



# BUFORD CITY SCHOOLS

## P.T.O. BYLAWS

### Article I

The name of the organizations shall be:

Buford Elementary PTO-	2500 Sawnee Avenue Buford, Georgia 30518
Buford Academy PTO-	2705 Robert Bell Parkway Buford, Georgia 30518
Buford Middle School PTO-	2700 Robert Bell Parkway Buford, Georgia 30518

### Article II

The purpose of the PTO is to enhance and support the educational experience for the students of Buford City Schools, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment through special events, volunteers, and financial support not funded by the local, state, and federal Board of Education.

### Article III

#### Membership and Dues:

Membership and dues shall be established by the PTO Executive Board at the beginning of each school year.

Section 1      Membership will be valid until the beginning of the next school year.

Section 2      The privilege of holding office and voting shall be limited to members.

### Article IV

#### Officers and Elections

Section 1      Executive Board – The Executive Board shall consist of the following officers: President, Vice-President, Secretary, and Treasurer. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2      In the event that there are two candidates who wish to share an office, it is acceptable for the two candidates to be elected as Co-Officers in that position, except for the office of Treasurer.

- Section 3 Officers shall be elected annually by written ballot. However, if there is but one nominee for any office, there will be no need for a written ballot. Officers shall serve a term from their installation until newly elected officers are installed.
- Section 4 Nominations for Officers must be made in writing to the Executive Board by a PTO board member thirty days prior to the election.
- Section 5 With the exception of the Presidency, a vacancy occurring in an office shall be filled by a majority vote from the remaining members of the PTO Board. The Vice-President shall fill the President’s vacancy.
- Section 6 If an officer misses two consecutive Board and/or General meetings he/she can be replaced by a majority vote from the remaining members of the PTO Board.
- Section 7 A member of the school faculty/staff may serve as a PTO board member.

**Article V**

**Duties of Officers:**

The Executive Board will develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve (by majority vote of the Board) unbudgeted expenditures of more than \$50.00

- Section 1 The President shall preside at all meetings of this organization and of the PTO Board and shall be a member ex officio of all committees, and shall perform all other duties usually pertaining to the office.
- Section 2 The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence of that officer.
- Section 3 The secretary shall keep a correct/current record of all meetings of this organization, of the PTO Board and will conduct correspondence. The secretary shall, as part of PTO board minutes, maintain accurate records of attendance and voting preferences.
- Section 4 The Treasurer shall receive all monies of this organization, keep an accurate record of receipts and expenditures, and shall pay out funds only as authorized by this organization.

## **Article VI**

### **General Meetings/Events:**

- Section 1      General PTO meetings/events shall be held three times during the school year or at the discretion of the Executive Board.
- Section 2      Voting – Each member in attendance at a PTO meeting/events is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.
- Section 3      Members of the PTO present and voting constitute a quorum for the purpose of voting.

## **Article VII**

### **PTO Board Meetings:**

- Section 1      The PTO Board shall consist of the officers of this organization.
- Section 2      PTO Board Meetings are held at the discretion of the President.
- Section 3      A quorum of at least four PTO board members must be present in order to conduct official PTO business.
- Section 4      Every question shall be determined by a majority vote of members present, representing a quorum.
- Section 5      Each PTO member must be present to vote and is authorized to exercise one vote.

## **Article VIII**

### **Financial Procedures:**

- Section 1      The fiscal year of the PTO begins July 1 and ends June 30 of the following year.
- Section 2      All funds shall be kept in a checking account in the name of the PTO at a local financial institution. The checking account requires two signatures, from an executive board member and the principal.
- Section 3      All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. Monthly financial reports will be submitted to the principal and Superintendent's office. The PTO shall arrange an independent review of the financial records each year with an administrator (or their designee), one teacher and one PTO Board

Chairperson. The Buford School Board, the Superintendent, or principal may request an audit of any records at any time.

Section 4 The organization shall leave a minimum of \$5,000 in the treasury at the end of each fiscal year.

## **Article IX**

### **PTO Board Chairperson Committees:**

Section 1 Such committee shall be created by the PTO Executive Board as may be required to promote the objectives and interests of this organization.

Section 2 The chairperson of such committees shall be appointed by the President with the approval of the PTO Board.

Section 3 The chairpersons of such committees shall submit all plans of work to the PTO Board for approval prior to implementation.

## **Article X**

### **Amendments:**

Section 1 Bylaws may be amended by writing a formal request to the Superintendent of Buford City Schools. Upon obtaining approval from the Superintendent, bylaws may be amended at any PTO event by a two-thirds vote of the members present and voting.

Section 2 The bylaws shall be reviewed a minimum of every five years.

## **Article XI**

### **Rules of Order:**

Section 1 The authority for this organization shall be "Robert's Rules of Order Newly Revised."

In witness whereof, the undersigned members of the Buford Elementary PTO Board agree to adopt these Bylaws and have hear subscribed our names this day of November 8, 2018.

	Signature	Date
Principal:	Zana Prii	11.13.18
President:	Carol S. J.	11/13/18
Vice-President:	Elizabeth Cline	11-13-18
Secretary:	Alison Holman	11-13-18
Treasurer:	Colleen	11-13-18