

Matthews Elementary School Parent Teacher Organization Bylaws

Article I: Name, Description, & Purpose

Section 1: Name – The name of the organization shall be Matthews Elementary Parent Teacher Organization (MPTO). The MPTO is located at Matthews Elementary School, 200 E. McDowell St, Matthews, NC 28105.

Section 2: Description – The MPTO is a nonprofit organization 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 MPTO is to enhance and support the educational experience for all children at Matthews Elementary School; to develop a closer connection between school and home by encouraging parent involvement; and to improve the environment at Matthews Elementary School through volunteer and financial support.

Article II: Membership and Dues

Section 1: Eligibility – All parents, guardians, and Matthews Elementary staff members are eligible to become a member of this organization. Membership of this organization shall be available without regard to race, color, creed, or national origin.

Section 2: Enrollment – The organization shall conduct an annual enrollment of members but persons may be admitted to membership at any time.

Section 3: Dues – Annual membership dues for families to join MPTO shall be \$5, which will include one copy of the MES student directory. Annual membership dues for Matthews Elementary Staff to join MPTO shall be \$3.

Section 4: Form – Any interested party will be required to complete and sign a membership form agreeing to comply with the Purpose (Article I, Section 3) and Basic Policies (Article III) of this organization. Members who have paid the membership fee and are abiding by the Purpose (Article I, Section 3) and Basic Policies (Article III) shall be considered in good standing. Members in good standing of the organization shall be eligible to participate in its business meetings, or to serve in any of its elective or appointive positions.

Article III: Basic Policies

Section 1: The organization shall be noncommercial, non-sectarian, and nonpartisan.

Section 2: The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the Purpose of the organization.

Section 3: The organization shall not – directly or indirectly- participate or intervene in any way, including the publishing or distributing of statements, in a political campaign on behalf of, or in

Matthews Elementary School Parent Teacher Organization Bylaws

opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempt to influence legislation by propaganda or otherwise.

Section 4: Notwithstanding any other provision of these articles, this organization shall not conduct any activities not permitted to be conducted by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

Section 5: The organization shall work with the school to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

Section 6: The organization may cooperate with other associations, organizations, and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

Article IV: Financial Policies

Section 1: Fiscal Year – The fiscal year of the MPTO 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 Matthews Elementary PTO, held at a local financial institution. A minimum of two signatures shall remain on file with the financial institution. Authorized signers shall be the President(s) and Treasurer. Any check written for \$1,000 or more shall require two authorized signatures. Any check written for less than \$1,000 shall require only one authorized signature.

Section 3: Reporting – All financial activity shall be recorded in a computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The MPTO shall arrange an independent review of its financial records each year. The Treasurer's accounts shall be examined annually after the close of the fiscal year on June 30 by an independent auditor or an auditing committee of not less than three members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The Executive Board shall appoint the independent auditor or auditing committee.

Section 4: Ending Balance – The organization must have a minimum of \$8,000 in the treasury at the end of each fiscal year.

Section 5: Contracts – Authority to sign contracts is limited to the President(s) or the President's designee.

Section 6: Insurance – The organization shall, at all times, maintain liability insurance. A fidelity bonding company that is approved by the Executive Board shall bond the Co-Presidents, Treasurer, and other officers dealing with funds belonging to the MPTO.

Matthews Elementary School Parent Teacher Organization Bylaws

Article V: Executive Board

Section 1: Officers – The Executive Board shall consist of the following officers: President, 1st Vice President, 2nd Vice President, 3rd Vice President, Communications Secretary, Treasurer, and Ex-Officio. Co-Presidents may share the office of President.

Section 2: Collective Duties of the Executive Board – Duties of the Executive Board shall be:

- (a) To transact necessary business in the intervals between General Board meetings and such business as may be referred to it by the General Board.
- (b) To present a report at meetings of the General Board.
- (c) To appoint an auditor or an auditing committee at least two weeks before the final meeting to audit the Treasurer's accounts.
- (d) To prepare and submit to the General Board for approval a budget for the fiscal year.
- (e) To approve routine expenditures within the limits of the budget not to exceed \$1000.00 per item.

Section 3: Specific Officer Duties – Specific duties of the officers shall be:

- (a) **President** – The President shall preside at all meetings of the organization, of the Executive Board, and of the General Board at which he/she may be present; shall perform such duties as may be prescribed in these bylaws or assigned to him/her by the organization, by the Executive Board, or by the General Board; and shall coordinate the work of the officers and committees of the organization in order that the Purpose of the organization may be promoted.
- (b) **Vice Presidents** – The Vice Presidents shall oversee designated standing committees of the organization (see attachment for the organizational chart); perform duties as assigned to him/her by the organization; act as aids to the President(s); and shall perform the duties of the President(s) in the absence or inability of the President(s) to act.
- (c) **Communications Secretary** – The Communications Secretary shall record the minutes of the organization, of the Executive Board, and the General Board; prepare weekly e-newsletter; and maintain the MPTO website.
- (d) **Treasurer** – The Treasurer shall have custody of all of the funds of the organization, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with the approved budget, as authorized by the organization, the Executive Board, or the General Board.
- (e) **Ex-Officio** – Following the last year of the President's term, he/she is deemed an ex-officio member of the Executive Board. The ex-officio member may participate in discussions, suggest items to be considered by the Board, and vote and be voted to officer positions (Treasurer, President, etc.) on the Board.

