

GREENBRIER ELEMENTARY SCHOOL PTO BYLAWS
Voted by Membership:

ARTICLE I: NAME

The name of this organization is the Greenbrier Elementary Parent Teacher Organization (PTO), Evans, Georgia.

ARTICLE II: ARTICLES OF ORGANIZATION

The PTO exists as an unincorporated organization of its members. Its “Articles of Organization” comprise these bylaws, as from time to time amended and its Articles of Organization, if any. In the absence of Articles of Organization, the bylaws shall be deemed to be the Articles of Organization. In the event of any conflict between these bylaws and the Articles of Organization, these bylaws shall govern.

ARTICLE III: OBJECTIVES

Section 1: To enhance the educational experience of the students through volunteer and financial assistance.

Section 2: To encourage communication and involvement among students, parents, teachers, administration and staff to foster involvement in student activities and education.

Section 3: To promote the welfare of children and youth at home, school, and community.

Section 4: To develop the highest advantages in physical, mental, social, moral and ethical education for every child.

ARTICLE IV: BASIC POLICIES

Section 1: The PTO shall be non-commercial, non-sectarian, and non-partisan.

Section 2: The name of the PTO or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the PTO.

Section 3: The PTO 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 denote more than an insubstantial part of its activities in attempting to influence.

Section 4: The PTO shall cooperate with the school to support the improvement of education and enhance the administration of the school.

Section 5: The PTO may cooperate with other organizations and agencies promoting the welfare of children, but persons representing the PTO in such matters shall make no commitments that bind the PTO.

Section 6: This Organization shall not contribute financially to any other organization unless approved by vote of 90% or more of the Executive Committee (as defined by Article VIII). An exception would be in the case of student body division; in such case, pro-rated funds will be given to support the new school's PTO.

ARTICLE V: MEMBERSHIP AND DUES

Section 1: General Membership. All parents and/or legal guardians of students who currently attend Greenbrier Elementary School shall be eligible for membership in the PTO. Regular Members shall have the right to attend and participate in all meetings and activities of the PTO and have the right to vote on all issues before this organization.

Section 2: Faculty Membership. All faculty and staff who currently are employed at Greenbrier Elementary shall be eligible for membership in the PTO. Faculty Members shall have the right to attend and participate in all meetings and activities of the PTO. Faculty Members shall have the right to vote on all issues before the membership, to elect officers, and to hold the designated Teacher Representative position.

Section 3: Dues, if any, 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.

Section 4: Each individual member of PTO shall have one (1) vote.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1: The officers of the PTO shall be President, Vice-President, Secretary, and Treasurer, elected annually for a term of one year. They shall be ineligible to serve more than two consecutive terms in the same office. In the event that no new nominations or persons willing to assume an officers position, then the current officer may remain past the 2 term limit.

Section 2: Nominations shall be made by a Nominations Committee of no more than three members, selected by the Executive Committee no later than January of each year. This Committee shall report to the Executive Committee, which shall then report at the election meeting a nominee for each office, following which nominations may be made from the floor,

provided consent of the nominees has been secured. Current officers may not serve on Nominations Committee.

Section 3: Elections shall be held by April 30. The officers' term will begin July 1 and end June 30. Newly elected officers shall shadow current officers for remainder of school year to learn job responsibilities.

Section 4: Elections shall be by secret ballot when there is more than one nominee for an office. A majority of the votes cast by the Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two persons who received the largest number of votes shall immediately be held.

Section 5: An officer may be removed from office for gross incompetence, neglect, misconduct or failure to perform duties of their position by a majority vote of the Members. The vote shall be held at a specially called meeting to address the complaint.

Section 6: Vacancies of any officer position can be filled for the unexpired term by a person elected by the Executive Committee by a simple majority.

Section 7: Officers may only hold one office at a time.

ARTICLE VII: DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the PTO and the Executive Committee; appoint special committees; appoint committee chairpersons for standing committees; pass news to the Membership at each PTO meeting; review with the Treasurer account transactions and balance on a monthly basis; and ensure that the work of the officers and committees of the Organization are functioning properly and accomplishing the purpose of the Organization.

Section 2: The Vice-President shall act as a fundraising chair; perform the duties in the absence of the President and serve as a liaison between the Organization, GBE staff, volunteers, and the community in order to maintain a well-coordinated fundraising program.

Section 3: The Secretary shall record the minutes of all Executive Committee and General Membership meetings. The Secretary shall prepare minutes and make them available for distribution to the appropriate bodies (Executive Committee and/or General Membership) prior to those bodies voting to accept and/or amend them. In addition, the Secretary shall be responsible for all Organization correspondence; shall be the custodian of the Organization's records and perform related duties that may be reasonably delegated to him/her.

