

MILL CREEK MIDDLE SCHOOL PTO
1041 Shiloh Road
Claremont, NC 28610

PTO BY-LAWS

ARTICLE I: NAME

The name of this organization is Mill Creek Middle School Parent Teacher Organization (MCMSPTO), located in Claremont, Catawba County, North Carolina. It is a local PTO unit organized under the Non-Profit Corporation Law of North Carolina.

ARTICLE II: ORGANIZATION

The organization exists as a nonprofit corporation association of its members. This corporation is governed by its Articles of Incorporation, these by-laws, as from time to time amended.

ARTICLE III: PURPOSES

Section 1: The objectives of the organization:

- a. To promote the welfare of children and youth in home, school and community.
- b. To bring into closer relation the home and the school, that parents and teachers may cooperate in the education of children and youth.
- c. 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 spiritual education.

Section 2: The objectives of this organization are to support and supplement the educational objectives and student environment of Mill Creek Middle School, Claremont, Catawba County Schools, North Carolina.

ARTICLE IV: BASIC POLICIES

Section 1: The following are basic policies of this organization:

- a. The organization shall be noncommercial, non-sectarian, and non-partisan.
- b. 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 with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- c. The organization shall not directly or indirectly participate or intervene (in any way, including the publication or distribution 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 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 boards of education.
 - e. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
 - f. In the event of the dissolution of the organization, its assets shall be transferred to The Mill Creek Middle School local school fund.
 - g. The organization shall obtain prior approval from the principal for (a) any activity, event or fund-raising event, (b) any purchase for the school, (c) any function involving the participation of students and (d) any event which is likely to reflect upon the school or school system.
 - h. The organization must obtain prior approval from the Catawba County Board of Education for any projects, plans or movements to expand, modernize, and/or renovate school owned , operated or controlled properties.
 - i. The organization must comply with policy 5.2100 Distribution and Display of Non-School Material with respect to fliers and other literature displayed or distributed by the organization.
 - j. Prior to any agreement for the purchase of items, services and/or equipment by the organization, the organization shall consult with the principal and the Assistant Superintendent of Operations to determine if the items, services or equipment the organization is planning to purchase meets the school system's standards and the standards of any other applicable or governing agency, organization, association or entity.
 - k. Prior to purchasing any item, service and/or equipment, the organization shall notify the vendor or supplier in writing that the organization and not the school or school system is the purchaser and neither the school nor the school system accepts responsibility for the payment of the invoice or purchase price of the item, service or equipment being purchased or sold.
 - l. The organization must obtain the approval of the principal prior to conducting any activity, event or fundraiser. In addition, the organization must obtain the approval and permission of the Director of Community Schools prior to conducting an activity, event or fundraiser on any school campus or on any property owned, operated or leased by The Catawba County Board of Education. The organization shall ensure

- announcements or advertisements for such activities, events or fundraisers clearly indicate that it is sponsored by and will be supervised by the organization and not the school or school system.
- m. The organization should purchase and maintain a general liability insurance policy naming the school and school system as additional insured parties (\$500,000 per person and \$1,500,000 per aggregate). A copy of a certificate of liability evidencing this coverage must be given to the principal and director of Community Schools at least one (1) week prior to the activity, event or fundraiser.

ARTICLE V: ACCOUNTING PROCEDURES

Section 1: General Guidelines:

- a. All expenditures should be made by check. Never cash.
- b. The organization shall maintain and use a valid tax ID number in the official name of the organization. Under no circumstances should the organization use the tax ID number of any school or school system.
- c. The organization shall ensure that all bank accounts opened or used by the parent organization bear the official name of the organization and carry the tax ID number of the organization.
- d. All funds and revenues of the organization shall be, as soon as practical upon receipt, deposited into a bank account in the sole official name of the organization. No funds or revenues of the organization shall be deposited in any account in the name of any school or school system unless such funds are for the repayment of funds to the school or school system.
- e. No Principal or Assistant Principal shall be responsible for or in any way assume responsibility for or handle any funds, revenues or expenses of the organization. No other employee shall be responsible for or in any way assume responsibility for or handle any funds, revenues or expenses of the organization unless such employee is an official officer of the organization.
- f. The organization shall formulate written procedures whereby two (2) members of the organization, one of which shall be an official officer of the organization, shall count and account for all monies received by the organization. Such persons shall also sign a proceeds receipt which shall be attached to the deposit receipt and maintained with the organization's financial records. The organization shall provide a copy of these written procedures to the Superintendent.
- g. The organization shall at all times maintain, in an orderly manner, all sales receipts, invoices and other documentation relating to each

expenditure by the organization.

- h. If money is collected from a person, then a receipt book or log should be maintained. The receipt book/log should list the person's name, date money was collected, amount of money collected and the purpose of the money.
- i. A check request form should be used to request funds from the Treasurer. The check request must be approved by the President or Vice-President.
- j. This organization will file annual tax returns as required by the Internal Revenue Service Regulations and the state of North Carolina.

