

BYLAWS of LANSDOWNE ELEMENTARY PTO

ARTICLE 1: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME – The name of the organization shall be Lansdowne Elementary PTO. The PTO is located at Lansdowne Elementary, 7200 Folger Drive, Charlotte NC 28270.

Section 2: DESCRIPTION – The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at Lansdowne Elementary, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Lansdowne Elementary through volunteer and financial support.

ARTICLE II: MEMBERSHIP

Requested membership dues are \$10 for parents and guardians, and \$5 for staff. Dues are requested but not mandatory. Members have voting privileges, one vote per household.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, New Member Recruitment, and Social Media Chair. Optional Board members include a Member-at-Large and the prior year President. Officer positions 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 one year, beginning August 1 and ending July 31 of the following year.

Section 3: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO.

Section 4: DUTIES

Executive Board: 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 budgeted expenditures of more than \$750 or for unbudgeted expenditures of more than \$150.

President: Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO. Prepare agendas for official PTO meetings.

Vice President: Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

Secretary: Record and distribute minutes of all Executive Board meetings and all general PTO meetings. Manage communications and marketing for the PTO, including but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

Social Media Chair - Post announcements and information to Friends of Lansdowne IB World School Facebook page, manage member posts and member requests. Publish weekly Principal Parent Square announcement to Facebook page.

New Membership Recruitment - Recruit new members to the PTO, recruit PTO members to chairperson and other volunteer positions and plan parent socials.

Section 5: BOARD MEETINGS – The Executive Board shall meet quarterly 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 reasonable notice, by a majority vote of the Executive Board.

Section 6: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a willing 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 shall be held every other month or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance of a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM – Seven (7) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR – The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING – All funds shall be kept in a checking account in the name of Lansdowne PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING – All financial activity shall be recorded in a computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity quarterly. The PTO should arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE – The organization shall leave a minimum of \$2000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS – Authority to sign contracts is limited to the President or the President’s designee.

ARTICLE VI: BYLAWS AMENDMENTS

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

ARTICLE VII: DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Lansdowne Elementary.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

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

These bylaws were voted on and approved on 9/9/2024.