



BYLAWS OF EAGLES LANDING MIDDLE SCHOOL PTO

ARTICLE I: NAME, DESCRIPTION, PURPOSE

Section 1: NAME

The name of the organization shall be EAGLES LANDING MIDDLE SCHOOL PTO. The PTO is located at 295 Tunis Rd, McDonough, GA 30253

Section 2: DESCRIPTION

The PTO is a nonprofit 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.

Section 3: PURPOSE

The purpose of the PTO is to enhance and support the educational experience at ELMS, foster relationships between parents and teachers, and to improve the community and school environment via bridging 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 Henry County Area that pass a background check. Only parents/guardians of children attending our school shall have voting rights and/or be a presiding board member. 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.

ARTICLE III: OFFICERS AND ELECTIONS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, Volunteer, and PTO Liaison as representative from the teaching staff. 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 president shall preside over all meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

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.

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.

e. **Volunteer Coordinator.** This Volunteer coordinator shall coordinate volunteers for PTO events and assist PIP with school activities. Also manage collecting and turning in box tops for school advantage. Work with teachers, staff and leaders of committees to assure volunteers are recruited for programs. Assure that volunteer data is recorded and available to both the Board and teachers.

f. **PTO Liaison(Faculty Only):** The Liaison shall be faculty or staff of the school and participate in PTO functions, is on the advisory panel and is available for teacher and administration questions and to relay information to and from the PTO in PTO's absences. But NOT make decisions on behalf of PTO

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 two years, beginning the first day of school or day of election, and ending June 1 of the second term. 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 create 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 monthly 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 monthly, on the same day and at the same time each month, to be 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 EAGLES LANDING MIDDLE SCHOOL PTO, requiring two signatures of the Executive Board and held at a local financial institution (United Community Bank).

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 \$2,000.00 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 Eagles Landing Middle 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 adopted and approved by the Executive Board on August 23, 2017.