

**Articles of Organization and Bylaws
Of The
W. D. Williams Elementary School
Parent Teacher Organization**

**161 Bee Tree Road
Swannanoa, NC 28778
Buncombe County School**

Revised: August 12, 2014

**W. D. Williams Elementary School
Parent Teacher Organization
Articles of Organization and Bylaws**

Article I Name

The name of this Organization shall be the W. D. Williams Elementary School Parent Teacher Organization (P.T.O.)

Article II Organization's Objective

The objectives of the W. D. Williams Elementary P.T.O. are:

1. To promote the wellbeing of children in the home, school and community
2. To bring parents into closer relationships with teaching staff and administration
3. To support laws and policies for the care and protection of children
4. To conduct fundraising activities to enrich the educational environment
5. To provide a variety of educational and enrichment activities

Article III Basic Policies

Section 1. The objectives of this Organization shall be promoted through programs directed toward parents, teachers, and the general public; shall be developed cooperatively through conferences, committees and projects; and shall be in compliance with the basic policies set forth in these Articles of Organization and Bylaws

Section 2. This Organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the Organization or the names of the officers in their official capacities shall not be used with a commercial concern or with any partisan interest, or for any purpose other than the regular work of the Organization.

Section 3. This Organization shall not directly or indirectly participate or intervene in any way, in any political campaign on behalf of, or in opposition to any candidate for public office.

Section 4. This Organization shall work with the school to provide quality educational opportunities for all children and shall strive to participate in the decision-making process establishing school policy. The Organization shall recognize that the legal responsibility to make decisions has been delegated by the people to the Buncombe County Board of Education.

Section 5. This Organization may cooperate with other organizations and agencies that are active in providing child services.

Section 6. No part of the net earnings of this Organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons; except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set for in Article II hereof.

Section 7. In the event of the dissolution of this Organization, after paying or adequately providing for the debts and obligations of the Organization, the remaining assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Service Code of January 1992, as from time to time amended.

Article IV Membership

Section 1. Any person interested in the objectives herein, who is willing to uphold its basic policies and subscribe to its Articles of Organization and Bylaws may become a member. Membership in this Organization shall be available without discrimination.

Section 2. Regular membership shall be open to all parents or guardians of children enrolled in the school, and to teachers and administration thereof. Regular members of the Organization shall be eligible to participate in all P.T.O. activities and to serve in any of its elective or appointive positions.

Section 3. Associate membership shall be open to all other interested parties. Associate members may participate in all activities except holding office and appointive positions, introducing motions and voting.

Article V Officers and Their Elections

Section 1.

- a. The officers of this Organization shall be a President, a Vice President, a Secretary, and a Treasurer.
- b. Officers shall be elected in the spring by ballot. However, if there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the Organization for the nominee.
- c. Officers shall assume their duties at the close of the final meeting in the Spring and shall serve for a term of one year.

Section 2.

- a. There shall be a nominating committee of at least five members. These shall include the principal of the school, two persons selected by the Executive Board from its body and two persons selected by the Organization at a Board meeting at least one month prior to the election.
- b. The nominating committee shall select at least one nominee of each office and report at the Board meeting in the spring.
- c. Following the report of the nominating committee, an opportunity shall be given for nominations for the floor.
- d. Only those who have consented to serve, if elected, and understand the duties and obligations of the office as set forth herein shall be eligible to be nominated, either by the committee or from the floor.

Section 3. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the members present at a Board meeting. In the case of a vacancy in the office of president, the vice president shall conduct this election.

Article VI Duties of Officers

Section 1. The president shall preside at all meetings of the organization and shall perform such other duties as may be set forth in the Articles of Organization and Bylaws. The president shall coordinate the work of the officers and committees in order that the objectives may be promoted.

Section 2. The vice president shall act as an assistant to the president and shall perform the duties of the president in the absence or inability of that officer to serve.

Section 3. The secretary shall record and file the minutes of all meetings of the Organization and shall provide minutes to all Board members one week prior to a Board meeting, and shall perform such duties as may be delegated.

Section 4.

- a. The treasurer shall keep an accurate record of receipts and expenditures and shall pay out funds in accordance with the approved budget as authorized by the Organization. The treasurer shall present a treasurer's report at all monthly Board meetings.
- b. Only the treasurer and the president shall be authorized to pay out funds.
- c. The treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three members and who are satisfied that the treasurer's annual report is correct, shall sign a statement of the fact at the end of the report.
- d. In the event of the resignation of the treasurer, the treasurer's accounts shall automatically be audited. This audit shall be for the protection of the resigning treasurer and the successor to the office.
- e. The auditing committee shall be appointed by the Executive Board.

Amendment to Article VI Duties of the Officers, Section 4, January 20, 2005

Section 4.

b. Persons authorized to sign issued checks will be the President, the Vice President or the treasurer.

