Keeps a copy of the PTO Bylaws and ensures that the business and meetings conducted fall under the guidelines set forth.
5. Maintains the PTO membership list.
6. Publishes or oversees the publishing of a **monthly** PTO newsletter ~~to be sent home with students. This publication should go home with the students lunch menu each month or every six weeks with their reports cards.~~
7. **Publishes or oversees the publishing of a bi-weekly PTO email blast.**
8. Performs other such delegated duties as assigned.

**D. Duties of the Financial Manager are:**

1. Have custody of all funds of the organization.
2. Keep a full accurate account of receipts and expenditures.
3. Make disbursements as authorized by the President, Board or PTO in accordance with the budget.
4. For checks over the amount of \$250.00, the checks must be signed by the Finance Manager and the President. Checks for amounts less than \$250.00 may be signed by either the Finance Manager or the President.
5. Present a financial statement at every meeting of the PTO and at other times when requested by the Board.
6. Make a full report at the meeting at which new officers officially assume their duties and answer any questions they may have.
7. Be responsible for the maintenance of such books of account and records.
8. Coordinate with the Vice-Presidents all fundraiser income and the counting of such funds. The treasurer must have at least two other PTO members involved in counting funds received.

**E. Duties of the Volunteer Coordinator are:**

1. Prior to Open House, the Volunteer Coordinator, in conjunction with the other Executive Board members, will try and fill all open committee chair positions.
2. At Open House, the Volunteer Coordinator will have signup sheets available for all committees listing the committee chair if available.
3. The Volunteer Coordinator will distribute the Open House sign up information (name, phone number and email address) to each committee chairperson.
4. Each month, the Volunteer Coordinator will communicate wither by email or by phone with all upcoming committee chairs regarding their volunteer needs and will ensure that all persons that signed up at Open House are contacted regarding the event.

5. During the year, the Volunteer Coordinator will work with other Executive Board members to ensure all PTO sponsored events are staffed appropriately. Additionally, upon school administration request, the Volunteer Coordinator will help find volunteers to assist in school sponsored events and activities.
6. At each Executive Board meeting, the Volunteer Coordinator will report on volunteer status of upcoming events.

**F. Duties of the Room **Parent** Coordinator are:**

1. After Open House, the Room **Parent** Coordinator will contact each homeroom teacher and ask for the name and contact information (phone number and email address) of the **Room Parent** of that class.
2. Each month, the Room **Parent** Coordinator will communicate either by email or by phone with all Room **Parents** regarding upcoming events or activities.
3. At each Executive Board meeting, the Room Coordinator will report on the Room **Parent** status of upcoming events.

**G. Duties of the Academic Enrichment Coordinator**

1. Collect, review, and investigate all grant applications from CMES staff.
2. Present all grant applications, with information and recommendation, to CMES PTO Board of Directors for funding.
3. Follow up with grant funding to measure the success of the funded program or initiative.
4. Oversee and coordinate PTO involvement in academic initiatives in which PTO is involved.
5. Assist as needed with PTO events, activities and functions.

**ARTICLE VII: PTO EXECUTIVE BOARD**

- A. The PTO Board shall consist of a President, First Vice-President, Vice-President, **Communications Director**, **Finance Manager**, Volunteer Coordinator, Room **Parent** Coordinator and **Academic Enrichment Coordinator**. While there is no specific Faculty/

Staff representative on the Executive Board, Faculty or Staff members are welcomed and encouraged be a candidate for any Executive Board position.

- B. Regular meetings of the Board shall be held during the school year, the time to be fixed by the Board at its first meeting of the year.
- C. Special meeting of the Board may be called by the President or by majority of the members of the Board.
- D. The duties of the Board shall be:
  - 1. To transact necessary business in the interval between PTO meetings and such other business referred to it by school administration or the membership at large.
  - 2. To create or dissolve special committees.
  - 3. To approve plans or work of the committees.
  - 4. To present a report at the regular PTO meetings.
  - 5. To prepare and submit to the PTO for adoption a budget for the fiscal year.
  - 6. To approve routine bills with in the limit of the budget.
  - 7. To fill vacancies in office.

#### **ARTICLE VIII: MEETING**

- A. At least three (3) regular meetings of the organization shall be held during the school year.
- B. Special meetings of the organization may be called by the President or of the majority of the Board.
- C. The election meeting shall be held in the month of May, unless the slate of nominees presented at the previous meeting was accepted.
- D. The last regular meeting of the organization shall be held in May.
- E. It is suggested that meeting follow the suggested order:
  - 1. Call to order.
  - 2. Invocation



3. Pledge of Allegiance to the Flag
4. Reading and Approval of minutes
5. Statement of Finance Manager
6. Announcements
7. Report of special Committees by chairperson or their representative
8. Old business
9. New business
10. Call for other business
11. Program
12. Adjournment

#### **ARTICLE IX: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern Coal Mountain Elementary PTO in all cases in which they are not in conflict with these Bylaws.

- A. A Parliamentarian shall be appointed by the Board to ensure that Parliamentary Law and Procedures are followed at each meeting.

#### **ARTICLE X: FISCAL YEAR**

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

#### **ARTICLE XI: AMENDMENTS**

- A. These Bylaws may be amended at any regular meeting and/or a called meeting of the PTO by a two-thirds vote of the members present and voting provided that notice of the proposed amendment change has been published in a newsletter regarding such changes with at least one week's notice.

