**Dixon Road Elementary School**

**Parent Teacher Organization** **Bylaws**  
  
**Article I** Name, Location, Description & Purpose

**Section 1: NAME & LOCATION**—The name of the organization shall be the Dixon Road Elementary Parent Teacher Organization (PTO). The PTO is located at 835 Dixon Road, Willow Spring, NC 27592.

**Section 2: PURPOSE**—The purpose of Dixon Road PTO shall be:

* To promote and encourage communication and understanding between the parents, teachers, administration, students and community of Dixon Road Elementary through an exchange of ideas on topics of mutual interest;
* To promote the mission of Dixon Road Elementary;
* To promote parent involvement so that parents and teachers cooperate in the education of the children to provide the highest advantages in all aspects of education;
* To serve as an instrument that helps to unify the efforts, time, and talents of the students, parents and teachers so that the school may truly be a center of education.

**Article II** Membership, Dues, & Fees

**Section 1: MEMBERSHIP** - Membership shall be open to all parents, legal guardians, teachers, and staff at Dixon Road Elementary and any member of the community with interest to promote the mission of the Dixon Road PTO. Membership duration shall be July 1 to June 30 of the following year.  
**Section 2: DUES** – Dues will be set by the Executive Board and can only be changed at the May meeting for the following year.  
  
 **Article III** Officers

**Section 1: EXECUTIVE BOARD**—The Executive Board shall consist of the following officers: President, one or more Vice Presidents, Secretary, Treasurer and Sergeant of Arms. The school Principal, or his/her designee, is a voting member of the Executive Board.  
**Section 2: TERM OF OFFICE** – The term of office for all officers is one year, beginning July 1st and ending June 30th of the following year. Officers may serve a maximum of two consecutive terms in the same office. Each person elected shall hold only one office at a time.   
**Section 3: QUALIFICATIONS** – Any current PTO member may be nominated to become an officer.  
**Section 4: DUTIES** –   
4.1 Executive Board: Manages the affairs of the PTO in the intervals between general membership meetings; develops the PTO’s annual budget, establishes and oversees committees to conduct the work of the PTO; establishes fundraising programs and approves by majority vote of the Board unbudgeted expenditures.   
4.2 President: Presides at General PTO meetings, General Board meetings, and Executive Board meetings; should he/she be absent he/she shall designate another officer to preside at these meetings; serves as the official representative of the PTO; serves as the primary contact for the Principal; represents the organization at meetings outside the organization; serves as an ex officio member of all committees except the nominating committee if he/she is running for a second term; coordinates the work of all the officers, board and committees so that the purpose of the organization is served; signs all contracts for PTO that have been approved by the Board.   
4.3 Vice President(s): Performs duties requested by President and the Executive Board. In the event of a vacancy in the office of President, the Vice President(s) acting together shall assume the duties of the President until a new President is elected.  
4.4 Secretary: Records and distributes minutes of all Board Meetings and all General Meetings and holds important records for the PTO such as articles of incorporation, bylaws, standing rules, legal documents and contracts, insurance, tax returns and audit reports; serves as the Vice President of Communications by managing and overseeing internal and external communication as well as website maintenance; keeps a current record of current PTO board members and committees.

4.5 Treasurer: Collects, deposits and maintains all funds in approved depositories; disburses funds in accordance with the annual budget and maintains records identifying the purpose and payee of all disbursements; presents a financial statement at every meeting and at other times of the year when requested by the Executive Board, comparing income and expenditures to the approved budget; prepares a year-end financial report by June 30 showing the total income and expenditures for the fiscal year, comparing those figures with the budget approved at the beginning of the fiscal year and submits that report to the incoming President, Treasurer and Secretary; ensures monthly and yearly audits are completed; files all required tax forms and reports in a timely manner, including but not limited to tax returns for the previous fiscal year, and submits copies of such filing to the Secretary; files sales tax reimbursement every six months. 4.6 Sergeant of Arms: Keeps order during all PTO meetings; warns Executive Board Members, PTO Members or attendees of meeting that are disruptive and, in extreme cases, ejects them from meeting; sets up the venue before all PTO meetings start; checks that everything is in order before other PTO Executive Board Members arrive to the PTO meetings; greets all members that are attending the meetings and welcomes any new members; administers sign-in documentation of all attendees at PTO meetings; records the attendance at PTO and gives it to the Secretary for minutes; ensures that all PTO meetings start on time; collects and tallies any votes during PTO meetings and gives totals to the Secretary for minutes.

