

BYLAWS
OF THE PARENT TEACHER ORGANIZATION
OF HILL CITY ELEMENTARY SCHOOL (Jasper, Georgia)

ARTICLE I

Name

The name of this Organization shall be Hill City Elementary School PTO.

ARTICLE II

Objectives

The objectives of this Organization shall be to:

- * Promote the education, health, safety and welfare of children in home, school and community.
- * Motivate students to increase their reading, both recreational and informational.
- * Form a relationship between parents and teachers so that they may work together in a cooperative manner in order that our children and youth will have the most productive learning environment possible.
- * Raise the standards of home life.
- * Encourage educators and the general public to work together to provide our children and youth the highest standard for physical, mental and social education.
- * To promote the belief that "Learning is Fun" and to provide our children and youth with an environment to support this belief.

ARTICLE III

Organizations Funds

Funds. All monies deposited in the organization account belong to the general membership. All funds should be spent as allocated in the budget. Any excess funds shall be carried forward to the next budget year. Funds should always be used to further organization's charitable & education purposes and to promote organization objects.

Allocation of Funds. To allocate these funds for school aid, the organization shall establish an Appropriations committee; consisting of the appropriations chairman, organization President, Treasurer and three other members that represent the interest of the organization. The President and Treasurer shall report the sum of money available for appropriations. The committee chairman, the principal, teachers & staff shall submit requests. The request shall be reviewed by the Appropriations Committee. The Appropriations Committee Chairman notifies applicants whether the request has been approved.

The Appropriations Committee shall use the objectives of the organization and the following criteria in deciding how funds shall be allocated.

- * Community Outreach
- * Cultural Arts
- * Education & Literacy
- * Environmental Education

- * Exceptional Children
- * Health & Safety
- * Advocacy
- * Membership
- * Parental Involvement
- * Youth Services
- * School Enhancement

Fundraisers. All funds shall be raised in accordance with the organization's objectives. All funds must be raised through activities that are substantially related to the objectives of the organization. Fundraising shall reflect the principles and policies of the organization and shall have a recreational, social, or educational value. All funds raised shall be deposited in the organization's account and be spent only as approved by the budget.

Expenditures. Payment for all approved expenditures shall be made from the organization's checking account. Every check written must be substantiated with an itemized statement, receipt, or other written authorization for the expenditure.

Donations. All funds donated by the organization will be limited to organizations who are exempt from federal income tax under section 501(c)(3) of the code and who are not a private foundation within the meaning of 509(a) of the code, or who are a USA Governmental Units. All fund recipients shall provide the organization with a copy of their Tax Exemption Letter. Recipient shall fill out a Request Form stating purpose and it shall be submitted each time a disbursement is made. Treasurer must keep a copy and all forms must be included in the monthly audit. If a misuse of funds is discovered, the organization shall request from recipient repayment of funds and terminate any and all further funds. If necessary the recipient shall be brought before the board.

ARTICLE IV

Membership

Section 1. Eligibility. All parents, guardians, teachers, principals, school staff, grandparents, relatives, business partners, and students are eligible for membership.

Section 2. Fees. The annual fee shall be \$5.00 for Family Membership. Fees may be changed on an annual basis.

Section 3. Members. Members participate in all of the organization's regular meetings and are eligible for office of this organization.

Section 4. Non-Members. Non-members may attend the organizations regular meeting only as a spectator without a voice or a vote.

Section 5. Board Members. Board members must make every attempt to be at the PTO Board and School Meetings. If a board member continues to miss meetings, it is up to the Board to ask that member to step down.

ARTICLE V

Officers

All officers are unpaid volunteers. The offices shall consist of at least a President, Vice President, Secretary, and Treasurer. These officers shall perform the duties prescribed by these Bylaws and shall serve a one year term or until their successors are chosen. No member shall hold more than one office at a time.

President. The President directs the affairs of the organization in cooperation with the other members of the Executive Committee for a term specified in these Bylaws. The President has the responsibility to conduct all meetings (board and PTO school meetings) and to be knowledgeable of bylaws and rules.

As Presiding Officer, the President does the following:

- * Calls the meeting to order at the designated time and, if a quorum is present, proceeds with the business;
- * Maintains a fair and impartial position at all times, and encourages members to participate;
- * Takes no part in any discussion while presiding, refrains from expressing a personal opinion on questions before the membership, and avoids personal bias when giving information to the organization;
- * Stands to preside and follows the accepted order of business;
- * Refers to self impersonally as “the chairman”;
- * Decides all parliamentary questions; the President’s decisions are subject to an appeal by any two members, a majority or tie vote sustains the decision of the chairman; the presiding officer may seek opinion on any question of procedure, but it is the chairman who rules;
- * States each motion clearly after it has been seconded before allowing discussions;
- * Declares the results of every vote taken;
- * Calls upon the Vice-President to preside when wishing to speak to a motion or to leave the chairman; the President then has all privileges of the member addressing the officer temporarily presiding in the same manner as any other member and returns to the chairman only after the vote has been announced.
- * May vote when voting is by ballot; in other case may cast a vote to create or break a tie if the result is in the best interest of the organization.
- * Recognizes a member who has not previously spoken to the question in preference to one who has already spoken.
- * The President will be responsible for finding Festival Volunteers to take control of the festivals and report back to the president.

