

**Parent Teacher Organization  
By-Laws  
Approved 10/5/2021, updated 9/11/23**



**ARTICLE I – Carolina Voyager Charter School**

The organization shall be named Carolina Voyager Charter School, Parent-Teacher Organization (PTO); herein referred to as the PTO.

**ARTICLE II - MISSION STATEMENT**

The PTO is organized for the purpose of supporting and enhancing the educational experiences of the School's students by:

1. providing an organization through which the parents, school, and teachers can work cooperatively; and
2. providing financial support for programs funded outside of the annual school budget.

**ARTICLE III - POLICIES**

Section 1: The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

Section 3: The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO.

Section 4: The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

Section 5: Any person volunteering at a PTO event or serving in an official PTO position must be an approved volunteer through the school's security system.

**ARTICLE IV - FISCAL YEAR**

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

**ARTICLE V - MEMBERSHIP & DUES**

Section 1: Membership. Any parent or guardian of a current student at the School or staff currently employed at the School may become a PTO Member.

Section 2: Dues. Each family shall pay annual membership dues of TEN DOLLARS (\$10.00) to the PTO. Only members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to vote or serve on the Executive Board. Dues paid shall be good through the current fiscal year of the PTO which shall end on June 30th.

Section 3: Vote. Each family shall have one vote. Voting may take place by voice or, upon request, by written ballot.

## ARTICLE VI - OFFICERS

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer.

Section 2: Eligibility. Only Members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to serve in any Officer position.

Section 3: Nominations & Elections. Nominations for Officers' positions shall be submitted at the April PTO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTO Membership.

Section 4: Term of Service. Voting shall take place by electronic/written ballot at the May PTO meeting. Officers shall be elected for a term of one calendar year (beginning July 1st and ending on the following June 30th) by the general PTO Membership. An individual may not serve more than two consecutive years as an Officer. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees.

Section 5: In the event the PTO fails to fill all Officer positions at the May PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.

Section 6: All Officers shall act in the best interest of the PTO.

Section 7: Compensation. No Officer shall be compensated by the PTO or the school for their service.

Section 8: Attendance. Each Officer shall attend the Executive Board and monthly PTO meetings.

Section 9: Committee Service. Each Officer is expected to serve on a minimum of one committee.

Section 10: Contracts & Purchases. No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary Restrictions.

Section 11: Removal from Office. Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

Section 12: Each Officer shall assist in recruiting committee members.

## ARTICLE VII - OFFICER DUTIES

Section 1: President

The President(s) shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda.
3. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
4. Represent the PTO at city-wide meetings or other meetings outside of the organization.
5. Assist in the total coordination of all committees and the PTO as a whole.
6. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.

7. Sign checks, notes, etc. in the absence of the Treasurer.
8. Appoint Special Committees as needed.
9. Announce PTO meetings to the School population at least one week in advance of that meeting.
10. The President will act as liaison between the PTO and The Friends of Voyager and will report as necessary.

## Section 2: Vice President

The Vice President shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Maintain the PTO website and social media monthly with Events.
3. Act as Chairperson for one of the PTO Committees/Teams.
4. Assist with Public Relations and ensure proper communication between all the committees/teams.

## Section 3: Secretary

The Secretary shall:

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Executive Board and PTO and forward copies to each Executive Board member within two weeks of the recorded meeting.
3. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting.
4. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
5. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
6. Hold a copy of the PTO Bylaws, Parliamentary Procedures, and current Membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
7. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.
8. Upload and record the minutes of the meetings of the Executive Board and PTO within two weeks of the recorded meeting to the PTO website.

## Section 4: Treasurer

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.
6. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such.
7. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
8. Submit all requested/required financial data relating to PTO operations to the Finance Audit Committee Chair within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the Finance Audit Committee.
9. Upload the complete financial updates by the close of the Fiscal Year and provide a full year-end report onto the PTO website.

## ARTICLE VIII - EXECUTIVE BOARD

Section 1: Executive Board. The Executive Board shall consist of the Officers, the School Principal, a Teacher Representative, and the Chairpersons of any Standing Committees.

Section 2: Principal/Administrator & Teacher Representative. The Principal/Administrator and the Teacher Representative are not required to pay annual Dues and shall each have one vote. The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representative acts as liaison between the School teachers and the PTO.

Section 3: Duties. The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

## ARTICLE IX - MEETINGS

Section 1: Regular Meetings of the PTO - Shall be held monthly, except during July and August, on a date and time pre-established by the Executive Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

Section 2: Executive Board Meetings - Shall be held no less than quarterly on a date mutually agreed upon by the Officers.

Section 3: Special Meetings of the PTO - May be called at any time during the school year by the President, School Leader or upon the written request to the Secretary of at least three (3) PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.

Section 4: Quorum. At least 10% of the PTO Membership shall constitute a quorum. A quorum must be met in order for any vote to take place.

Section 5: The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget..

Section 6: The final PTO meeting shall take place in June, prior to the close of school

## ARTICLE X - FUNDS

Section 1: Use. PTO funds shall be used for programs, events, and items, that directly benefit the students of the School; with the exceptions of the annual Teacher Appreciation Luncheon and Staff Holiday Gifts. Any and all exceptions must be recorded in detail and approved by the Executive Board.

Section 2: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 4 days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 1 week prior to the vote.

Section 5: Reporting. An updated financial report shall be made available in printed form to each PTO member at the monthly PTO meeting.

Section 6: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed \$10,000.

#### ARTICLE XI – COMMITTEES/TEAMS

Section 1: Standing Committees. Special committees may be formed at any time either at the request of the President, School Leader or by a majority vote of the PTO membership as needed to support the school.

Section 2: Chairpersons. Chairpersons of Standing Committees shall be nominated by the PTO membership. Nominations shall be submitted as needed. Board Elections shall take place at the May PTO meeting. An Officer may also act as Chair of up to two Standing Committees.

Section 3: The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Section 4: Committee Members. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 5: Contracts & Purchases. No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 6: Term of Service. A person may not serve as the Chairperson of the same committee longer than two (2) consecutive years.

Section 7: Attendance. Committee Chairpersons shall attend Executive Board and monthly PTO meetings to report on the activities of his/her committee.

Section 8: Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

#### ARTICLE XII - PARLIAMENTARY AUTHORITY

Section 1: Rules. The rules contained in Robert's Rules of Order, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

Section 2: Bylaws Committee. A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTO meeting.

Section 3: Bylaws Amendment. These Bylaws may be amended under the following conditions:

- Either the Bylaws Committee or at least 5 PTO Members shall submit the revision request to the Secretary; and
- At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting; and
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

#### ARTICLE XIV - DISSOLUTION

Section 1: Dissolution. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
2. the remaining funds will be held in escrow by the School Leader for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the School Leader.

These Bylaws were formally submitted and approved at the general PTO meeting 10/5/2021.

Updated draft presented 2022 & adopted 9/11/23