ARTICLE VI: MEMBERSHIP

Section 1: Parents/guardians of MCMS students or their designees who are approved by the PTO Executive Board and faculty/staff of MCMS who subscribe to the objectives and basic policies of the organization shall be considered members of the organization. Membership in this organization shall be available without regard to race, color, creed, or national origin, with the exception of those excluded by law.

Section 2: Members shall be eligible to participate in its business meetings or to serve in any of its elective or appointive positions.

ARTICLE VII: OFFICERS AND THEIR ELECTION

Section 1: Officers and their election shall be as follows:

- a. The officers of the organization shall be one President, one or more Vice-Presidents, one Secretary, one Treasurer, a Teacher Liaison, and one or more Volunteer Coordinators.
- b. Every attempt shall be made to secure officers from all feeder schools (Catawba, Sherrills Ford, and Balls Creek).
- c. There shall be a nomination committee composed of five members which shall include the Principal (or designee), a member of the faculty, a member of the PTO Executive Board (not the President), and two members at large.
- d. Officers shall be nominated and voted on at the regular meeting in May and shall assume their official duties on July 1st. They shall serve for a minimum of one (1) year and/or until their successors are elected.
- e. No person shall serve more than two (2) consecutive terms as President.
- f. The organization shall notify the principal and superintendent of the names, addresses and phone numbers of its officers and shall immediately notify the principal or superintendent of any change in officers.
- g. The organization shall provide the superintendent, immediately

upon their adoption, with copies of any modifications to the organization's purpose, rules and procedures by which it operates, Articles of Incorporation or by-laws.

Section 2: The nomination committee shall nominate an eligible person for each Board position to be filled and report its nominees at the regular May meeting at which time additional nominations may be made by any PTO member. This slate of Board members will be elected by paper ballot.

Section 3: Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office. A vacancy occurring in any office shall be filled for the unexpired term of a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1: The President shall:

- Preside at all meetings of the organization and of the Executive Board;
- * Perform such other duties as may be prescribed in this document, or assigned by the organization, or assigned by the Executive Board;
- * Coordinate the work of the officers and committees in order that the objectives of the organization may be achieved;
 - Serve on the School Advisory committee
 - Sign all check requests.

Section 2: The Vice-President(s) shall:

- Perform the duties of the President in the absence or inability of that officer to serve;
- Act as an aide to the President;
- Serve as Committee Chairperson;
- Sign check requests if President is absent or unable.

Section 3: The Secretary shall:

- Record the minutes of all meetings of the organization and of the Executive Board and present them for approval at the next Executive Board meeting.
- Publicize the meetings and activities of the PTO.
- Perform other duties as may be delegated.

Section 4: The Treasurer shall:

- Keep accurate records of receipts and expenditures;
- Pay out funds as authorized by a majority vote of the PTO Executive Board.
- Present a financial statement at every meeting of the organization and the PTO Executive Board;
- Make a full report at the May meeting of the organization;
- Write all checks.
- Reconcile its banking records and statements, no less than one time each month. The reconciled bank records shall be reviewed by the President of the organization each month.
- The incoming Treasurer shall examine all accounts with the presiding Treasurer before assuming office.
- Prepare the financial records for the required annual tax preparation as necessitated by the deadlines imposed by the tax preparer and the Internal Revenue Service.
- The Treasurer may file the taxes for the PTO or the board may engage an outside tax preparer at its discretion.

Section 5: The Volunteer Coordinator Chairperson shall:

- Receive requests from the PTO Executive Board and the organization for volunteers
- Locate volunteers for these purposes
- Keep accurate records of volunteer hours

ARTICLE IX: MEETINGS

Section 1: Three or more meetings of this organization shall be held each school year; meeting dates shall be determined annually by the Executive Board. Five (5) days' notice shall be given of change of date. Twenty-five (25) members shall constitute a quorum for the transaction of business in any meeting of this organization.

Section 2: Special meetings may be called by the Executive Board, five (5) days' notice having been given.

Section 3: The privilege of holding office, introducing motions, debating, and voting shall be limited to members of the organization.

ARTICLE X: PTO EXECUTIVE BOARD

Section 1: The PTO Executive Board shall consist of the officers of the organization, the Principal of the school or a representative appointed by him/her, and a staff representative. The members of the PTO Executive Board shall serve until their successors are elected and assume their duties.

Section 2: The duties of the PTO Executive Board shall be:

- a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to by the organization.
- b. To put together a working budget to be made available to the organization no later than the October Executive Board meeting.
- c. To present a report of activities at the regular meetings of the organization.
- d. To approve routine bills within the limits of the budget. Any expenditure must be approved by a majority of the PTO Executive Board.

ARTICLE XI: AMENDMENTS

- Section 1:
- a. These by-laws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the members present and voting, provided notice of the proposed amendment shall have been given at least 30 days prior to announced meeting.
 - b. A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws only by a majority vote at a meeting of the organization, or by a two-thirds (2/3) vote of the PTO Executive Board.
 - c. All amendments shall become effective upon approval by the organization.

These Mill Creek Middle School PTO By-Laws adopted: _____