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**Whitesville Elementary School**

324 Gaillard Rd

Moncks Corner, SC 29461

**Parent Teacher Organization (PTO) Bylaws**

Adopted: Date

Amended: When appropriate

Revised: When appropriate

**Mission Statement:**

To enhance the Whitesville Elementary School experience through an active and inviting organization, supporting the vision and mission of Whitesville Elementary School.

 **Article 1: Name**

**Section 1:** The name of the organization is Whitesville Elementary Parent Teacher Organization, officially referred hereon and signed as Whitesville PTO.

 **Article 2: Purpose**

**Section 1:** The Purpose of this organization is to…

1. Encourage parents to assist with various school activities, functions, and services.
2. Provide financial assistance where needs are identified.
3. Foster a community atmosphere.
4. Support the mission and vision of Whitesville Elementary School.

**Activity 3: Board Members**

**Section 1:** The Whitesville PTO shall consist of ten (10) board members.

1. Two board members must be teacher representatives. These teachers can either be volunteers or appointed by the principal. One teacher must represent pre-school and primary grades and one teacher must represent elementary-aged grades.
	* Shall act as a liaison between Whitesville Elementary staff and the Whitesville Elementary PTO members.
	* Shall assist the principal in the presentation of funding requests on behalf of the staff.
	* Shall communicate Whitesville PTO activities to other staff members.
2. The other six board members may be any parent, guardian or other adult standing in loco parentis for a student enrolled at the home school of Whitesville Elementary upon election. The principal and any employed staff member whose home school is Whitesville Elementary may be a board member upon election.
3. All board members have voting privileges just as officers do.

 **Article 4: Officers**

 **Section 1:** The PTO Officers will consist of the following officers:

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| --- | --- | --- | --- |
| **President****\*EB Member** | **Secretary****\*EB Member** | **Treasurer****\*EB Member** | **Communication Chair** |
| **Family Events Chair** | **Fundraising** **Chair** | **Membership** **Chair** | **Volunteer** **Chair** |

1. President -
	* Shall preside over meetings of the organization and executive board, serve as primary contact for the principal, prepare the agenda and represent the organization at meetings outside the Organization.
	* Perform such other duties as may be prescribed in these bylaws or assigned by the Organization.
2. Vice President -
	* Shall preside over meetings and perform the duties of the President at the President’s absence.
3. Secretary -
	* Records and reads the minutes of the meetings.
	* Maintains current and past records for seven (7) years.
	* Responsible for communication between the organization and parents/guardians.
	* Forwards minutes to the Title I Facilitator.
4. Treasurer -
	* Has custody of all funds of the Whitesville PTO
	* Keeps a full and accurate account of receipts and expenditures.
	* Makes disbursements as authorized by the President, Executive Board or Organization in accordance with the budget adopted by the Whitesville PTO.
	* Has checks signed by the treasurer and one other designated Executive Board member.
	* Presents a yearly proposed budget to the Executive Board for approval.
	* Presents a financial statement at every meeting of the organization and other times when requested by the Executive Board.
	* Shall relinquish all treasurer’s books/finance statements twice a year to the Audit Committee. The treasurer should be available for any questions during the audit, but does not sit on the Audit Committee.
		+ Audits shall be conducted no later than January 31st and June 30th during executive sessions. Audits will be turned into the school bookkeeper for filing.
	* At the end of his/her term, assist the incoming treasurer and president in review of the books.
	* Holder of the checkbook.
5. Communication Chair
	* Shall oversee written and electronic PTO communications to members, staff, other district schools, and the district office to ensure consistency and timeliness of messages.
	* Ensures that relevant information from Executive Board meetings is disseminated to interested parties in a timely manner.
	* Maintains and oversees the equipment and resources for various PTO publications.
6. Family Events Chair
	* Communicates with Whitesville Elementary families to determine the needs and interests of the community.
	* Coordinates planning and operations of events and activities sponsored by the PTO.
		+ Secures venues and works to determine costs associated with the event.
	* Works with the School and Family Involvement committee to ensure alignment with activities and events.
7. Fundraising Chair
	* Coordinates the planning and execution of the fundraising for PTO.
		+ Includes working with community partners and families interested.
	* Develops and seeks approval of a fundraising timeline to ensure that adequate funds are available through partnerships and Whitesville fundraising events.
8. Membership Chair
	* Organize the annual PTO membership drive and the on-going process to encourage membership.
	* Maintains membership records.
9. Volunteer Chair
	* Collects a list of general volunteers at the beginning of the year and for special events.
	* Assists members seeking to become volunteers through the BCSD volunteer process.
	* Works with teachers, staff, and school administrators to assure volunteers are recruited for programs.
	* Organizes volunteer data, making the data available to the Executive Board and to school personnel.
	* Sends out volunteer campaigns and celebrations.