Section 4: (A) The Treasurer shall: assure that the Organization follows all pertinent Columbia County Accounting Guidelines, Policies, and Procedures and assure that the Organization has obtained at least three bids when making a purchase of \$5000.00 or more.

(B) The Treasurer shall: present a statement of accounts and detail of expenditures at every meeting of the PTO Executive Committee and at other times when requested by the Executive Committee. The Treasurer will present the financial statements to the School Bookkeeper and have available for the PTO General Membership meetings.

(C) The fiscal year of the Organization shall begin July 1; each Board shall leave a minimum balance of \$5,000.00 of unrestricted funds in the Greenbrier Elementary School's local account at the end of the fiscal year.

ARTICLE VIII: EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the four officers of the PTO (elected by Membership, considered "the Broad"), chairpersons of three standing committees, the Principal or Vice-Principal of the school, and a staff representative. The staff representative can vary from meeting to meeting. Changes to the three committee representatives shall be made as deemed necessary by the Board.

Section 2: Its duties shall be to transact necessary business on behalf of the Organization between General Membership meetings and other business that may be referred to it; to approve plans of work of standing committee chairpersons; fill vacancies; approve a budget for expenditures of the PTO for the year to be adopted by the General Membership at the first general meeting of the year; approve additional, non-budgeted expenditures up to \$1500.00; present to General Membership for approval of any expenditures over \$1500.00 not contained in the Member-adopted budget and present a report at General Membership meetings of the PTO for information and any necessary action.

Section 3: Monthly meetings of the Executive Committee shall be held at a time agreed upon by the Executive Committee and a simple majority shall constitute a quorum of the Committee. Special meetings may be called by the President or by a quorum of the Committee. No Member shall have more than one vote regardless of the number of positions held by that Member. The Board shall meet within (60) days after their election for the purpose of appointing and approving chairs of Standing Committees.

Section 4: The Executive Committee shall have an independent audit of the organizational account performed by CCBOE and results of the audit be reported at the first General Membership meeting of the next school year.

Section 5: All Executive Committee members and committee chairpersons shall keep organized notes to be passed on to their successors. Executive Committee members and other committee chairpersons are accountable to the President and/or Vice President of the Organization.

Section 6: A non-officer Executive Committee member or chairperson may be removed from their duties and committee for gross incompetence, intentional neglect, misconduct or failure to fulfill the duties by a majority vote of the Executive Committee.

ARTICLE IX: GENERAL MEMBERSHIP MEETINGS

Section 1: The number and dates of the PTO General Membership meetings for each school year shall be determined by the Executive Committee.

Section 2: Members in attendance at a General Membership meeting constitute a quorum for that meeting.

Section 3: The following will be the agenda at PTO meetings:

1. Call to Order
2. Pledge of Allegiance
3. Welcome (When possible, by GBE Principal)
4. Principal's Report
5. Minutes (Committee can opt to post minutes online and dispense with reading them during the meeting.)
6. Treasurer's Report
7. President's Report
8. New Business/Special Announcements
9. Adjournment

ARTICLE X: STANDING COMMITTEES

Section 1: The Executive Committee shall form and dissolve standing committees consistent with the objectives and interests of the PTO.

Section 2: The President shall be an ex-officio member of all committees except the Nominations Committee.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Roberts Rules of Order Revised shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with these Bylaws. The President is required to follow parliamentary procedure when voting on a motion.

ARTICLE XII: AMENDMENTS

Section 1: These Bylaws may be amended at any time at any meeting of the school year by two-thirds vote of the members present and voting, provided that notice of proposed amendment shall have been given at the previous meeting.

Section 2: Every three years, the Executive Committee will review and submit a revised set of Bylaws as a substitute for the existing Bylaws, if needed. The requirements for the adoption of a revised set of bylaws shall be the same in the case of an amendment.

ARTICLE XIII: DISSOLUTION

Section 1: In the event dissolution is desired, the Board shall adopt a resolution recommending that this Organization be dissolved and directing that the resolution of dissolution is submitted to a vote at a meeting of its Members.

Section 2: Written or printed notice stating the purpose of such a meeting is to consider the advisability of dissolving the Organization and shall be made available to each Member at least seven (7) days in advance.

Section 3: Upon dissolution of this Organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be distributed to Greenbrier Elementary School solely for specific benefit of the students. If school ceases to exist, remaining PTO assets shall be distributed to the federal government, or to state or local government, for a public purpose.

ARTICLE XIV: ENABLING ARTICLE

These Bylaws are effective as of the date voted upon and accepted by the Greenbrier Elementary School Parent Teacher Organization.

Mary Bridges, Principal

Kaitlin Illston, PTO President

_____Date

_____Date