

**BLACK MOUNTAIN SCHOOLS
PTO BYLAWS
Last Amendment: August 2022**

Article I- Name

The name of the organization shall be the Black Mountain Schools Parent Teacher Organization (BMS PTO)

Article II- Purpose

The purpose of the PTO shall, through volunteer and financial contributions, is to enhance and support the educational experience at Black Mountain Primary & Elementary Schools; promote the welfare and growth of each child; encourage and develop strong parental and community involvement with the schools; provide enriching experiences for Black Mountain Primary & Elementary Schools' students; and assist in any other manner deemed necessary and appropriate to improve the environment at Black Mountain Primary & Elementary Schools.

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation. The organization of individual members on behalf of the organization shall not intervene in any political issue or campaign on behalf of any candidate for public office.

Article III- Membership

Section I: Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member. The principal and any faculty/ staff employed at the school may be a member.

Section II: To be considered a member with voting rights, a member shall attend a minimum of three PTO meetings during the regular school year.

Section III: The membership year shall be from the start of the school year in August until the end of the school year in June.

Section IV: Dues, if any, shall be established by the executive board.

Article IV- Officers and Elections

Section I: Officers

A. The Executive Board

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Communications Coordinator
6. Faculty/ Staff Representatives

Section II: Duties of Officers

1. The President shall
 - a) Preside at all Executive Board and general membership meetings.
 - b) Provide general supervision of the affairs of the PTO.
 - c) Ensure that the PTO complies with the By-Laws and follows the necessary steps to amend them if the need arises.
 - d) Act as a liaison with the Principal, staff and parents of Black Mountain Primary & Black Mountain Elementary
 - e) Train and mentor the President-Elect in the duties and operations of the organization in preparation for the transfer of the leadership.
 - f) Act as an authorized co-signer for all the organization's funds should the treasurer be unavailable.
2. The Vice President shall
 - a) Perform the duties of the President in the event of her/his absence or inability to serve
 - b) Assist the President in coordinating the programs of the organization.
 - c) Work closely with the President to understand and learn the duties of the President.
 - d) Oversee school committees and stay in close communication with committee chairperson(s).
 - e) Be responsible for correspondence, minutes of meetings in absence of the secretary.
 - f) Train and mentor the Vice President-Elect in the duties and operations of the Vice President for the next term.
3. The Secretary shall
 - a) Record the minutes of all executive board and general membership meetings.
 - b) Provide all executive board members with minutes of meetings for approval.
 - c) Maintain a file of bylaws, rules, letters, reports, records, and any transactions involving PTO.
 - d) Prepare the agenda, handle correspondence and send notices of meetings to the membership.
 - e) Keep a copy of the minutes book, bylaws, rules, membership list and any other necessary supplies and bring them to meetings.
4. The Treasurer shall
 - a) Receive all funds of the organization.
 - b) Keep an accurate record of receipts and expenditures.
 - c) Pay out funds in accordance with approval of the executive board.
 - d) Provide a financial statement at every executive board meeting and at other times of the year when requested by the Executive Board.
 - e) Make a full report to the general membership at the end of the school year. If general members want to discuss financial concerns, the Treasurer and President will address those concerns.
5. The Communications Coordinator shall:
 - a) Compile the quarterly Backpack newsletter.

- b) Maintain the Organization's website and social media accounts.
- c) Maintain or supervise the school sign.
- d) Maintain parent email addresses and provide those parents with emails as approved by the Executive Board.
- e) Maintain and or supervise banners for meetings, events, and activities PTO sponsors.

Section III: Terms of Office

With the exception of President and Vice President, Officers of the organization will be elected for the term of one year. President and Vice President will be elected for the term of two years. All offices will have a two-year term limit, unless extended by the Executive Board. The President is recommended to have served as Vice President first. It is recommended that the members of the Executive Board need to have served as a committee chair. The President and Vice President positions will be elected opposite years to enable more experience. Any parent, guardian, or other adult standing in loco parentis may run for any BMP PTO position if they are active members or have been nominated by an Executive Board member.

Section IV: Elections

Elections will be at the May or June Regular PTO meeting. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section V: Removal from Office

Officers can be removed from office with cause by a two-thirds vote of active members who are present at the meeting. Such cause for removal from office can be but is not limited to not performing one's duties, not attending meetings, and any other behavior that does not benefit the organization or represent what the organization stands for.