 **Article 5: General Policies**

**Section 1:** The following are basic policies of Whitesville PTO:

1. The Whitesville PTO name or the names of any members in their official capacities shall not be connected to any commercial concern, any partisan interest, or for any purpose not directly related to the promotion of Whitesville PTO’s interest.
2. The Whitesville PTO is a non-commercial, non-sectarian, non-partisan organization.
3. The Whitesville PTO shall work with the school to provide quality education for all children, and shall seek to support the vision and mission of the school, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
4. The Whitesville PTO shall not in any way participate or intervene in any political campaign. The Whitesville PTO may, however, seek to educate people concerning school issues, such as school bond issues and similar issues.
5. The Whitesville PTO officers shall work with the principal to plan and set dates for Parent Teacher Organization programs and meetings. All proposed fundraiser activities shall be submitted to the principal for approval prior to undertaking any activity for such fundraiser.
6. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the internal Revenue code, or (ii) by an organization, contributions to, which are deductible under Section 170(c)(2) of the Internal Revenue Code.
7. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets are to be distributed to the Whitesville Elementary General Fund account.

 **Article 6: Elections**

**Section 1:** Officers

1. An election will be held in April every 2 years to select the Executive Board of the PTO and the Board Members.
2. The Whitesville PTO President will call for nominations for upcoming positions on the Executive Board as well as the 5 other Board Member positions. Parents and guardians of Whitesville elementary students will be advised of the upcoming election to allow time for nominating themselves or other parents/guardians.
3. Two Teacher representatives can volunteer or will be appointed by the principal.
4. The election of officers shall be conducted by paper ballot at the April PTO meeting.
5. Officers who are derelict in their duties (as defined by the sitting President) will be required to step down from their position as Officer, and an election will be held to find a replacement.

**Section 2:** Assuming Duties Following Elections

1. Officers elected shall assume their official duties following the close of the year’s final meeting and shall serve for a term of 2 years. There are no term limits.
2. Outgoing officers will meet with newly elected officers to discuss responsibilities of the office and turn over any records and/or pertinent information regarding the position and/or organization.
3. A vacancy occurring in any office shall be filled for the unexpired term by a person nominated by the president and accepted by a majority vote of the Executive Board. In case a vacancy occurs in the office of president, the vice president shall serve this position until the next election.
4. Any Executive Officer or Board Member shall be dismissed for any reason of immoral or unlawful conduct.
5. Any Executive Officer or Board Member that misses three (3) consecutive meetings is subject to dismissal.
6. Officers must notify the president prior to the meeting if they are not going to be present at the meeting.

 **Article 7: Finances**

**Section 1:** All funds raised by the PTO shall be placed in an account designated by the Executive Board.

1. All funds including cash shall be deposited into the Whitesville PTO checking account and redistributed as needed.

**Section 2:** Any check written from the PTO account must have supporting documentation, such as receipts, when requesting reimbursement. Failure to supply this documentation may result in denial of reimbursement. Any check written by the treasurer should be approved by the Whitesville PTO in advance.

**Section 3:**

1. A spending budget will be determined at the beginning of each school year based on previous year(s) allocated spending on different committees.
2. The budget must be presented and approved by officers by the August meeting. A copy of the budget will be given to the Treasurer, Secretary, and President and posted on the web site.
3. Committees are required to stay within allocated budgets. If additional funds are necessary, prior Executive Board approval is required.

**Section 4:** The Whitesville PTO is a state tax-exempt status organization and a not for profit 501(c)(3) classification with the Internal Revenue Code.

**Section 5:**

1. Funds shall be used for programs, events and items that directly benefit the students and staff of Whitesville Elementary.

 **Article 8: Meetings**

**Section 1:** The regular meeting of the Organization will be on the third Thursday of each month at 6:00 p.m. at Whitesville Elementary Multi-Purpose Room. Excluding months June and July. An Officers meeting will be held on the first Thursday of each month at 6:00 p.m.

**Section 2:** All meetings are subject to change due to unforeseen circumstances. If school is canceled for any reason, the meeting will be rescheduled. Attempts will be made to notify members, staff and parents.

**Section 3:** Special meetings will be held as necessary. Members, staff, and parents will be notified accordingly.

**Section 4:** The Officers meeting is encouraged to conduct meetings using Robert’s Rules of Order.

**Section 5:** A majority vote by the attending members shall be required to take action on items presented at general meetings. A required quorum to vote on issues is 5 members in attendance.

 **Article 9: Amendments**

**Section 1:** These bylaws may be amended at any regular or special meeting, providing that previous notice was given at the prior meeting. Amendments will be approved by a majority vote by the attending members. Bylaws will be reviewed yearly.