

BYLAWS

Of

Georgia School for Innovation and the Classics PTO

All PTO activities, meetings and programs will be in keeping with GSIC core values.

ARTICLE I: NAME

The name of the organization shall be Georgia School for Innovation and the Classics PTO. The PTO is located at 5073 Storey Mill Road Hephzibah, GA 30815.

ARTICLE II: PURPOSE

The purpose of the PTO is to enhance and support the educational experience at GSIC, foster relationships between parents and teachers, and to improve the environment at GSIC through volunteer and financial support.

ARTICLE III: MEMBERSHIP

Section 1: Membership is open to all parents or guardians of children attending our school and shall have voting rights. The board members, superintendent and principal as well as any teacher employed at the school may be a member and have voting rights.

Section 2: Dues will be established by the executive board. A member must have paid his or her dues at least 14 calendar days before the general meeting to be considered a member in good standing with voting rights.

ARTICLE IV: OFFICERS AND ELECTIONS

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of at least four (4) officers: President, Vice President, Secretary, Treasurer, but may include a Volunteer Coordinator, Special Events Coordinator and/or a representative from the teaching staff. The School Principal, or his/her designee, is a voting member of the Executive Board.

a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list and any other necessary supplies, and brings them to meetings. Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. For accountability the Treasurer will count money in the presence of a member of the financial committee at all times. Checks should be signed by treasurer and Principal/Superintendent.

e. Volunteer Coordinator. The volunteer coordinator shall coordinate volunteers for PTO events and school activities. Manage grade parents and room moms and maintain an on-going dialog as to class and grade activities. Work with teachers, staff and leaders of committees to assure volunteers are recruited for programs. Assure that volunteer data is recorded and available to both the Board and teachers.

f. Special Events Coordinator. The special events coordinator shall coordinate and oversee PTO events/fundraisers. He or she will work closely with the volunteer coordinator to assure adequate staffing for all programs. Establish relationships and communicate with vendors, businesses, and Partners in Education in contributing towards various events. Events must be approved by Principal/Superintendent.

Section 2: NOMINATIONS & ELECTIONS – Elections will be held annually in the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a general 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. Final decisions will be approved by Principal/Superintendent and GSIC Board Members.

Section 3: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year. Each person elected shall only hold one office at a time.

Section 4: ELIGIBILITY – Any PTO member in good standing may become an officer of the PTO.

Section 5: VACANCIES – If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting..

Section 6: 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. Final decisions will be approved by Principal/Superintendent and GSIC Board Members.

ARTICLE V: MEETINGS

Section 1: MEETINGS – Executive Board 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. General PTO meetings, which shall be held bi-monthly, shall be to present a report at the general membership meeting of any action taken by the Executive Board. Special meetings may be called by the President or by a majority of the members of the board.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote. Absentee or proxy votes are not allowed.

Section 3: QUORUM – Eight (8) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE VI: EXECUTIVE BOARD

Section 1: MEMBERSHIP. The Executive Board shall consist of the officers, principal, a teacher representative and standing committee chairs.

Section 2: DUTIES. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, to fill vacancies of elected positions, to oversee fundraising activities of the school year, and prepare reports and recommendations to the membership.

Section 3: MEETINGS. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours' notice.

Section 4: QUORUM. Half the number of board members plus one constitutes a quorum.

ARTICLE VII: COMMITTEES

Section 1: MEMBERSHIP. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2: COMMITTEE. Committees shall be created by the Executive Board as needed to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually.

ARTICLE VIII: FINANCES

Section 1: BANKING. All funds shall be kept in a checking account in the name of Georgia School for Innovation and the Classics PTO, requiring two signatures of the (1) Executive Board and (2) Principal/Superintendent and held at a local financial institution.

Section 2: BUDGET. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

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.

Section 4: ENDING BALANCE. The organization shall leave a minimum of \$2,000.00 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.

Section 6: DISSOLUTION. Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the member's approval, spent for the benefit of the school.

ARTICLE IX: BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws. All amendment final decisions will be approved by Principal/Superintendent and GSIC Board Members.

ARTICLE X – DISSOLUTION

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

ARTICLE XI - PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.