**Section 5: NOMINATIONS AND ELECTIONS**— The nominating committee shall be comprised of no fewer than three members. It will consist of a board member(s) coming off the current board that is not running for office and three or PTO members appointed by the board. This committee shall consist of an odd number for voting purposes. Neither the current President if running for second term nor Principal can serve on the nominating committee. Elections will be held at the last PTO General Meeting of the school year. A letter will be sent home approximately 60 days prior to election day in order for parents to complete an application of interest for office. The nominating committee will compile all the returned applications to nominate a slate of eligible candidates for the ballot for the May election. At the last General Meeting in May, nominations may also be made from the floor. Voting shall be by voice vote if running unopposed. If more than one person is running for an office, a ballot vote shall be taken.   
**Section 6: VACANCY**—If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer’s term. If there is a vacancy in the office of President, the Vice President(s) will fulfill the President’s duties. If only one Vice President, he/she will take over duties of president and appoint a new Vice President(s). If two Vice Presidents, the Executive Board will nominate one as President, unless one is willing to assume the position.   
**Section 7: REMOVAL** – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the membership.  
  
 **Article IV** Meetings

**Section 1: BOARD MEETINGS**- The Executive Board shall meet the 2nd Monday of each month during the school year at 6 p.m. or at a time and place determined by the Executive Board except during the months where a General Meeting will take place. The chairpersons of each committee along with officers of the organization will make-up the “Board”.  
**Section 2: GENERAL MEETINGS**-The date, time, and location of General Meetings for the school year will be determined by the Board and communicated in a timely fashion. There will be at least 3 General Board Meetings held during the school year.  
**Section 3:** **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. Notice of the Special Meeting shall be sent to the members at least 10 days prior to the meeting using a feasible method of communication.

**Section 4: VOTING-**Each member in attendance at a PTO meeting is eligible to vote, one per household. Absentee and proxy votes are not allowed.  
**Section 5: QUORUM** – The quorum shall be 7 members of the organization.

**Article V** Committees

**Section 1: MEMBERSHIP** – Committees may consist of general members and board members, with the President acting as an ex officio member of all committees.   
**Section 2: STANDING COMMITTEES** – The following committees shall be held by the organization: Volunteer, Book Fair, Bulletin Board, Trunk a Treat, Fundraising, Dinner with Santa, Dragonfly Dash, Room Parents, Staff Appreciation, Spirit Wear, Box Tops, Spirit Nights, VIP Carpool, Staff Appreciation, Copy Fliers, Social Media Publicity, and Website.  
**Section 3: ADDITIONAL COMMITTEES** – The PTO Executive Board may appoint additional committees as needed.  
  
 **Article VI** Finances

**Section 1**: **FISCAL YEAR** –The fiscal year of the PTO begins July 1 and ends June 30 of the following year.  
**Section 2: ACCOUNT** – All funds shall be kept in a checking account in the name of the organization.  
**Section 3: BUDGET APPROVAL** – A tentative budget shall be drafted in the fall of each school year and approved by a majority vote of the members present.  
**Section 4:** **EXPENSE APPROVAL** –The PTO Executive Board shall approve all expenses of the organization.  
**Section 5:** **FINANCIAL REPORTS** – All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the accounts monthly and report all financial activity monthly. The PTO Executive Board shall arrange an independent review of its financial records each year.  
**Section 6: CONTRACTS** – Authority to sign contracts is limited to the President or the President’s designee.  
**Section 7**: **MINIMUM BALANCE** – The organization shall leave a minimum of $5,000 in the treasury for the end of each fiscal year.

**ARTICLE VII** Dissolution

**Section 1: SPECIAL MEETING -** The Dixon Road PTO may only be dissolved with authorization of the Executive Board given at a Special Meeting called for that purpose and with subsequent approval by a 2/3 majority of the current members. Current members must be notified of the time and location of the Special Meeting at least 30 days before such vote is taken.

**Section 2:** **ASSET DISPOSAL** - Upon dissolution of the Dixon Road Elementary PTO, the officers shall, after paying or making provisions for the payment of all liabilities of the PTO, dispose of all assets of the PTO in such a manner or to such organization organized and operated exclusively for the charitable purposes as shall qualify as an exempt organization under section 501 (c) (3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Revenue Law, or under North Carolina Statute, as the officers determine.  
  
 **ARTICLE VIII** Standing Rules

Standing rules may be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.  
  
 **Article IX** Bylaws Amendments

Amendments to the bylaws may be proposed by any PTO member and by the Executive Board. Amendments must be presented at PTO General Board Meeting and voted on by two-thirds (⅔) approval of PTO member present in order to adopt the bylaw changes.

**ARTICLE X** Parliamentary Authority

The authority for this organization shall be Robert’s Rules of Order newly revised in all cases applicable and not in conflict with the PTO’s bylaws.

These bylaws were adopted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Amended Date: 5/4/18