As Administrative Officer; the President does the following:

- * Studies all information and materials received;
- * Holds meetings for the Executive Committee to discuss all information and materials;
- * Signs all contracts on behalf of the organization.
- * Corresponds with the PTO board to set up meetings

Vice-President. The Vice-President may be called upon at anytime to temporarily assume the place of the President and should make a thorough study of the President’s duties and responsibilities and be familiar with the work of the organization.

The Vice President does the following:

- * Presides at meetings in the absence of the President/President elect or upon his/her inability to serve;
- * Performs the duties of the President in the absence of the President and the President Elect or his/her inability to act;
- * Acts as an assistant to the President or President Elect and assumes responsibility for duties assigned by the President;
- * Represents the President upon request or replaces the President if the President is asked to step down
- * Will handle the distribution of membership forms and entering them into PTO Manager. Will also maintain a current membership list.
- * Will be responsible for finding a volunteer to organize Teacher Appreciation Week

Secretary. The Secretary is responsible for keeping an accurate record of the proceeding of the organization's meetings. These records will be the organization's history. Promptness, accuracy and knowledge of organization policies are a must.

The Secretary does the following:

- * Once the date for the meeting is set, the secretary will send out an email asking for topics for the agenda and then create the agenda for meeting
- * Sends out reminder emails for meetings
- * Records minutes of the organization's meetings;
- * Should maintain a copy of minutes book, bylaws, and rules and bring to meetings
- * Calls the meeting to order in the absence of the President and Vice President;
- * Counts arising vote.
- * The Secretary will be responsible for finding a volunteer to head up Volunteer Appreciation

General Outline of Minutes:

1. Name of Organization.
2. Date, place, and hour of meeting.
3. Type of meeting.
4. Name of president officer.
5. Statement concerning the minutes of the previous meeting and the disposition.
6. Report of treasurer.
7. Reading of communications.
8. Reports of any committees.
9. All motions (except those withdrawn), points of order and appeals, whether sustained or lost, and the name of each member who introduced a main motion, but not the name of the seconder, are to be recorded.
10. Program with brief notes.
11. Hour of adjournment.
12. Secretary's signature.

Treasurer. The Treasurer is responsible for the financial management of the organization. The Treasurer receives and disburses all monies in accordance with the approved budget.

The Treasurer does the following:

- * Makes sure books have been audited before accepting them;
- * Makes sure new signature cards are on file with the bank. The Treasurer and President should both sign each check. The Secretary's signature should be on file to sign checks only in an emergency in place of either the Treasurer or President.
- * Keeps an accurate and detailed account, in the Treasurer's transaction ledger of all monies received and paid out;
- * Always obtains a receipt for every purchase or other payment made by the organization;
- * Deposits all monies promptly;
- * Preserves all receipts, bank statements and canceled checks;
- * Reconciles the monthly bank statements and canceled checks;
- * Pays all authorized bills by check for items in the budget;
- * Never issues a blank check for an unspecified amount or a check made payable to "cash";
- * Will be responsible for finding a volunteer to head up Holiday Shop
- * Files Form 990 and Schedule A when applicable.

Treasurers File:

1. Copy of Bylaws.
2. A copy of the Sales Tax Exemption Letter from the Georgia Department of Revenue, Georgia State identification numbers and reports filed with the Georgia Department of Revenue.
3. Copies of filed forms 990 and Schedule A.
4. Group exemption determination letter of 501(C)(3) nonprofit status Federal Identification (FEIN) or Employer Identification Number (EIN).
5. File of cash receipts, bank deposits, invoices and statements (5 years).

Treasurer's Report:

- Balance on hand at last meeting.
- Income/Receipts
- Expenses/Disbursements.
- Ending Balance.
- Preparer's name and date.
- Upon leaving office Treasurer should balance books and get them ready for audit, prepare for 990 and Schedule A if required, transfers records, reports and files to new treasurer.