Section 5. A parliamentarian may be appointed by the president. The primary duty of the parliamentarian is to advise the presiding officer on questions of parliamentary law and matters of procedure.

Section 6. All officers shall:

- a. Perform the duties in these Articles of Organization and Bylaws, and those assigned from time to time.
- b. Upon the expiration of the term of office, or in the case of resignation, each officer shall turn over to the president without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer without delay, all funds pertaining to the office.

**Amendment to Article VI duties of Officers, Section 7 and Section 8
January 20, 2005**

Section 7. The following Quality Control Procedures for Funding management of Not for Profit organizations shall apply to this Organization:

- a. For each fundraising event, we shall use a double check with all funds collected before depositing and if a discrepancy is found, we shall call in a third person. (1) The person collecting the funds should count the monies before handing them over for deposit. (2). The treasurer should recount upon making the deposit.
- b. All funds collected for any event should have a written receipt with a copy of the person from whom funds are received and a copy for the organization.
- c. At the end of each fundraising event, the receipts should be totaled and matched with deposits to verify all monies received have been deposited.
- d. All expenses should be approved by the event chairperson or the President of the organization before any remittances are made. This procedure applies to both cash and check payments.

Section 8. Should any P.T.O. sponsored event require parent volunteers, a complete list of volunteers shall be submitted to the principal or other school officials for background checks at least two days prior to the event.

Article VII Executive Board

Section 1. The Executive Board shall consist of the officers of the Organization, the chairpersons of standing committees, the principal of the school or a representative appointed by him/her, and two faculty representatives from the school. The two faculty representatives shall be selected by the faculty. The members of the executive board shall serve until their successors are elected/appointed.

Section 2. The duties of the executive board shall include, but not be limited to:

- a. Transacting necessary business during the board meetings, and such other business as may be referred to it by the Organization
- b. Creating standing committees
- c. Presenting reports at the board meetings
- d. Auditing the treasurer's account at the final meeting of the school year. The account will then be published at the beginning of the following academic year via a newsletter or the school's website.
- e. Preparing and submitting to the Organization for approval a budget for the fiscal year.

Section 3. Executive board members shall make every effort to attend all monthly Board Meetings.

Article VIII Meetings

Section 1. Board meetings shall be held monthly during the school year. Dates of Board meetings shall be determined by the officers and the principal of the school, and shall be published at least 14 days before the second meeting. The monthly meetings shall be

open to all members of the Organization. Five days' notice shall be given for a change of date or time, except in the event of an emergency.

Amendment to Article VIII Section 1 meetings Effective November 17, 1994

In the event there is no pending business during a particular month, the officers and principal of the school may cancel that scheduled board meeting giving at least 5 days' notice.

Section 2. All regular members of this organization shall be the voting body. The president shall vote in the event of a tie.

Section 3. Five members of this Organization shall constitute a quorum for the transaction of business in any meeting of the Organization with the exception of an emergency meeting.

Section 4. Emergency meeting of the executive board may be called by any officer without prior notice. In the event the matter at hand is urgent, a telephone vote of at least $\frac{3}{4}$ of the officers shall be sufficient for a decision. If the officer calling the meeting is not the president, the president shall be the first officer notified. A full report of the actions taken shall be made at the next Board meeting.

Section 5. Enrichment Programs/Social Events may be held periodically throughout the school year.

Article IX Standing and Special Committees

Section 1. Such standing committees shall be created by the executive board as deemed necessary to promote the objectives and to carry on the work of the Organization. The Chairpersons of standing committees shall be selected by the officers of the Organization and the principal of the school or chosen by the Organization. Their term shall be for one year.

Section 2. The chairperson of each committee shall present a plan of work at the Board meeting for approval. No committee work shall be undertaken without the consent of a majority vote of members present at the Board meeting.

Section 3. The power to form special committees and appoint their members rests with the Organization. Since a special committee is created and appointed for a special purpose, it automatically goes out of existence when its work is done and its final report is received.

Section 4. The president shall be ex officio, a member of all committees.

Article X Parliamentary Authority

Robert's Rules of Order newly Revised shall govern this Organization in all cases to which they are applicable.

Article XI Amendments

Section 1. These Articles of Organization and Bylaws may be amended at any Board meeting of the Organization by a 2/3 majority vote of the members present and voting; provided prior notice of the proposed amendment shall have been given.

Section 2. A committee may be appointed to submit a revised set of Articles of Organization and Bylaws as substitute for the existing Articles of Organization and Bylaws only by a majority vote at a Board meeting. The requirements for adoption of a revised set of Articles of Organization and Bylaws shall be the same as in the case of an amendment.

Article XII Fiscal Year

The fiscal year of this Organization shall begin on July 1st and end on the following June 30th.