

Davidson K-8 School Parent Teacher Organization, Inc. (DK8 PTO) Bylaws

Article I – Name

The name of the organization shall be the Davidson K-8 School Parent Teacher Organization, Inc. (DK8 PTO).

The DK8 PTO is located at: Davidson Elementary School
635 South Street
Davidson, NC 28036

Mecklenburg County Tax/EIN ID# 80-0615060

Article II – Purpose

The DK8 PTO is a volunteer based nonprofit organization whose purpose is to promote and support the instructional focus of our teachers and administrators and to advocate for all of our children through consistent communication, parent and teacher involvement and fundraising activities.

Article III – Basic Policies

The organization shall work with the school and community 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. The organization shall work to promote the health and welfare of children and shall seek to promote collaboration between parents, schools and the community at large.

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 persons 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.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or 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. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the organization.

Article IV – Members

Section 1. Membership

Membership in this local PTO shall be open, without discrimination to anyone who believes in and supports the mission and purposes of DK8 PTO.

Non-Discrimination Statement: Davidson K-8 PTO is committed to equal opportunity without regard to age, ancestry, disability, national or ethnic origin, race, religious belief, sex, sexual orientation, gender identity, socioeconomic status, marital or family status, political belief, veteran status, or any other status prohibited by applicable law. This policy applies to internal and external practices, including, but not limited to, recruitment and appointment of Board members and volunteers, selection of vendors and community partners, and any sponsored events or activities.

Section 2. Dues

Each member of the DK8 PTO may pay annual dues to said organization as may be prescribed by the organization. Dues will be established by the Executive Board. If dues are charged, a member must have paid his or her dues two weeks prior to any DK8 PTO meeting that requires a membership vote to be considered in good standing.

Section 3. Eligibility to Participate

Only members of the DK8 PTO shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

Section 4. Term

The membership term of the DK8 PTO shall begin July 1st and end on the following June 30th of each year.

Article V – Officers and Elections

Section 1-A. Officers

The officers shall be a President, Vice President(s), Past President, Secretary, and Treasurer. These officers shall be known collectively as the Executive Board.

- President

The President shall preside over meetings of the organization and Executive Board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as ex officio member of all committees except the nominating committee and coordinate the work of all the officers and committees so that the purpose of the organization is served.

- Vice President(s)

The number of Vice President positions and their respective titles shall be determined annually by the Executive Board. Vice President(s) shall also assist the President and carry out the President's duties in his or her absence or inability to serve.

- Secretary

The Secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence and send notices of meetings to the membership. The Secretary also keeps a copy of the minute book, bylaws, rules, membership list and any other necessary supplies, and brings them to meetings.

- Treasurer

The Treasurer shall manage all monies collected by the association as local dues, raised in unit activities, received as contribution or otherwise acquired, belong to the DK8 PTO to promote and implement a program of services, projects and other activities approved, adopted and directed by the membership of the organization.

The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the Executive Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board and make a full report at the end of the year.

It is required that the Treasurer and one additional person shall sign all checks and vouchers.

The Treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of fact at the end of the report. The auditing committee shall be selected by the Executive Board prior to the audit meeting.

The Treasurer shall be responsible for filing any required tax forms within (5) months following the end of the organization's fiscal year.

- Past President

The Past President holds an ex officio position on the Executive Board. The Past President's responsibilities are to provide guidance and support to the current President as needed. The Past President may take on committee oversight if deemed necessary by the Executive Board.

Section 1-B. Executive Committee

The Executive Committee shall be the President, Secretary, Treasurer and Past President. The Executive Committee is responsible for making strategic decisions and recommendations but cannot act in place of full board decisions.

All officers shall perform the duties outlined in these bylaws and those assigned by the Executive Board or the organization. Upon the expiration of the term of office or in the case of resignation, each officer shall turn over to the President, without delay, all records, books and other materials pertaining to the office and shall return to the Treasurer, without delay, all funds pertaining to the office.

