

Bylaws of Bowmar Elementary School Parent Teacher Organization

Presented by the 2008-2009 Executive Board of Bowmar Elementary Parent-Teacher Organization, by the PTO membership as the official bylaws of the organization. Amended May 2011. Revised March 2015.

ARTICLE I: NAME

The name of the organization shall be known as the Bowmar Elementary Parent Teacher Organization: (Henceforth known as the PTO.)

ARTICLE II: OBJECTIVE OR PURPOSE

The purpose of the PTO shall be:

To promote the welfare of the children and youth in home, school, and community. To secure adequate laws for the care and protection of children and youth. To bring into closer relationship the students, parents, teachers, and administration. To support the activities and programs of the school through financial and voluntary assistance. To serve as a liaison between teachers and parents.

ARTICLE III: POLICIES

Section 1: The purpose of the association shall be educational and shall be developed through meetings, committees, and projects.

Section 2: This association shall be noncommercial, nonsectarian, and nonpartisan. **No political candidate shall be endorsed by it.** Neither the name of the organization nor the names of its officers in their official capacities shall be used 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, such as conference groups or coordinating councils, provided they make no commitments, which bind their member groups.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1: The membership of the PTO shall consist of parents, grandparents, or authorized guardians of a Bowmar Elementary students as well as any Bowmar teacher or support staff member that are interested in the goals of Bowmar. They shall become a member with payment of dues in accordance with *Section 2*.

ARTICLE V: MEETINGS

Section 1: Regular meetings of this organization shall be held at least four times during the school year, with ten days notice given. **Special meetings may be called by the President at the request of either the Executive Board or two-thirds (2/3) members of the PTO with a five (5) day notice.**

Section 2: The privilege of holding office, making motion, debating, and voting shall be limited to members of the organization whose dues are not in arrears.

Section 3: In order to pass a motion, 2/3 of the members present at the meeting must vote in favor of the motion.

ARTICLE VI: GOVERNMENT (Officers and their election)

Section 1: The Executive Board of the PTO shall consist of a president, vice-president, a treasurer, a secretary, corresponding secretary fundraising chairperson and cash for trash chairperson. Executive board members must be PTO members. Teacher representative(s) may be nominated by the President and voted on by the PTO members. The officers, with the exception of the treasurer, shall be elected by ballot at the last scheduled meeting of the school year and installed at that time. Officers (minus treasurer) shall serve a term of two (2) years, which shall begin on the last day of the school year, and shall remain in office until their successors' term begins. Offices of the PTO will exit at intervals instead of the whole board exiting to ensure a continuity of knowledge and leadership.

Section 1A: **(Approved 4-29-2013)** The treasurer position is an appointed position that will serve a one-year term and is chosen by a majority vote of the PTO Board. The treasurer may be reappointed for additional terms. The candidate is subject to a background and credit check prior to taking office.

Section 2: The office of president must be filled by a sitting member of the Executive board unless no current member accepts nomination or a 10 member signature petition is presented with nomination.

Section 3: Nominations for officers shall be made by Executive Board members. Additional nominations may be made from the floor or handwritten. The consent of each candidate must be obtained in writing before his/her name is placed in nomination. *However if a candidate is present, oral consent is sufficient.*

Section 4: Standing committees may be created at the discretion of the PTO board. The chairperson of a standing committee shall be appointed by the Executive Board.

Section 5: A vacancy occurring in an office or committee shall be filled by a vote of the members of the organization at the next scheduled meeting, due notice of such election having been given.

Section 6: Executive Board members may not be relatives.

ARTICLE VII: DUTIES OF THE GOVERNMENT

Section 1: The **PRESIDENT** shall preside at all meetings of the PTO and at all meetings of the Executive Board; shall be member exofficio of all committees; and shall perform such other duties as the office may require.

Section 2: The **Vice-President** shall act as aide to the President and perform all duties in the absence of that officer. The vice-president shall also assist with any presentations given other than regular business at the PTO meetings.

Section 3: The **Secretary** shall keep correct records of all meetings and present said records for approval at next scheduled meeting of the organization of the Executive Board, and shall perform such duties as may require.

Section 4: The **Treasurer** shall receive all monies of the organization; shall keep accurate and thorough records of receipts and expenditures, and shall pay out local funds only as authorized by the organization. The treasurer shall present a statement of accounts at every meeting of the organization and at other times when requested by the Executive Board, and shall give a full report at the last meeting of the school year. The treasurer shall also provide and maintain a monthly financial transaction report to be available for view in the school office. The treasurer's account could be audited by an auditing committee appointed by the president at least two weeks before the last meeting of the school year.

Section 5: The **Corresponding Secretary** shall keep the parents of the school up to date on PTO happenings through a monthly newsletter, by maintaining the Bowmar Elementary school Facebook page and by regularly checking the PTO email account. **Section 6:** The **Fundraising Chairperson** shall be responsible for the effective management of all fundraising activities and shall ensure that all monies obtained from those activities be presented to the Treasurer upon completion of each project. They shall prepare a report on the success or failure of fundraising events.

