

Riverwatch Middle School PTO Bylaws

Article I – Name, Description & Purpose

Section 1: Name – The name of the organization shall be Riverwatch Middle School Parent Teacher Organization (RMS PTO). The PTO is located at 610 James Burgess Rd, Suwanee, Georgia 30024.

Section 2: Description - The RMS PTO is a non-profit organization which exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify organizations under section 501 (c)(3) of the internal Revenue Code.

Section 3: Purpose - The purpose of the RMS PTO is to enhance and support the educational experience at the Riverwatch Middle School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Riverwatch Middle School through volunteer and financial support.

Article II - Membership

Section 1: Membership shall be automatically granted to all parents and guardians of Riverwatch Middle School, plus all staff at Riverwatch Middle School of the donate an amount of \$.01 or more. Members who donate will have voting privileges, one vote per household.

Section 2: All members are governed by the Standing Rules of the RMS PTO.

Article III - Officers

Section 1: Executive Board – The Executive Board shall consist of the following officers: President, at least 2 Vice Presidents, Recording Secretary, and Treasurer. Officers can be shared. 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 on year, beginning immediately upon election, and ending upon officer election the following school year.

Section 3: Qualifications – Any PTO member is good standing my become an officer of the PTO.

Section 4: Duties -

Executive Board – Develop the PTO’s annual budget, establish and oversee committee to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$150.00.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO and retain all official records.

Vice Presidents – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.

Secretary – Record and distribute minutes of all Executive Board meeting and all General PTO meeting, hold historical records for the PTO.

Treasurer – Serve as Custodian of the PTO’s finance, collect revenue, pay authorized expenses, report financial activity, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Section 5: Board Meetings – The Executive Board shall meet monthly during the school year, or at the discretion of the president.

Section 6: Removal – An officer can be removed from office for failure to fulfill his/her duties, after a reasonable notice, by the majority of the Executive Board.

Section 7: Vacancy – If 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.

Article IV – Meetings

Section 1: General PTO Meetings – General PTO Meetings shall be held to conduct the business of the PTO. Meetings will be held at the discretion of the President with no less than two a year.

Section 2: Voting – Each Member in attendance at a PTO meeting is eligible to vote, one vote per household. Online, paper, voice or other methods of voting are allowed.

Section 3: Reporting – All financial activity shall be recorded in a manual or computer –based accounting system. The Treasurer shall reconcile the accounts monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4: Ending Balance – The organization shall leave a minimum of \$2,00 in the treasury at the end of each fiscal year.

Section 6: Conflict of Interest - See Standing Rules

Section 7: Forsyth County School Rules – Whenever the board meets, a written Treasurer’s Report detailing financial activity, and current balance, since the previous meeting must be presented and approved. Once approved, the report must

be sent to the Forsyth County Schools (FCS) Finance Department to the attention of PTO Financial Reports. All PTO's financial are subject to periodic audits by the FCS Finance Department.

Article VI - By Law Amendments

Amendments to the bylaws may be proposed by a PTO member. Amendments presented at PRO meeting shall be considered for voting at a subsequent meeting. Two-thirds majority approval of all members present and voting required to adopt an amendment.

Article VII - Parliamentary Authority

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

These bylaws were approved on April 12, 2017 at 6:15 PM.