

Glenview Middle School Parent Teacher Organization

By-Laws

Article I – Name

The name of this Organization is Glenview Middle School Parent Teacher Organization (hereafter referred to as the PTO). It is a local, independent parent and teacher organization, organized by the parents and faculty of Glenview Middle School, Anderson County School District 5, and located at 2575 Old Williamston Road, Anderson, South Carolina 29621.

Article II – Purpose of Organization

This Organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the internal Revenue Service Code.

No part of the net earnings of the Organization shall inure to the benefit of, or be distributed to, any of its members, trustees, officers or other private persons, except that the Organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes.

No part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Article III – Activities

Notwithstanding any other provision of these articles, the Organizational shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article IV – Statement of Purpose

The purpose of the Glenview Middle School PTO is to promote the physical, social and emotional welfare of the children and youth in the home, school, and community; to encourage

participation in school activities among students, parents, teachers and community members; and to contribute to funding and servicing of special projects for the welfare of the school.

Article V – Basic Policies

- A. The Organization shall be non-commercial, non-sectrain and non-partisan.
- B. The name of the Organization, its officers and directors (in their official capacity) shall not be used to endorse or promote a commercial concern, nor used in connection with any partisan interests, nor for any purpose inconsistence with the stated purpose of the Organization.
- C. The Organization shall not participate in any activities designed to influence legislation at the state or national level.
- D. The Organization shall cooperate with school officials to provide quality education for the children and to provide the school, when appropriate, suggestions on school policy matters.
- E. No earnings of the Organization shall be distributed to any individual officers, directors or participates. The Executive Board may, however, provide reasonable compensation to participants for extraordinary services rendered or out-of-pocket expenses incurred.
- F. The Organization shall not engage in any activities prohibited by law, or activities contrary to the rules promulgated by the Internal Revenue Service. Upon dissolution of the Organization, after paying debts and obligations of the Organization, the remaining assets may be distributed to the other non-profit organizations, at the discretion of the Executive Board.

Article VI – Participation, Membership and Dues

- A. Any adult willing to promote the objectives and to subscribe to the Bylaws of Glenview Middle School PTO may become a member.
- B. Dues will be set by the Executive Board annually. No interested persons will be excluded from membership due to nonpayment of dues.
- C. A Membership Chairperson will conduct an annual membership drive. A person may join at any time.
- D. All members are welcome and encouraged to attend all general meetings and to provide input.

Article VII – Officers and Elections

- A. The elected officers of the Organization shall consist of the President, Vice President, Secretary, Treasurer and any Chair members as deemed necessary and appointed by the Executive Board. These appointed officers will include but not be limited to volunteer chairperson(s), fundraising chairperson(s) and membership chairperson(s).
- B. The election of Officers and appointment of Chairs shall take place at the regular meeting of the Organization held in April of each year, or as soon as thereafter as possible. The Officers and Chairs shall take office beginning in July of each year.
- C. A vacancy occurring in the office of the President shall be assumed by the Vice-President for the remainder of the term as well as the full term the following year. The vacancy in the Vice-President shall not be filled until next year, unless filling of the position is deemed necessary by the Executive Board. If an election is needed, it shall be filled by special election, at a time convenient to all participants. Vacancies in the positions of Secretary, Treasurer or Chairs shall be filled by election as soon as practical after the vacancy is created.

Article VIII – Duties of Officers

- A. The President shall
 - Preside and set agenda for all meetings of the Organization and the Executive Board.
 - Be ex-officio member of all committees of the Organization
 - Coordinate the work of the officers and committees of the organization in furtherance of the Statement of Purpose
 - Communicate and cooperate with the school principal regarding school policy, scheduling, fundraising activities, and other matters within the authority of the principal.
 - Serve as PTO liaison to the community.
 - Perform such other duties as assigned by the Organization.
- B. The Vice President shall:
 - Attend and act as an aid to the President during all meetings of the Organization and Executive Board
 - Perform the duties of the President in their absence or at their direction.
 - Assist with any other PTO activities as necessary
 - Assume the Presidency during the following school year.
- C. The Secretary shall:
 - Attend all PTO meetings and record the official minutes
 - Read and distribute only at Executive Board meetings the minutes from the previous Board Meeting.
 - The Secretary shall have available all said minutes of the current and previous school year Executive Board meetings at each meeting
 - Maintain an active list of all current participants of the Organization

- Maintain a current copy of the By-Laws
- Perform other delegated duties as assigned by the Executive Board.

D. The Treasurer shall:

- Attend all PTO meetings
- Serve as an authorized signature on all PTO accounts
- Keep an accurate accounting of the receipts and expenditures
- Present a financial statement at each meeting of the Organization and provide explanations when requested by the Organization official and Executive Board
- Make disbursements as directed by the President, Executive Board or other Organization officials.
- The Treasurer shall have available at each meeting all budget information and financial statements for the current and previous school year
- At the first Executive Board meeting of the year, the Treasurer will prepare and present a written annual financial report to the incoming Board
- Shall be an ex-officio member of the fundraising committee.
- Have the accounts examined (audited) annually by an independent party.

E. The Membership Chair shall:

- Attend all PTO meetings
- Coordinate annual membership drives of the current school year.
- Maintain an up-to-date list of members
- Work to increase parent, staff and community membership

F. The Grade Level Chairpersons shall:

- Attend all PTO meetings
- Organize activities per each grade level
- Be a liaison between the teachers and the Organization
- Help to promote a strong volunteer program by welcoming and encouraging volunteers.

Article IX – Executive Board

The Executive Board shall be comprised of the following: the President, Vice-President, Secretary, Treasurer and all Chair members as deemed necessary by the Board and the Principal of Glenview Middle School. The Duties of the Executive Board shall be:

- A. To transact necessary business of the Organization in intervals between regular meeting of the Organization and such other specific business as may be assigned by the Organization participates.
- B. To create stand and special committees.
- C. To approve the plans and directives of the committees.

- D. To present a report to the regular meeting of the Organization, including minutes of the previous General meeting.
- E. To select an auditor to review the Treasurer's books annually.
- F. To obtain PTO Board approval of expenditures in excess of \$100.00.

Regular meetings of the Executive Board shall be held throughout the year, at times and dates to be established by the Board. A majority of the Board members shall constitute a quorum. No less than two days notice shall be given to Board members of scheduled meetings.

Article X – Regular Meetings

Regular meetings of the Organization shall be held once per semester at Glenview Middle School. Such times will be printed and announced by the Organization.

Special meetings of the Organization may be called by the President or the majority of the Executive Board with no less than three days notice being given.

Article XI – Committees

- A. Any participate of the Organization may serve on a committee.
- B. The chairperson of each committee shall present a plan to the Executive Board for approval. No committee work may be undertaken without the consent of the Executive Board.
- C. The President shall be ex-officio member of every Organization committee.

Article XII – Fiscal Year

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

Article XIII – Amendments

These By-Laws may be amended at any regular meeting of the Organization by a two-thirds votes of the members present and voting, provided that notice of the proposed amendment shall have been given at least 6 days prior to the meeting. Adoption of any amendment shall apply immediately to the Organization without further action being required.

Article XIV – Dissolutions of Assets

Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)3 of the Internal Revenue Code (or corresponding section of any future federal tax code), or shall be distributed to the Federal Government or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed

of by the Court of Common Pleas of the county in which the principal office of the Organization is located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

Article XV – Adoption of By-Laws

These By-Laws were draft by the Organization’s Executive Officers and were adopted and ratified at the regular Organization meeting held on the _____ day of _____, 2011.

Name: _____

Title: _____

Dated this _____ day of _____, 2011