Matthews Elementary School Parent Teacher Organization Bylaws

Article VI: General Board

Section 1: Members – The General Board shall consist of all the officers of the Executive Board and the Chairperson(s) of the standing committees. See organizational chart attachment for a list of the standing committees.

Section 2: Collective Duties of the General Board – Duties of the General Board shall be:

- (a) To transact necessary business in the intervals between General Board meetings and such other business as may be referred to it by the organization.
- (b) To create standing committees.
- (c) To approve the plans of work of the standing committees.
- (d) To present a report at regular meetings of the organization.
- (e) To approve the organization's budget for the fiscal year.
- (f) To approve expenditures in excess of \$1000.00 within the limits of the budget.

Section 3: Standing Committees – The committees that shall be held by the organization are listed in Appendix B. Committees may consist of members and Board members, with the President or Co-Presidents acting as an ex-officio member of all committees.

Section 4: Additional Committees – The Board may appoint additional committees as needed.

Article VII: Elections

Section 1: Nominations – There shall be a nominating committee composed of five members, two of whom shall be selected as follows: one from the Executive Board and one from the General Board. One of these members shall be appointed chairperson. The chairperson shall select the three remaining members from the membership of the organization, and at least one member of the committee must be a member-at-large. Every effort shall be made to fairly represent the current Matthews Elementary enrollment. Notice will be given to encourage participation.

The nominating committee shall nominate eligible individuals for each of the offices of the Executive Board and for each chairperson(s) of the standing committees on the General Board. The members of the Executive and General Boards shall serve until the election and qualification of their successors.

The nominating committee shall nominate eligible individuals for each office to be filled and report its nominees at the General Board meeting in April at which time additional nominations may be made from the floor. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 2: Election – Officers for the Executive Board and chairpersons for the General Board shall be elected by ballot annually in the month of May at the General Board meeting. However, if there is but one nominee for each position, it shall be in order that the Nominating Committee

Matthews Elementary School Parent Teacher Organization Bylaws

Chairperson makes the nomination for a slate of officers and chairpersons and then opens the floor for additional nominations. If there are no additional nominations, the slate of officers and chairpersons may be elected by a show of hands of the quorum.

Section 3: Terms of Office – Officers and chairpersons are elected for one year and may serve no more than two consecutive terms in the same office. Any exceptions to this rule must be approved by the Executive Board. Officers shall assume their official duties following installation of the final regular meeting of the school year. The Treasurer shall assume his/her duties at the beginning of the next fiscal year, being July 1.

Section 4: Removal From Office – An Executive or General Board member can be removed from their position for failure to fulfill his/her duties, and after reasonable notice, by a majority vote of the Executive Board.

Section 5: Vacancies – A vacancy in any Board position shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Board, notice of such election having been given. In case a vacancy occurs in the office of President, and there is no Co-President, the First Vice President shall serve until an election can be held.

Article VIII: Meetings

Section 1: Frequency – General Board meetings shall be held to conduct the business of the MPTO. Meetings of the organization shall be held on the first Monday of every month at 7:00 p.m. during the school year or at the discretion of the Executive Board. If the first Monday falls on a holiday, the meeting shall be held the following Monday. The final General Board meeting of the school year shall be in June. Special meetings of the Executive Board or General Board may be called by the President or by a majority of the Executive Board with a five-day notice given, when possible.

Section 2: Quorum – A majority of the General Board members shall constitute a quorum during any General Board meeting. A majority of the Executive Board members shall constitute a quorum during any Executive Board meeting.

Section 3: Voting – Any and all motions of business shall pass with a two-thirds vote of the quorum. Absentee or proxy voting will not be allowed. Unless otherwise instructed in these bylaws, voting shall be done by show of hands.

Section 4: Electronic Voting – Use of electronic voting to expedite urgent business in between regular monthly meetings shall be permitted if all of the following conditions are met:

- (a) A unanimous vote of the Executive Board must exist for the business matter to be considered urgent.
- (b) The amount of the business matter does not exceed \$1,000.00.

Matthews Elementary School Parent Teacher Organization Bylaws

- (c) An effort will be made to contact all General Board members.
- (d) All General Board members will be contacted in the same manner.
 - 1. If the vote is to take place via e-mail, then each Board member must have a verified e-mail address.
 - 2. If the vote is to take place via social media, then each Board member must have an account with the social media site.
 - 3. If the vote is to take place via electronic survey, then each Board member shall be sent the survey link to a verified e-mail address.
 - 4. If the vote is to take place via text messaging, then each Board member must have a verified mobile phone number and text messaging service.
- (e) Two-thirds needed for approval of urgent business matter.
- (f) All electronic voting situations shall be fully documented, reported, and included in the minutes at the next regular monthly meeting.

Section 5: Electronic Communication – Electronic communication may be used to expedite business (see Article VIII, Section 4), relay information or be used for announcements. Discussions shall be limited to regular, general or special meetings.

Article IX: Dissolution

Section 1: The organization may be dissolved with previous notice (30 calendar days) and a two-thirds vote of the Board, assuming a quorum.

Section 2: In the event of the dissolution of the organization, its remaining assets shall be donated to Matthews Elementary School.

Article X: Parliamentary Authority

Section 1: These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the General Board members, assuming a quorum, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting.

Section 2: The officers may submit a revised set of bylaws as a substitute for the existing bylaws by a two-thirds vote of the General Board.