

Lincoln Charter School - East
PARENT TEACHER ORGANIZATION, INC.

EIN#: 2159985

BYLAWS

ARTICLE I - PURPOSE

Our School PTO shall strive to:

- a. Develop a closer connection between school and home by encouraging parent involvement.
- b. Enhance the educational experience by supporting academic and enrichment activities.
- c. Improve the environment at our school by providing volunteer and financial support.

ARTICLE II - POLICIES

Section 1 - The program of this organization shall be educational and shall be implemented through committees, projects, and events.

Section 2 - This organization shall be non-commercial, non-sectarian. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the organization.

Section 3 - This organization shall not seek to direct the administrative activities of the school, or to control its policies.

Section 4 - This organization may cooperate with other organizations and agencies active in child welfare, provided they make no financial nor manpower commitments, which bind their members.

Section 5 - All funds shall be kept in a checking account in the name of Lincoln Charter School PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 6 - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 7 - Reimbursement requests must be made within 45 days of the expenditure, otherwise the request will be denied.

Section 8 – Contract signing authority is limited to the President or the President’s designee and Vice-President.

Section 9 – The Treasurer must be bonded to ensure integrity of fund management.

ARTICLE III - MEMBERSHIP & DUES

Section 1 - Membership is open to the teaching staff of our School and all parents or guardians of children attending our School; there shall be one vote per member.

Section 2 - The Executive Board shall set the annual dues, which are payable to the PTO, through the treasurer.

Section 3 - Only members of the PTO who have paid dues and/or submitted a membership form for the current school year may participate in the business of the organization.

Section 4 – Any family unable to pay dues will not be denied membership because of hardship.

Section 5 – Membership duration shall be from the first day of school to August 15th of the following year.

ARTICLE IV - FISCAL YEAR

The fiscal year of Our School PTO shall be from August 1 through July 31 of the following year.

ARTICLE V - OFFICERS AND THEIR ELECTION

Section 1 -

- a. The officers of this organization shall consist of President, VP-Membership, VP-Fundraising, VP-Special Events/Volunteers, VP-Communications, Secretary, Treasurer, Assistant Treasurer.
- b. Officers shall be elected annually in the month of May.
- c. Each position shall be voted for independently.
- d. In May, all parents and guardians of children in the upcoming first grade class will be allowed to become members of our PTO for the next school year. Voting rights shall be limited to the election of officers until the following school year.
- e. The newly elected officers shall assume their duties August 1st and shall serve for a term of one year or until the election of their successors.
- f. A person shall not be eligible to serve more than two consecutive terms in the same office.
- g. The outgoing President shall be invited to serve as an advisor to the Executive Board for one year in order to ensure continuity.
- h. Any office except Assistant Treasurer may be co-chaired.

Section 2 - The Nominating Committee shall be created at the February meeting. They shall be appointed by a majority vote. The committee shall consist of at least 1 staff and 1 parent. The duties of the committee are:

- A. To send out a letter in March to the school population to seek nominations for officers.
- B. To review nomination letters.
- C. To notify nominees and to verify their acceptance.
- D. To present a list of persons who have accepted nominations at the spring general meeting.
- E. To post a list of final nominations on the PTO board until May's meeting, and to publish the list in the school's newsletter or by a special notice.
- F. To prepare ballots for election. In the event of a closed ballot election, the committee shall be responsible for tabulating the votes.

Section 3. The nomination process is as follows:

- A. Any member in good standing may be nominated for office.
- B. A letter to the general school population shall include an explanation of the nomination

process and a request for nominations.

- C. All written nominations shall be received prior to the April meeting. Additional nominations will be accepted from the floor at the spring general meeting, at which point nominations are then closed.

Section 4. The voting process is as follows:

- A. Any member in good standing shall be eligible to vote.
- B. Voting for office shall take place at the May meeting.
- C. Members in good standing who are unable to attend the May meeting may vote by proxy. Forms may be obtained from the Nominating Committee.
- D. At least two (2) independent counts of the ballots will be made immediately after the voting.
- E. All ballots will be destroyed after tabulation.

Section 3 - A vacancy occurring in any office shall be filled by a majority vote of all remaining members of the Executive Board. If the office of President becomes vacant, a Vice President shall assume the duty for the remainder of the school year, or until the office is filled.