Section VI: Resigning:

Any officer, other than the Secretary may resign her/his position by written notice to the Secretary. The Secretary may resign her/his position by written notice to the President

Section VII: Vacancies

If there is a vacancy in the office of president, the vice president of the primary school will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in the office of treasurer, the vice president will take over as treasurer. At the next regular scheduled meeting, a new treasurer will be elected. It is not permitted for the president and treasurer positions to be held simultaneously by the same person. If the vice president is unwilling to assume the role of interim treasurer, all PTO disbursements must be suspended until a treasurer is elected. If there is a vacancy in any other office, the Executive Board will fill the vacancy through an election at the next regular meeting.

Section VII: Quorum

For Executive Board and general membership, quorum includes half the number of active members present plus one

Article V- Executive Board

Section I: Membership

The Executive Board shall consist of the officers, principal, standing committee chairs, and faculty/staff representatives.

Section II: The Duties of the Executive Boards shall be:

- a) Transact business between meetings in preparation for the general member meetings.
- b) Shall work to ensure that all activities of the organization are in concert with the needs of the school community.
- c) Shall establish an agenda for the school year and establish means of enacting the agenda. This shall include formulating a tentative budget and a review of existing fundraisers and PTO events.
- d) All activities, events, fundraisers, and business must be approved by the Executive Board.
- e) Shall create standing and special committees and approve the work of those committees.
- f) Shall have the discretion to determine the topics that require a vote of the general active membership provided there is advance notice to the general membership.
- g) Shall have one of the officers as a co-signatory of all checks over \$150 with the Treasurer.

Section III: Meetings

The Executive Board shall meet monthly during the school year. There will be three General Membership meetings during the school year. The time will be determined during the summer Executive Board Planning Meeting.

All active general members may attend the Executive Meeting but must contact the President in advance of the meeting in order to be placed on the agenda to speak.

Special Meetings. Special Meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 7 days prior to the meeting, by flyer and email.

Notification of Meetings. The secretary will notify the members of the meetings via email at least one week prior to the meeting.

Section IV: Faculty/ Staff Representatives

A representative of the faculty/staff shall volunteer and be approved by the principal in consultation with the Executive Board. She/he will serve as a staff liaison to provide input. This may include more than one staff member.

Article VI- Committees

Section I: Standing Committees

The following committees shall be held by the organization: Fundraising/Finance, Hospitality, Communications, Arts and Enrichment, Family/Social Events, Nominating, Staff Appreciation.

Section II: Additional Committees

The Executive Board may appoint additional committees as needed.

Article VII- Finances

Section I: A tentative budget shall be drafted in the summer for each school year. The budget shall be approved by a majority of the board at the first meeting of the school year. The budget shall be shared with the general membership in the fall at the general membership meeting.

Section II: The Treasurer shall keep accurate records of any disbursements, income, and bank account information. The Treasurer and President shall meet monthly to review financial records. Each month a copy of all financial statements and reports will be sent for review to a volunteer who does not have check signing privileges.

Section III: The Executive Board shall approve all expenses of the organization.

Section IV: Two authorized signatures shall be required on each check over the amount of \$150. Authorized signers shall be the President, Vice President, Treasurer, and Secretary.

Section V: A petty cash fund of \$200 or less for events may be utilized as needed for events.

Section VI: The Treasurer shall prepare a financial statement at the end of the school year, to be reviewed by the Executive Board and shared with the general membership.

Section VII: The Executive Board will submit the organizations financials for external audit in the month of July each year. The Executive Board will retain through volunteer an external auditor to review the financials each year.

Section VIII: Upon the dissolution of the organization, any remaining funds shall be used to pay for any outstanding bills and with the Executive Board's approval, the

remainder spent for the benefit of Black Mountain Schools or distributed per NC State General Statute.

Section IX: The fiscal year shall be from July 1 to June 30.

Section X: Any financial concerns of the general membership shall be addressed at an Executive Board meeting: the member shall share concerns in person and a response will be given by the President and or Treasurer within five days.

Section XI: Non-Inurement Provision: No part of the next earnings of the Organization shall inure to the benefits of any member, staff member, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member or officer of the the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

Article VIII- Parliamentary Authority

Robert's Rule of Order shall govern meetings when they are not in conflict with the Organizations by-laws.

Article IX- Standing Rules

Standing rules may be approved by the Executive Board and the Secretary shall keep a record of the standing rules.

Article X- Dissolution

The Organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the board meeting.

Article XI- Amendments

Section I: The by-laws may be amended at any Executive Board and or general membership meeting by active members. Amendments must be approved by two-thirds (quorum) of those present.

Section II: The by-laws shall be reviewed by a committee every two years for the purpose of evaluating the effectiveness of the organization's programs in the light of its long-range goals and objectives.