

## **Putnam City PTO Council Uniform Bylaws**

### **Article I – Name**

The name of this organization shall be Putnam City PTO Council.

### **Article II – Purpose**

Section 1. Putnam City PTO Council is organized for the purpose of supporting the education of children in Putnam City Schools by fostering relationships among the schools, parents, and teachers. The council will provide support to each PTO unit within Putnam City Schools by providing membership cards, answering questions, and assisting with any needs of the PTO Units in Putnam City.

Section 2. The organization is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **Article III – Basic Policies**

Section 1. No part of the net earnings of this organization shall inure to the benefit of, or be distributable to its members, 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 describe in section 501 (c)(3).

Section 2. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 3. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 4. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## **Article IV – Members**

Any Putnam City PTO member may attend the monthly Council meetings. Each unit's president or their council delegate shall have 1 vote.

## **Article V – Officers and Elections**

Section 1. Each officer shall be a member of a Putnam City School PTO.

Section 2. There shall be at least 4 officers – President, Vice President, Secretary, and Treasurer. Other officers shall be elected or appointed as designated in the Standing Rules.

Section 3. Elections will be held at the last meeting of the school year. The nominating committee will select a candidate for each office and present the slate at a meeting held 1 meeting prior to the election. At that nominations meeting, nominations shall also be made from the floor and close nominations. 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 4. Members are eligible for office if they are members in good standing with their unit PTO for at least 14 days prior to the nominations meeting. In order to be considered for the office of President and Secretary, the member must have attended a minimum of 2 council meetings in the current or previous school year.

Section 5. Officers are elected for 1 year and may serve no more than 2 consecutive terms in the same office. Each person elected shall hold only 1 office at a time.

Section 6. If there is a vacancy in the office of the president, the 1<sup>st</sup> vice president will become the president. At the next regularly scheduled meeting, the new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through a nomination and vote at the next regular meeting.

Section 7. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at regular meetings where previous notice has been given.

## **Article VI – Officer Duties**

Section 1. The President shall:

- a. Coordinate the meeting dates and location with the administrative department.
- b. Preside over all PTO meetings.
- c. Create an agenda.
- d. Get standing rules approved annually at the 1<sup>st</sup> meeting of the year.
- e. Sign all check requests.
- f. Be a member ex officio of all committees except the nominating committee.
- g. Answer any questions that he/she may be able to help others with
- h. Perform other duties as described in the standing rules.

Section 2. The Vice President shall:

- a. Assist the President as needed.
- b. Perform the duties of the President in the absence or inability of that officer to serve.
- c. Perform other duties as described in the standing rules.
- d. 1<sup>st</sup> Vice President will be in charge of the Founder's Day.
- e. 2<sup>nd</sup> Vice President will be in charge of Principal's Brunch.

Section 3. The Secretary shall:

- a. Record the minutes of all PTO meetings.
- b. Make copies of previous minutes to have approved at the meetings.
- c. Keep a book of all minutes, bylaws, and current standing rules.
- d. Provide sign in sheets at the meetings and keep approved official minutes in the binder.
- e. Perform other duties as described in the standing rules.

Section 4. The Treasurer shall:

- a. Pay bills and reimburse for expenses approved in the budget and by the President.
- b. Submit the books annually for reconciliation to be completed by a CPA or a committee of 3 non-signers on the bank accounts.
- c. Perform other duties as described in the standing rules.
- d. Complete additional tasks listed in Article X – Finances.
- e. Be custodian of the checkbook.

**Article VII – Meetings**

Section 1. Regular meetings of Putnam City PTO Council shall be on the 1<sup>st</sup> Thursday of the months, September, October, November, December, February, March, and April at 9:00am at the administration building except the December Brunch.

Section 2. Special meetings may be called by the president, any 2 members of the executive board, or 5 general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 5 days prior to the meeting via email to each unit president and/or council delegate (if applicable).

Section 3. A quorum shall be 5 members.

### **Article VIII – Executive Board**

Section 1. The executive board shall consist of the officers, superintendent, and committee chairs.

Section 2. 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, and prepare reports and recommendations to the membership.

Section 3. Special executive board meetings shall be called by any 2 board members, with a 24 hour notice.

Section 4. Half the number of board members plus 1 constitutes a quorum.

### **Article IX – Committees**

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

Section 2. The members of the Budget Committee will be appointed by the Board of Directors.

### **Article X – Finances**

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present at the 1<sup>st</sup> meeting.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses.

Section 4. The treasurer will file taxes annually. They are due the 15<sup>th</sup> day of the 5<sup>th</sup> month after the end of the fiscal year.

Section 5. Authorized signers will be the President, Treasurer, and a 3<sup>rd</sup> officer designated in the standing rules. Two authorized signers must sign each check.

Section 6. The treasurer shall prepare budgets to be reviewed at each meeting.

Section 7. Upon dissolution of the organization, any remaining funds shall be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 8. The fiscal year shall be July 1 – June 30.

**Article XI – Standing Rules**

Putnam City PTO Council standing rules will be approved annually at the 1<sup>st</sup> meeting of the year.

**Article XII – Dissolution**

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

**Article XIII – Amendments**

These bylaws may be amended at any regular or special meeting providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

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Signature of President

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Date

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Signature of Treasurer

\_\_\_\_\_  
Date

Pending Adoption 9/6/18