Section 2. Nominations and Elections

The Executive Board will establish a Nominating Committee to consist of no less than 3 members and always an odd number of members. The Nominating Committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. Elections will be held at the April meeting of the school year. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility

Members are eligible for office if they are members in good standing at least 14 calendar days before the Nominating Committee presents its slate.

Section 4. Terms of Office

Officers are elected for two years. Each person elected shall hold only one office at a time, outside of the transition month. Officers' terms will begin upon election at the April general meeting and will conclude subsequent to the May meeting at the end of their full term. This will allow for one month of overlap between incoming and outgoing Officers between April and May meetings during which time incoming Officers will shadow outgoing Officers and all duties and responsibilities will be transitioned. Outgoing Officers will maintain voting rights during the transition month.

Section 5. Vacancies

If there is a vacancy in any office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal from Office

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article VI – Meetings

Section 1. Regular Meetings

The regular meeting of the organization shall be scheduled at least three times during the school year, at a time and place determined by the Executive Board at least one month before the meeting.

Section 2. Annual Meeting

The Annual Meeting will be held at the regular May meeting. The annual meeting is for receiving reports and conducting other business that should arise.

Section 3. Notification

The Secretary will notify the members of the meetings via the internet and/or a flyer sent home with students at least one week prior to the meeting.

Section 4. Special Meetings

Special meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting by flyer, email and/or phone calls.

Section 5. Quorum

The quorum shall be 10 members of the organization.

Article VII – Executive Board

Section 1. Membership

The Executive Board shall consist of the Officers, and all other elected Board Members, and the School Principal.

Section 2. Duties

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills and prepare reports and recommendations to the membership.

Section 3. Meetings

Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the Executive Board. Special meetings may be called by any two Board members, with 24 hours notice.

Section 4. Quorum

Half the number of Board members plus one constitutes a quorum. All Board Members get a vote, except the current president and past president. The current president would only get a vote in the event that a tie needs to be broken.

Article VIII - Committees

Section 1. Membership

Committees may consist of members and Executive Board members, with the President acting as an ex officio member of all committees.

Section 2. Standing Committees

The Executive Board may create such standing committees as it may deem necessary to promote the purposes of the DK8 PTO and carry on the work of the organization. The term of the committee chairs is one year and can serve multiple years at the Board's discretion.

Section 3. Additional Committees

The Board may appoint additional committees as needed.

Section 4. Consent

No committee work shall be undertaken without the consent of the Executive Board. No committee shall raise funds independently without the express written consent of the Executive Board.

Article IX – Finances

Section 1. Budget

A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. Records

The Treasurer shall keep accurate records of any disbursements, income and bank account information.

Section 3. Approval

The Executive Board shall approve all expenses of the organization.

Section 4. Authorization

Two authorized signatures shall be required on all checks. Authorized signers shall be the President, Treasurer and additional Executive Board members.

Section 5. Audit

The Treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section 6. Remaining Funds

Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code or spent for the benefit of Davidson Elementary School.

Section 7. Fiscal Year

The fiscal year shall run July 1st through June 30th.

Article X – Parliamentary Authority

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

Article XI – Standing Rules

Standing rules may be approved by the Executive Board and the Secretary shall keep a record of the standing rules for future reference.

Article XII – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XIII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the Secretary. Notice may be given by postal mail, e-mail or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Date Approved: July 28, 2010

I verify that these bylaws were voted on adopted by the Executive Board of the association

President: Krista Elliott Riley

Signature: (on file)

Email: kristariley@bellsouth.net

Day Phone: (980) 253-7536

Date Amended: April 16, 2013

President: Stephanie Lawrence Shryock

Signature: (on file)

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Day Phone: (704) 241-8191

Date Amended: April 2015

President: Angie Borjes Phillips

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Day Phone: (704) 502-2600

Date Amended: October 2017

President: Jessica Nock

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Date Amended: November 2019

President: Jaime Bruderek

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Date Amended: July 2020

President: Kathey DeBree

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Date Amended: June 2022

President: Carly Schiano

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Date Amended: July 2022

Last Update: September 21, 2022

President: Beth Helfrich
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