Section 4 - By a two-thirds (2/3) vote of the entire Executive Board, an officer may be removed from office for failure to perform duties.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 - **President** should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

Responsibilities

- a. Conduct all PTO Executive and General Board meetings.
- b. Confer with the Principal prior to all meetings.
- c. Be the official spokesperson for the organization.
- d. Prepare agenda prior to meetings.
- e. Work with teachers to assess their needs.
- f. Attend district meetings, as necessary.
- g. Create upcoming school year calendar with Principal and Board members.
- h. Coordinate elections of Board members.
- i. Coordinate summer budget meeting.
- j. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- k. Contract signing authority

Section 2 - **Secretary** should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

- a. Prepare the agenda for the General Membership meetings with the assistance of the President.
- b. Prepare any materials needed for distribution or reference at General Membership meetings.
- c. Take minutes at Executive Board and General Membership meetings.
- d. Finalize minutes, obtain necessary approvals, and post minutes in a timely manner.
- e. Keep the files of communications, papers, and documents belonging to the organization.
- f. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- g. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- h. Bring Sign-In Notebook to all meetings. All meeting attendees must sign-in prior to attending a meeting.

Section 3 - **Treasurer** should be willing to dedicate 4-6 hours per month for meetings, including the Executive and General Membership meetings.

- a. Be custodian of all organization funds, and shall be authorized to disperse funds on behalf of the PTO.
- b. Give written monthly financial reports for review at all General Membership meetings and to the Executive Board in months with no General Membership Meeting.
- c. Provide a monthly cash-flow report at Executive Board Meetings.
- d. Prepare a year-end financial report by fiscal year end.
- e. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- f. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- g. Prepare federal tax forms (Form 990 and Form 990EZ) as required by the IRS and submit by December 15 of each year. Renew the incorporation of the PTO each year as required by the State of North Carolina.
- h. Facilitate an annual audit of the financial records and practices during the summer of each year.

Section 4 – **Assistant - Treasurer** – should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

- a. Aid the treasurer
- b. Assistant Treasurer - One year to shadow/train with Treasurer with intent to fill Treasurer the following year. Should the current Treasurer wish to serve a second year, the Assistant will become Co-Treasurer and share responsibilities with the treasurer. A new Assistant Treasurer shall then be elected.

Section 5 – **VP Volunteers** should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

- a. Manage lists of volunteers for PTO sponsored events to ensure adequate coverage.
- b. Manage recruitment of coordinators/volunteers for the various PTO committees/events.
- c. Act as liaison between committee and project chairs with the Executive Board

Section 6 – **VP Special Events** should be willing to dedicate 2-4 hours per month for meeting, including the Executive and General Membership meetings.

- a. Monthly meetings (if necessary) with committee chairs.
- b. Track volunteer hours
- c. In charge of organizing special events like New Parent Coffee, Honor Roll recognitions, Sweetheart Ball, Muffins for Mom and Donuts for Dad.
- d. Act as liaison between committee and project chairs with the Executive Board.

Section 7– **VP Fundraising** should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

- a. Coordinate all fund raising efforts related to Track Attack
- b. Preside over Track Attack committee(include staff and parent members)
- c. Act as liaison between Passive Fundraiser coordinator(s) and board

Section 8 – **VP Membership** should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

- a. Conduct the fall and spring PTO membership drives.
- b. Maintain up to date list of members in good standing.
- c. Distribute (if applicable) PTO cards and membership level incentives.

Section 9 – **VP Communications** should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

- a. Compose communications to parents and forward for posting via Charter Chatter/AlertNow.
- b. Maintain PTO By Laws..
- c. Notify staff of needed updates to PTO website pages.
- d. Send Thank You notes to facilitators, businesses, etc. that contribute to PTO.

ARTICLE VII –EXECUTIVE BOARD

Section 1 - Composition

The Executive Board shall consist of the officers of the organization, the Principal (or representative to act on his/her behalf), and may include a representative from the teaching staff.

Section 2 - Responsibility

The Executive Board shall be subject to the orders of the organization and none of its acts shall conflict with action taken by the organization.