Section 7: The Cash for Trash Chairperson shall be responsible for maintaining and processing the collection of Boxtops, Coke rewards, Labels for Education, Tyson label, ink cartridges and aluminum can recycling

- Section 8:** The **Teacher Representative(s)** will act as a liaison between teachers and the PTO members. They shall communicate suggestions, concerns, and/or recommendations to the Executive Board for consideration by the PTO body.
- Section 9:** The duties of the **Executive Board** shall be to develop a financial plan for procuring and apportioning funds, transact necessary business in the intervals between organization meetings, transact business as may be referred to it by the organization, and to approve routine bills within the limits of the budget.
- Section 10:** Meetings of the Executive Board may be called by the president or by a majority of the members of the board.
- Section 11:** If a member of the Executive Board is unable to fulfill their duties and/or isn't present for three consecutive board meetings, the executive board, with a majority vote, may remove that member from the board. A special election shall be held at the next meeting to fill the vacancy.
- Section 12:** Each Executive Board officer must maintain notes and records relevant to their position during the term of their office to be passed on to their successor.

ARTICLE VIII: STANDING COMMITTEES

Section 1: Such standing committees shall be created by the Executive Board as may be required to promote the objectives and interests of this organization. The chairperson(s) of the standing committees shall be appointed by the president and shall not be an officer of the PTO board, with the exception of the Fall Fundraising Committee which shall be chaired by the Fundraising Chairperson, see *Article VIII, Section 2*. The chairperson shall be a member of the advisory board to the Executive Board and shall be invited to join in discussions at all regular Executive Board meetings but may not have voting privileges. Their term of office shall be one year or at the completion of the current school term.

Section 2: The following standing committees shall be in effect each year:

Beautification/Landscaping committee will be primarily responsible for the overall aesthetics of the school including assisting the VWSD groundskeeper in maintaining the campus grounds. This committee will also be responsible for decorating the school's foyer at Christmas time and other events.

Courtesy committee shall be responsible for the construction of the school floats for various parades, decorating the school for all functions sponsored by the PTO including school dances and awards ceremonies.

Fall Fundraiser committee will be responsible for assisting the Fundraising Chairperson in managing the school's fall fundraiser. The Fall Fundraiser will be the fundraising event considered to be the major fundraising activity for the year, i. e., raffle, QSP, World's Finest Chocolate Sales, Reader's Digest Sale, etc.

Teacher Appreciation Coordinator will assist principal in teacher appreciation activities throughout the year.

Website Master will keep the Bowmar website up to date and accurate.

Grant Writer will investigate needs and write grants to fund projects that will benefit Bowmar.

Yearbook committee will create, sell and distribute the school yearbook.

ARTICLE IX: AD HOC COMMITTEES

The President and PTO Executive Board may appoint Ad Hoc committees where necessary to facilitate the overall goals of the organization.

ARTICLE X: FINANCES

Section 1: The Bowmar PTO shall utilize the Voucher System at all times for all requisition and reimbursements of monies used to fund PTO projects and events. All vouchers shall be approved by the Executive Board and maintained by the Treasurer.

Section 2: Four members of the Board shall serve as signatories for the bank account (President, Vice-President, Fundraiser Chairperson, and Treasurer).

Section 3: There shall be two signatories for checks. Board members are prohibited from signing a check that reimburses him/her.

Section 4: Monies collected through the school for PTO fundraising and other purposes shall be counted by no less than two Board members. If two Board members are not available, or if more than two are required, an ex-officio member who exited the Board in good standing may be allowed to count monies at the discretion of the Board. Current PTO member may also be asked to count monies at the discretion of the Board.

ARTICLE XI: AMENDMENTS

Section 1: These bylaws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the members present and voting, provided notice of the proposed amendment has been given at least ten days prior to the meeting. These bylaws can be revised in full at no less than five-year intervals from the last revision date. All amendments shall be added promptly and dated.

ARTICLE XII: RULES OF ORDER

Section 1: The rules contained in *Roberts's Rules of Order* revised shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XIII: OTHER PROVISIONS (Adopted 3-5-2013)

Section 1: Bowmar Elementary PTO, a Mississippi non-profit corporation (the "Corporation"), is organized exclusively for charitable, religious, education, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under 501(c)(3) of the Internal revenue Code, or the corresponding section of any future federal tax code. Further, the Corporation shall be operated for the exclusive purpose of supporting the education of children attending Bowmar Elementary School, located at 912 Bowmar Avenue, Vicksburg, Mississippi 39180.

Section 2: The following individuals are the initial directors of the corporation:
Ashley Jennings Vicksburg, Mississippi
Audrey Robbins Vicksburg, Mississippi
Amy Jackson Vicksburg, Mississippi
Mitzi Stephens Vicksburg, Mississippi
Tammy Allen Vicksburg, Mississippi
Amber Davis Vicksburg, Mississippi

Section 3: No part of the net earnings of the Corporation shall inured to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 8a hereof. No substantial part of the activities of the Corporation shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation 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. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt for 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.

Section 4: The Corporation shall have members. The criteria and procedures for admission of members shall be set forth in the Bylaws of the Corporation. The members shall meet annually and at times stated or fixed in the Bylaws of the Corporation

Section 5: The business and affairs of the Corporation shall be managed by a board of directors except with respect to such corporate powers as are reserved to the members under the provisions of the Mississippi Nonprofit Corporation Act, Miss. Code §79-11-101 et seq., as same hereafter be amended. The number of directors shall be specified or fixed in the Bylaws of the Corporation. The term of each director shall be two (2) years. The directors (except the initial directors) of the Corporation shall be elected at the spring annual meeting of the members, and at each annual meeting thereafter.

Section 6: Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is 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.