

OLD WIRE ROAD ELEMENTARY PTO BYLAWS

3001 S. Old Wire Road
Rogers, AR 72758

Submitted by

(Signature)

(Office)

(Signature)

(Office)

According to IRS Rulings for 501 (C) (3) organizations, 2 officers of the organization must sign the Bylaws.

ARTICLE I: NAME

The name of this organization is the Rogers PTO, Inc. / Old Wire Road Elementary.

ARTICLE II: ARTICLES OF ORGANIZATION

The articles of organization of a constituent organization include (a) the bylaws of each organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

ARTICLE III: PURPOSES

Section 1. The Objects of the Old Wire Road Elementary PTO are:

- a. To promote the welfare of children and youth in home, school, and community;
- b. To raise the standard of home life;
- c. To secure adequate laws for the care and protection of children and youth;
- d. To bring into close relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and character education.

Section 2. The organization if organized exclusively for the charitable, scientific, literary, or education purposes within the meaning of Section 501(C) (3) of the Internal Revenue Code, or corresponding Section of any future Federal Tax Code.

ARTICLE IV: BASIC POLICIES

The following are basic policies of the Old Wire Road Elementary PTO.

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- c. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the schools 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 boards of education, state education authorities, and local education authorities.
- e. No part of the net earnings of the organization shall inure to the benefit of, or to be distributed 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 set forth in Article III hereof.
- f. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501 (C) (3) of the Internal Revenue code, or by an organization, contributions to which are deductible under Section 170 (C) (2) of the Internal Revenue code.
- g. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501 (C) (3) of the Internal Revenue Code.

ARTICLE V: MEMBERSHIP AND DUES

Section 1. Every individual who is a member of this PTO is entitled to all benefits of such membership.

Section 2. Membership in this PTO shall be made available without regard to race, color, creed, or national origin.

Section 3. Each member of this PTO shall pay annual dues of \$3.00 individual membership or \$5.00 for a family membership.

Section 4. Only members who have paid their dues for the current membership year of this organization shall be eligible to vote in the business meetings or to serve in any of its elective or appointive positions.

Section 5. PTO members may not solicit for personal gain in connections with other PTO members or with the school.

ARTICLE VI: OFFICERS AND THEIR ELECTIONS

Section 1. Each officer or board member of this PTO shall be a member of this PTO.

Section 2. Officers and Their Election.

- a. The officers of this organization shall consist of a president, a vice-president, a secretary, and a treasurer.
- b. Officers shall be elected by ballot in the month of April. However, if there is but one nominee for any office, election for that office may be by voice vote.
- c. Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of one year or until their successors are elected.
- d. A person shall be eligible to serve two consecutive terms in the same office.

Section 3. Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive committee/board, notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall serve notice of the election.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of the association;
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the association;
- c. Be a member ex officio of all committees; and
- d. Coordinate the work of the officers and committees of the association in order that the Objects may be promoted.

Section 2. The Vice-President shall:

- a. Act as an aide to the president;
- b. (In their designated order) perform the duties of the president in the absence or inability of that officer to serve; and
- c. Perform specific duties assigned to their respective positions by the president.

Section 3. The Secretary Shall:

- a. Record the minutes of all meetings of the organization;
- b. Have a current copy of the Bylaws;

- c. Maintain a membership list; and
- d. Perform other delegated duties as assigned.

Section 4. The Treasurer shall:

- a. Have custody of all the funds of the organization;
- b. Keep a full and accurate account of receipts and expenditures;
- c. Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the organization or the executive board;
- d. Have vouchers signed by two persons, the treasurer and elected board member;
- e. Present a financial statement at every meeting of the association and at other times when requested by the executive board,
- f. Make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);
- g. Have the accounts examined annually or upon change of officers by an auditor or an auditing committee of not fewer than three members; who, satisfied that the treasurer's annual report is correct, shall sign a statement of that at the end of the report; and
- h. Work in conjunction with the executive committee to prepare a budget to be presented, if possible, at the May executive board meeting.

Section 5. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, within ten days, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

ARTICLE VIII: EXECUTIVE COMMITTEE/BOARD

Section 1. The executive committee/board shall consist of the officers of the organization, the chairmen of the standing committees, and the principal of the school or his/her representative. The chairmen of the standing committees shall be selected by the officers of the organization.

Section 2. The duties of the executive committee/board shall be:

- a. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the organization.
- b. To create standing and special committees;
- c. To approve the plans of work of the standing committees;
- d. To present a report at the regular meetings of the organization;

- e. To have an auditor or an auditing committee to audit the treasurer's accounts;
- f. To prepare and submit to the organization for adoption a budget for the year; and
- g. To approve routine bills within limits of the budget.

Section 3. Meetings of the executive committee/board

- a. Regular meetings of the executive committee/board shall be held during the year, the time to be decided upon by the committee/board at its first meeting of the year.
- b. Special meetings of the executive committee/board may be called by the president or by a majority of the members of the committee/board.

Section 4. A majority of the executive committee/board shall constitute a quorum.

ARTICLE IX: MEETINGS

Section 1. At least four (4) regular meetings of this organization shall be held during the school year. Dates of the meetings shall be determined by the executive committee/board and announced at the first regular meeting of the year. Seven (7) days notice shall be given of change of date.

Section 2. Special meetings of the organization may be called by the president or by a majority of the executive committee/board, one days notice having been given.

Section 3. There shall be a quorum established by the unit.

Section 4. For the transaction of business in any meeting of this organization the number of votes required will be at least the number of the elected officers plus 2% of the general membership.

Section 5. Only members of the PTO who have paid dues for the current membership year may vote in the business of this organization.

ARTICLE X: COMMITTEES

Section 1. Each officer or board member of the organization shall be a member of this organization.

Section 2. The executive committee/board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the organization. The term of each chairman shall be one (1) year, or until the selection of a successor.

Section 3. The chairman of each standing committee shall present a plan of work to the executive committee/board for approval. No committee work shall be undertaken without consent of the executive committee/board.

Section 4. Special committees:

- a. The power to form special committees and appoint their members rests with the organization, the executive committee/board, or the president.
- b. As a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

Section 5. The president shall be a member ex-officio of all committees.

ARTICLE XI: FISCAL YEAR

The fiscal year of this organization shall end on June 1.

ARTICLE XII: AMENDMENTS

Section 1. Amendments and changes to the Bylaw:

- a. These bylaws may be amended at any regular meeting of the organization provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon; that a quorum has been established. Amendments of the Bylaws require a two-thirds vote of the member present and voting.
- b. A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws only by a majority vote, a meeting of the organization, or by a two-thirds vote of the executive committee/board. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of an amendment.