

**BYLAWS**  
**Central City School Parent Teacher Organization**  
**2019-2020**

**Article I: Name**

The name of this organization shall be the Central City School Parent Teacher Organization, also known as CCSPTO.

**Article II: Objectives-Mission**

- a) To promote the education and well-being of all children at home, in school, and in the community.
- b) To provide a forum for discussion and foster communication between parents, administrators, educators, and the community.
- c) To enhance the educational facilities and opportunities for the students and/or staff of Central City School that is not otherwise provided for in the school budgets.
- d) To promote volunteer programs and resources for Central City School.
- e) To sponsor projects and events for the benefit of Central City School students and/or staff.
- f) To raise funds as required helping provide for all the above objectives.

**Article III: Policies**

- a) The organization is organized exclusively for the 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 (hereinafter "Internal Revenue Code").
- b) The organization shall be noncommercial, nonsectarian, and nonpartisan.
- c) 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.
- d) 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 in attempting to influence legislation by propaganda or otherwise.
- e) 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, state education authorities, and local education authorities.
- f) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals 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 II hereof.
- g) 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.

h) Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be distributed to Central City School. If the school ceases to exist, remaining PTO 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.

I) No foul or abusive language will be allowed at any school function including meetings by any board member.

#### **Article IV: Membership**

a) Any parent, guardian, or other person standing in "loco parentis" or direct relative of a child enrolled and attending the Central City School.

b) Any member of the Central City School staff working.

c) Any P.T.O. Board member shall have the privilege of making motions. Any other member may second the motion, vote on motions and may serve on committees.

d) A voting member shall be anyone who is a member in good standing according to Article IV, section a. & b., and Article V, section c.

e) The membership year will run from June 1 through May 31 of each year.

#### **Article V: Officers and their Election**

a) The officers of this organization shall be President, Vice President, Secretary and Treasurer.

b) Officers shall be elected at the May meeting of the organization, by the members present.

c) Any PTO member is eligible to be a board member but they must become voting members upon their election.

d) Outgoing officers will end their duties and new officers shall assume their duties at the close of the May meeting. Date of meeting is subject to change yearly.

e) Officers shall serve a term of one (1) year and/or until their successors are elected.

#### **Article VI: Duties of Officers**

a) The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees, in order that the objectives-mission may be promoted.

b) The Vice President shall act as aid to the President and perform the duties of the President in the absence or inability to serve.

c) The Secretary shall keep a permanent and accurate record of all meetings. Copies of the current school year minutes will be available at each meeting. The secretary must have a current copy of the bylaws at each meeting. S/he shall conduct all correspondence as requested by the President.

d) The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the Bylaws. S/he shall present a financial statement at every meeting and at other times when requested by the board.

e) All officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws; and such other duties as may be delegated to her/him.

f) All officers shall deliver to their successor official materials at the close of their service of office.

### **Article VII: Meetings**

- a) The regular meetings of this organization shall be on the second Monday of each month at 7:00pm and held in the library.
- b) Date and/or time may be changed by the CCSPTO officers with proper notice given to members, not to be less than three days prior to the new date and/or time.
- c) Fifty-one percent (51%) of the officers present at any meeting shall constitute a quorum for the transaction of business of the organization.

### **Article VIII: Committees**

- a) Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees and chair must be one of the board members.

### **Article IX: Parliamentary Authority**

- a) The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the central City School PTO.

### **Article X : Fiscal Year**

- a) The fiscal year of the Central City School PTO shall begin on September 1 and end on the following August 31.

### **Article XI: Audits**

- a) A financial review committee shall review the PTO books before the books are turned over to the new board.

### **Article XII: Funds/Budget**

- a) Authorized signatures on PTO checks shall include the Treasurer or the President. The signature on any check cannot be the payee, in the case of the Treasurer needing reimbursement.
- b) There must be a minimum of \$200.00 in the bank account at all times.
- c) At the end of the school year there must be \$1,000.00 left in the bank account for the upcoming school year.
- d) All PTO financial and other pertinent records must be turned over within 10 business days from the May meeting date. The incoming and outgoing President and Treasurer must make themselves available to sign and record the transfer of bank accounts. Financial records would include: bank account records, outstanding debt records, history of all transactions, receipts, and tax information. Other pertinent records include: date of contracted events, frequent contacts, willing volunteers information, sample forms/documents, PTO inventory, etc.
- e) Any item under \$200 only needs approved by at least two of the following: president, vice president, treasurer, co-treasurer.
- f) Any time sensitive expenditure must be approved by at least 4 board members.
- g) A letter will be written to the payee of checks that are written to PTO and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to PTO by the bank for the check plus a fee of \$25 to the PTO. The check will be returned to the payee upon receipt of cash, money order, or certified check.


**Article XIII: Amendments**

a) These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.

**Article XIV: By-laws**

a) The by-laws of the Central city School Parent Teacher Organization will be reviewed yearly. A majority vote by board members and voting members present will constitute their acceptance.

These bylaws are adopted as prescribed on this date: September 9  
August, 2019

By:   
[name/title] President