Section 3 - Duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between general membership meetings.
- b. To approve the plans of the project committees.
- c. To present a report at the general membership meeting of any action taken by the Executive Board.
- d. To facilitate an annual audit of the treasurer's records after fiscal year end, and before the first fall general membership meeting.
- e. To prepare an annual budget for membership approval.
- f. To approve routine bills within the limits of the budget.
- g. To fill vacancies of elected positions.
- h. To oversee fundraising activities of the school year.
- j. To conduct emergency business between Executive Committee meetings.
- k. To create special committees.
- l. To appoint chair persons of committees.

Section 4 - Executive Board Meetings

The Executive Board shall meet monthly prior to the general membership meeting. Special meetings may be called by the President or by a majority of the members of the board.

Section 5 - The Executive Board, by majority vote of all officers, may approve unbudgeted expenditures up to a maximum of \$100.00. Expenditures over \$100.00 must be put to a vote of the membership.

ARTICLE VIII –COMMITTEES

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.

Section 1 - The chairpersons of each committee shall present their plans to the board and a yearly report to their successors. No committee work shall be undertaken without the approval of the Executive Board. The chairpersons shall report on committee activities to the Vice President monthly and at the general membership meetings as necessary.

Section 2 - Special committees may be established by the Executive Board, or by action taken at a general membership meeting.

ARTICLE IX – THE EXECUTIVE COMMITTEE

Section 1- The Executive Committee will consist of the Officers of this organization, the chairperson of the standing committees, a teacher representative and the principal of the school or his/her representative. The chairpersons of committees will be appointed by the Executive Board. The Executive Committee members will serve until their replacements are selected.

Section 2- The duties of the Executive Committees shall be:

- A. To conduct business in the intervals between organization meetings and other business

- that may be referred to it by the organization.
- B. To create standing committees.
 - C. To approve the plans of work of the standing committees.
 - D. To present a report at regular meetings of the organization.

Section 3- A majority of the Executive Committee constitutes a quorum.

Section 4- Special meetings of the Executive Committees may be called by the President or by any member of the Board as per Article V, Section 4.

ARTICLE X- STANDING AND SPECIAL COMMITTEES

Section 1- Such standing committees shall be created by the Executive Board as deemed necessary to promote the objectives of the Organization and to carry on its work.

Section 2- Chairperson(s) of standing committees shall be selected by the Officers of the Organization. The term of the chairperson(s) shall be one (1) year and no person may serve as chairperson for more than two (2) consecutive years.

Section 3- The chairperson(s) of each standing committee shall present a plan for the Executive Board to approve. No committee work shall be undertaken without the consent of the board.

Section 4- The power to form a special committee and appoint its members rests with the majority vote of the Executive Board. Since a special committee is created and appointed for a specific purpose, it automatically ceases to exist when its work is done and its final report is received by the Executive Board.

ARTICLE XI – MEETINGS

Section 1 - Frequency

Regular meetings of the organization shall be held monthly during the school year or as designated by the Executive Board.

Section 2 - Quorum

- a. General Membership Meetings - 12 members shall constitute a quorum for the transaction of business at any general membership meeting.
- b. Executive Board Meetings - 4 Executive Board members shall constitute a quorum for the transaction of necessary business and/or approval of routine bills in the intervals between general membership meetings.

ARTICLE XII - DISSOLUTION

Section 1 - Procedure

- a. The organization, by majority vote in a general membership meeting, shall authorize the appointment of a committee to consider the reasons for disbanding and the necessary steps to be taken.
- b. Notice of intent to disband shall be given to all members, in writing, at least 30 days prior to the general membership meeting.
- c. The committee shall submit a report at the next general membership meeting.
- d. A quorum for the purpose of dissolution shall be 25% of the current year's total membership.
- e. A 2/3 vote of those in attendance is required for passage.

Section 2 - Funds

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 Lincoln Charter School. If Lincoln Charter School ceases to exist, remaining PTO 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.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised, 9th Edition".

ARTICLE XIV - REVISION OF BYLAWS

Section 1 - Revision Procedure

- a. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a general membership meeting, or by a 2/3 vote of the entire Executive Board.
- b. Amendments and/or revisions must be posted in the PTO display case at least one general membership meeting prior to the general membership meeting in which all proposed changes are read and discussed.
- c. Bylaws may be amended or revised by the affirmative vote of 2/3 of the members present and voting at any general membership meeting provided that the proposed amendment has been presented at a previous regular meeting.

Section 2 - Revision Schedule

These bylaws may be revised on a three year schedule, or as needed.

The Executive Board unanimously approved these Bylaws on _____.