Parent Representatives. The Parent representatives will be responsible for the following (duties will be divided between each parent rep)

The Parent Rep will be responsible for

- *The PTO Bulletin Board (Themes will be discussed at prior meetings)
- * Fundraiser Chair – One parent rep will provide contact information to everyone helping with a fundraising event (Box Tops, Coke, Campbell's, Tyson, etc) and will report back to the PTO executive board monthly on progress. This duty is a check and balance to make sure the PTO executive is utilizing all of our fundraising options.
- *Will handle any conflicts that may arise with parents and bring it to the board

Teacher Representative. The Teacher Representative will handle the following responsibilities:

The Teacher Rep will be responsible for

- *Making sure all PTO forms are available at all times in the mail room at the school
- * Will be available to listen to any concerns the teaching staff may have and present to the board
- * Will report back to the school staff any items pertaining to them discussed at the meeting

ARTICLE VI

Committees

Section 1. Executive Committee. Shall consist of the officers of the organization and the principal of the school or a representative appointed by the principal.

Duties of the Executive Committee:

- * To approve members of standing committees.
- * To approve plans of work of the standing committees.

- * To schedule meetings.
- * To approve routine bills within the limits of the budget.
- * To conduct the business of the Organization between meetings.

Section 2. Selection. Committees are appointed by the Executive Committee. Committee members must be members of the organization. The President is an ex-officio member of every committee, except the nominating committee.

Section 3. Types of Committees. Standing Committees; formed when the work in a certain area requires continuous service throughout the year or for a long period of time. Special Committees; formed for a specific purposes. When the work is completed it automatically goes out of existence.

ARTICLE VII

Meetings

The regular meetings of this organization shall be held at least one (1) time a quarter, if not more, from June to May inclusive unless otherwise ordered by the President. Meetings shall begin and end in a timely fashion and always encourage the sharing of ideas.

Every board member is expected to be at meetings unless extenuating circumstances exist that prevent attendance. In the case of recurrence absence from the meetings, the PTO Board may ask a member to step down.

The President has the responsibility to control the meeting. Everything to be presented at the meeting should be cleared with the President first and may or may not be added to the agenda when time permits.

Order of Business

Call to order (The meeting will come to “order”).

- * Inspiration message;
- * Pledge of Allegiance to the Flag;
- * Minutes;
- * Treasurers Report;
- * Committee Reports (if any).
- * Unfinished Business.
- * New Business.
- * Program.
- * Announcements.
- * Adjournment.

ARTICLE VIII

Parliamentary Procedure

Section 1. Objectives. To help the President conduct meetings and to assure that business will be transacted in a fair and democratic manner according to the Bylaws of this Organization.

Section 2. Reference. We will use Robert’s Rules of Order Newly Revised to govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the organization may adopt.

Section 3. Motion. The first rules to learn is those that govern the steps necessary to complete action or to make a motion. The first step before a member can make a motion is to “obtain the floor,” by addressing the presiding officer and then waiting to be recognized by the chairman as the member who has exclusive rights to be heard at that time.

The steps by which a motion is brought forward and considered are:

- * A member makes a motion: “I move to/that.”
- * Another member seconds the motion. “I second the motion” or just “second.”
- * The chairman then states the motion: “It is moved and seconded that...Are you ready for the question?” or “Is there any discussion?”
- * Members debate the motion.
- * The chairman puts the question to vote, “All those in favor say aye, those opposed say no” or “Please arise,” etc.
- * The chairman announces the result of the vote. “The ayes have it and the motion is adopted” or “The nos have it and the motion is lost.”

Before making a motion, the member should know what result is desired. Below is a brief list of results you might wish to accomplish and the motion necessary to reach that goal.

If one wishes:.....	Then make this motion:
Introduces new business.....	Main motion
Kill the motion.....	Postpone indefinitely
Change or perfect the motion.....	Amend
Have the motion investigated.....	Commit or refer
Defer action.....	Postpone to a certain time
Change regulations of debate.....	Extend or limit debate
Stop debate.....	Previous question
Lay question aside temporarily.....	Lay on table
Return to order of business.....	Call for orders of the day
Take care of emergency matter.....	Question of privilege
Provide for intermission.....	Recess
Close meeting.....	Adjourn
Continue present meeting another day.....	Fix time to adjourn

ARTICLE IX

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Date of Adoption _____, _____.

President

President Elect

Secretary

Treasurer

Amendment to BYLAWS
Of the Hill City Elementary PTO.

We, the Board of Directors, do hereby vote unanimously to amend and adopt the following amendments to our Constitution, Bylaws, Articles of Association, Articles of Organization, creating document and add the following paragraphs as provisions to our document:

- a) Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial 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 any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

c) 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 government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the County of Common Pleas of the county in which the principal office of the organization then 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.

We the Board of Directors do hereby vote unanimously to amend and adopt, as of (_____), the above amendments to our Constitution, By-Laws, Articles of Association, Articles of Organization, creating document in witness to our signatures below:

Print Name of officer whose signature appear below

_____, _____
Officer's Signature Title

Date

Print Name of officer whose signature appear below

_____, _____
Officer's Signature Title

Date

Print Name of officer whose signature appear below

_____, _____
Officer's Signature Title

Date

Print Name of officer whose signature appear below

_____, _____
Officer's Signature Title

Date