

**BYLAWS**  
**of**  
**Barnette Elementary PTO**

**ARTICLE I – NAME, DESCRIPTION & PURPOSE**

**Section 1: NAME** – The name of the organization shall be Barnette Elementary PTO (Parent Teacher Organization). The PTO is located at 13659 Beatties Ford Road, Huntersville, NC 28078.

**Section 2: DESCRIPTION** – The PTO is a non-profit organization that exists for charitable and educational 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 Barnette Elementary to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Barnette Elementary through volunteer and financial support.

**ARTICLE II – MEMBERSHIP**

**Section 1:** Single Membership dues shall be \$6. Members have voting privileges, one vote per member.

**Section 2:** Family Membership dues shall be \$10. Family members have voting privileges, two votes per household.

**Section 3:** There shall be no greater than two votes allowed per household.

**ARTICLE III – OFFICERS**

**Section 1: EXECUTIVE BOARD**– The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary and Treasurer. Officer positions can be shared. Additional board positions can be added as needed by the board (i.e. VP of Student and School Enhancements, VP of Communications, VP of Events). The School Principal, or his/her designee, is a voting member of the Executive Board.

**Section 2: TERM OF OFFICE** – Officers shall take office on July 1 and shall serve for that fiscal year (until the following June 30), or until his/her successor is elected and ready to assume office. A person may serve only two consecutive full terms in the same office.

**Section 3: ELECTION**

- a) The nominating committee shall nominate a slate of eligible candidates for election as officers of this local PTO, as provided in Section 9 of these bylaws
- b) The president shall give notice of the election of officers to the general membership at least ten (10) days before the last general membership meeting of the fiscal year, and the notice will include the nominating committee's slate of nominees.
- c) Only those individuals who are PTO members and who have signified their consent to serve if elected may be nominated by the nominating committee or elected to such office.

**Section 4: QUALIFICATIONS** – Any PTO member in good standing may become an officer of the PTO.

**Section 5: DUTIES**

Executive Board – Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, Additional board positions can be added as needed by the board, approve by majority vote of the Board unbudgeted expenditures of more than \$100.00.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President– Oversee the committees of the PTO, assist the President and chair meetings in the absence of the President.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, hold historical records for the PTO.

Treasurer – Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records. All records must be delivered to the succeeding treasurer.

**Section 6: BOARD MEETINGS** – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

**Section 7: REMOVAL** – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

**Section 8: VACANCY** – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer's term.

**Section 9: NOMINATING COMMITTEE**

- a) The nominating committee shall be comprised of an odd number and no fewer than three members; at least two of the committee members shall be board members and at least one committee member shall be a member of the local PTO who does not serve on the board.
- b) Neither the president nor the principal shall be a member of the nominating committee.
- c) Throughout the year, the nominating committee is tasked with identifying talented, motivated, and responsible individuals to serve as officers of this local PTO.

- d) Prior to the last general membership meeting each fiscal year, the nominating committee shall prepare a slate of nominees for officers of the PTO for the coming year, and the president shall include that slate in the notice for the last general membership meeting, and the chair of the nominating committee shall place such names in nomination at that meeting, and the election shall be conducted as provided in Section 3 of these bylaws.

**Section 10: SUCCESSION** – The Executive Board, including all outgoing and incoming officers, shall meet no later than June 30th for the purpose of creating an orderly transition of each officer’s responsibility. All electronic files should be passed on via Barnette thumb drive or organized paper files.

**Section 11: COMMITTEES** – The board shall appoint committees as needed (i.e. School Store, Holiday Shop, Volunteer Management, Book Fair, Staff Appreciation, etc.)

#### **ARTICLE IV – MEETINGS**

**Section 1: GENERAL PTO MEETINGS** – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

**Section 2: VOTING** – Each PTO member in attendance at a PTO meeting is eligible to vote, one vote per member for single memberships and two votes per household for family memberships. 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 – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

**Section 2: BANKING** - All funds shall be kept in a checking account in the name of Barnette Elementary PTO, requiring two signatures of the Executive Board and held at a local financial institution.

**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 3: ENDING BALANCE** - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

**Section 4: CONTRACTS** - Contract signing authority is limited to the President or the President's designee.

**Section 5: BUDGET** - A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present during Curriculum Night. If, for any reason, the scheduled general PTO meeting for October of the current fiscal year precedes Curriculum Night, voting to accept or reject the annual budget shall be held during the scheduled general PTO meeting for October of said current year.

**Section 6. EXPENSES**

- a) General Reimbursements: Funds expended within approved budgeted amounts and paid for personally by a member may be reimbursed by the PTO treasurer with proper receipt documentation.
- b) Debit Card Purchases: The treasurer possess the PTO Debit card which can be used for online purchases or other PTO sanctioned purchases upon request. Debit Purchase Request Form must be submitted.

**Section 7: EXPENDITURE AUTHORITY**

- a) Budgeted Expenditures: Upon approval of the annual budget by the general membership, the Executive Board is authorized to make expenditures in accordance with the budget without further approval from the general membership. Budget line items over \$1,000 should be presented to the board in an estimated budget proposal outlining how the money is expected to be spent.
- b) Unbudgeted Expenditures. The Executive Board shall be empowered to approve unbudgeted expenditures of more than \$101.

**ARTICLE VI – 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. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

**ARTICLE VII - DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be donated to Barnette Elementary School.

**ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

**These bylaws were adopted on November 12th, 2019.**