

# **BYLAWS of Sharon Elementary Parent Teacher Organization**

## **ARTICLE I – NAME, DESCRIPTION & PURPOSE**

**Section 1: NAME** – The name of the organization shall be Sharon Elementary School Parent Teacher Organization (hereinafter “SES PTO”). SES PTO is located at 3595 Old Atlanta Road, Suwanee, GA 30024.

**Section 2: DESCRIPTION** – The SES PTO is a non-profit organization which 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 SES PTO is to enhance and support the educational experience at Sharon Elementary School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Sharon Elementary School through volunteer and financial support. The Sharon Elementary PTO is organized for the purpose of supporting the education of children at Sharon Elementary by fostering relationships among the school, parents, teachers, and community.

## **ARTICLE II – MEMBERSHIP**

**Section 1:** Membership shall be granted to all parents and guardians of Sharon Elementary students for a household membership fee. The Executive Board shall determine the amount each year. Sharon Elementary staff are automatically members of the SES PTO. Members have voting privileges with one vote per household membership.

**Section 2:** Any person who is legal/custodial guardian of an incoming student shall be considered a member of SES PTO and have voting privileges.

**Section 3:** All members are governed by the Standing Rules of the SES PTO

## **ARTICLE III – OFFICERS**

**Section 1: EXECUTIVE BOARD –** The Executive Board shall consist of the following officers:

- a. one (1) President of the PTO**
- b. one (1) Treasurer of the PTO**
- c. one (1) Secretary of the PTO**
- d. *three (3) to seven (7) Vice Presidents ("VP's") and/or President-elect as outlined in the Standing Rules of SES PTO***
- e. one (1) Parliamentarian, not elected but appointed by the President**
- f. one (1) Principal of Sharon Elementary or his/her designee**
- g. one (1) Member at Large**

**Section 2: TERM OF OFFICE** – The term of office for all officers is a minimum of one year with a maximum of two years for each Executive Board position, beginning immediately upon election, and ending upon officer election the following school year. Only one member of a student's immediate family or guardianship is eligible for election to the Executive Board during a term.

**Section 3: QUALIFICATIONS** – Any PTO member in good standing may become an officer of the PTO with previous volunteer experience either at Sharon or a previous school. *Only persons who have either served on the Executive Board of the SES PTO in some other capacity, served on a committee of the SES PTO, or served as a room parent shall be eligible to be elected as President or Co-President .*

**Section 4: VACANCIES** – A vacancy occurring in any Executive Board position shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board with notice of such election having been given to the Executive Board. If a vacancy occurs in the office of President, then a Co-President or Vice President shall serve as acting President until such time as the Executive Board can elect a new President.

## **Section 5: DUTIES –**

Executive Board – Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$150.00.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice Presidents – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.

Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, hold historical records for the PTO.

Treasurer – Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

**Section 6: BOARD MEETINGS** – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

**Section 7: REMOVAL** – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

## **ARTICLE IV – MEETINGS**

**Section 1: GENERAL PTO MEETINGS** – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board, with no less than two meetings per school year.

**Section 2: VOTING** – Each member in good standing in attendance at a PTO meeting is eligible to vote, one vote per household membership. Online, voice or other methods of voting are allowed.

**Section 3: QUORUM** – Twenty (20) members of the PTO must vote to constitute a quorum for the purpose of voting.

## **ARTICLE V – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** – The fiscal year of the PTO begins June 1st and ends May 31st of the following year.

**Section 2: BANKING** – All funds shall be kept in a checking account in the name of Sharon Elementary School PTO, requiring

a minimum of two signatures of the Executive Board 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 all financial activity monthly. The PTO shall arrange an independent review of its financial records each year. Monthly financial records and yearly audit must be reported to the school administration and Forsyth County BOE.

**Section 4: ENDING BALANCE** – The organization shall leave a minimum of \$5,000.00 in the treasury at the end of each fiscal year.

**Section 5: CONTRACTS** – Contract signing authority is limited to the President or the President's designee. All contracts must be kept by the Secretary. All contracts should be limited to one year.

**Section 6: CONFLICT OF INTEREST** – see Standing Rules of SES PTO

**Section 7: FORSYTH COUNTY SCHOOL RULES** – A written Treasurer's Report detailing the financial activity and current balance must be presented and approved on a monthly basis. Once approved, the report must be sent to the Forsyth County Schools (FCS) Finance Department to the attention of PTO Financial Reports. All PTO's financials are subject to periodic audits by the FCS Finance Department.

## **ARTICLE VI – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Bylaws may be amended at any regular general membership meeting or via an electronic vote by a two-thirds majority vote of those present and voting (or a two-thirds majority of electronic votes cast), a quorum being reached, and notice of the proposed amendments has been provided to the membership in accordance with Standing Rules of SES PTO.

## **ARTICLE VII - DISSOLUTION**

Upon dissolution of SES PTO, any funds remaining shall be donated to Sharon Elementary School. The funds shall be exclusively used for charitable, educational, or scientific purposes which qualify for exemption under section 501(c)(3) of the Internal Revenue Code

## **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

### **Approved on May 25, 2017.**

Article III, Section I Bylaw change approved on May 21, 2018.

Article III, Section 1 Bylaw change approved on February 10, 2022.

Article III, Section 3 Bylaw change approved on February 10, 2022.

Article VI, Bylaw change approved on February 10, 2022.

Bylaws reviews and no changes made in February 2025.