

# Bylaws of Royal Oaks Parent-Teacher Organization

## ARTICLE I: NAME, DESCRIPTION, & PURPOSE

**Section 1: NAME** - The name of the organization shall be Royal Oaks PTO; herein referred to as the PTO. The PTO is located at Royal Oaks School of the Arts; 608 Dakota Street; Kannapolis, NC 28083.

**Section 2: DESCRIPTION** - The PTO is an unincorporated nonprofit association that exists for charitable, educational, and scientific 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 Royal Oaks, to develop a closer connection between school, home, and community by encouraging parent involvement, and to improve the environment at Royal Oaks through volunteer and financial support.

## ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of Royal Oaks students, plus all staff at Royal Oaks. There are no membership dues. Members have voting privileges, one vote per household. Membership shall be available without regard to race, color, creed, religion, or national origin.

## ARTICLE III: OFFICERS

**Section 1: EXECUTIVE BOARD** - The Executive Board shall consist of the following officers: President, Vice President, Secretary and Treasurer. Vice President, Secretary and Treasurer positions can be shared between two individuals. Ex-Officio members of the board shall consist of the following: the Principal, committee chairs, and up to three teacher representatives.

**Section 2: TERM OF OFFICE** - The term of office for all officers is two (2) years, beginning July 1 and ending June 30 the second year. The term of office for Ex-Officio teacher representatives and committee chairs is one (1) year of service.

**Section 3: QUALIFICATIONS** - PTO members in good standing can be board members with the exception of administration, staff and/or teachers of ROSA. See Ex-Officio Members for administration, staff, and teachers ability to serve the PTO.

## Section 4: DUTIES

Executive Board: Develop the PTO's annual calendar, budget, establish and oversee committees as necessary to conduct the work of the PTO, establish fundraising programs and approve by majority consensus of the Board unbudgeted expenditures.

President: Preside at general PTO meetings and Executive Board meetings, prepare agendas for official PTO meetings, serve as the official representative of the PTO and retain all official records of the PTO.

Vice President: Oversee the committee system of the PTO, manage the website, assist the President, and chair meetings in the absence of the President.

Secretary: Record minutes of all Executive Board meetings and general PTO meetings, hold historical records for the PTO, manage communications and marketing for the PTO, keep up-to-date membership list.

Treasurer: Serve as custodian of the PTO's finances, oversee fundraising, collect revenue, pay authorized expenses, follow all financial policies of the PTO, hold all financial records, file necessary tax forms, and facilitate an annual audit to be submitted to the Cabarrus County Schools Finance Office.

Ex Officio Members: The Principal, committee chairs and up to three teacher representatives are ex officio board members without fiduciary or voting obligation.

**Section 5: BOARD MEETINGS** - The Executive Board shall meet monthly during the school year, or at the discretion of the President. A majority of those present shall constitute a quorum. Ex Officio Board Members are not required to attend all board meetings.

**Section 6: REMOVAL** - An officer can be removed from office for failure to fulfill their duties, after reasonable notice, by a majority vote of the Executive Board.

**Section 7: VACANCY** - If a mid-term vacancy occurs on the Executive Board, the remaining Executive Board shall appoint a PTO member to fill the vacancy for the remainder of the officer's term. If the office of the President is vacant, the Vice President shall fill the role of President for the remainder of the term and the Executive Board shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

#### **ARTICLE IV: MEETINGS**

**Section 1: GENERAL PTO MEETINGS** - General PTO meetings shall be held to conduct the business of the PTO. A minimum of two (2) meetings shall be held during the school year: 1) in the first quarter of the school year to welcome PTO members back to school, present an overview of plans and financial outlook., and 2) in the fourth quarter of the school year to close out business and hold elections for any new terms for Executive Board offices. Additional meetings may be held at the discretion of the Executive Board.

**Section 2: VOTING** - Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

**Section 3: QUORUM** - Seven (7) members of the PTO present and voting constitute quorum for the purpose of voting.

**Section 4: NOTIFICATION OF MEETINGS** - The secretary will notify the PTO members of the meetings at least one week prior to the meeting. Notifications may be sent via email and other platforms used for communication.

#### **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 Royal Oaks PTO, requiring two signatures 1) Treasurer and 2) another Executive Board officer 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 financial activity.

**Section 4: ENDING BALANCE** - The PTO shall leave a minimum of \$500 in the treasury at the end of each fiscal year.

**Section 5: RECEIPTING** - When collecting money a receipt of the monies will be written and given to the individual upon request. In cases such as catalog sale, online fundraising, or where an order form is present the order form may serve as a receipt.

**Section 6: CONTRACTS** - Authority to sign contracts is limited to the Executive Board after consensus on contract from Board.

#### **ARTICLE VI: BYLAWS AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member to the Executive Board. Amendments shall be considered for voting at a subsequent meeting. A majority approval of the Executive Board 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 used to pay any outstanding PTO debt and then the balance donated to Royal Oaks School of the Arts to be used under the discretion of the Principal.

These bylaws were adopted on (MM/DD/YYYY)

Amended (date): \_\_\_\_\_