

- (a) State of Alabama
- (b) County of Jefferson

TRACE CROSSINGS ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION (PTO) BYLAWS

Article 1: NAME

The name of this organization is the Trace Crossings School Parent Teacher Organization (hereafter “PTO” or “organization”). It is an autonomous unit affiliated with no other local, state or national organization.

Article II: PURPOSES AND OBJECTIVES

Section 1: The purpose of this organization is:

- a. to promote the welfare of Trace Crossings students and to assist the school in providing the best educational opportunities available.

Section 2: The objectives of this organization are:

- a. to directly support, within the limits of applicable law, by the volunteering of its members and the contribution of financial support for school activities, educational programs, and other school needs.
- b. to bring into closer relation the home, school, parents, teachers, administrators, and the general public so they may cooperate intelligently to secure for all children and youth the highest advantages of physical, mental, and social education.
- c. to secure and disseminate to its members information concerning applicable laws and regulations, new developments in child health, development, and educational methods, research and technologies, and all other relevant information regarding the educational welfare of children.
- d. promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article V.

Section 3: The Hoover City Board of Education (hereafter HCBOE) and Trace Crossings School are a governmental entity and a qualifying organization for the purpose of charitable donations under section 170(c)(1) of the Internal Revenue Code. Trace Crossings PTO will operate under HCBOE.

Section 4: This organization shall have the power to do all lawful acts necessary or desirable to carry out its purposes consistent with Section 170(c)(1) of the Internal Revenue Code.

Article III: DURATION

This organization shall continue in existence from July 1, 1998 until terminated or disbanded in accordance with the terms hereof, or until there are no current members, whichever shall first occur. Membership of a member shall be deemed terminated at the end of the fiscal year of the organization.

Article IV: BASIC POLICIES OF THE ORGANIZATION

- a. The organization shall be non-commercial, nonsectarian, and non-partisan.
- b. The name of this organization or the names of any of its members in their official capacities on behalf of this organization shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objects or purposes of the organization.
- c. The organization shall not directly or indirectly participate in or intervene (in any way, including 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 any attempt to influence legislation.
- d. The organization shall work with the school to provide quality education for all children and youth, and shall 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.
- e. This organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing this organization in such matters shall make no commitments that bind this organization.
- f. The bylaws will be reviewed or revised, every year or as necessary, before the last general PTO meeting, or as spelled out under responsibilities of the President-elect.
- g. Prohibition Against Inurement and Limitation of Activities – No part of the net earnings of the organization shall insure the benefit of, or be distributed to its members, trustees, directors, officers or other private persons, except 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.
- h. Prohibited Activities – Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization under /section 170(c) (1) of the Internal Revenue code.
- i. All applicable state and federal laws governing conflict of interest shall be adhered to by the Trace Crossings PTO.

Article V: POWER

This organization shall have the power to do all lawful acts necessary or desirable to carry out its purposes consistent with Section 170(c) (1) of the Internal Revenue Code.

Article VI: SERVICE OF LEGAL NOTICE

The mailing address to which the Alabama Secretary of State or other parties shall mail any notice required by law shall be:

Trace Crossings School
5454 Learning Lane
Hoover, AL 35244

Article VII: MEMBERSHIP

Section 1: Membership in the PTO shall:

- a. automatically be granted to all parents and guardians of Trace Crossings School’s students, in addition all staff at Trace Crossings School. There are no membership dues. Members have voting privileges, without regard to race, color, creed or national origin.

Section 2:

All members of the organization shall be eligible to participate in the business meetings or serve in any of its elected or appointed positions. However, no Hoover School System employee shall serve on the executive board, in which financial decisions will be made by individual.

Article VIII: FINANCE

- a. The fiscal year of this PTO shall begin July 1 and end June 30.
- b. Budget shall be approved by the Executive Board and then presented to and approved by the general membership at the final PTO general meeting of the prior year. The budget will be sent to the general membership seven days prior to the general meeting. This will allow funds to be used over the summer as the PTO Board prepares for the upcoming school year.
- c. PTO will allocate direct support funds no less than twice a year.
 - 1. In the Fall, no later than November
 - 2. In the Early Spring, no later than the end of March
 - 3. Executive Board has the authority to prioritize allocation dollars if budget is not met
- d. Start-up funds for beginning of fiscal year to be at least \$2,500 . The executive board has the authority to vote to increase that startup fund as long it is supported by an approved budget. Increase general operating expenditures.
- e. Executive Board has the authority to vote to expend PTO’s General Operating budget or allocate dollars to direct support accounts up to \$3,000 that are outside of the budget as long as funds are available.

- f. Executive Board has the authority to vote to approve allocation of surplus funds up \$3000 after budget has been met. General membership must approve allocation of surplus, after budget is met, of any funds over \$3000.
- g. At the end of the school year, funds from each account in direct support, with the exception of the School Improvement Fund, will be moved to an account called Special Projects. The Principal and Executive Board shall have the authority to approve the reallocation of these Special Project funds up to \$5000 for the next school year. Remaining funds in the School Improvement Fund at the end of the school year may carry over for current and future school improvement projects.
- h. Approved purchasers for PO's and PCards are as follows: President, President-Elect, Hospitality Director, Hospitality Assistant, Vice President of Fundraising, Fundraising Assistant and Social Director, Vice President of Volunteers, Vice President of Communications, Secretary, and Historian. A board member who has not attended a financial workshop within the previous 12-month period cannot make purchases, which includes purchases through purchase orders or use of the Pcard. Every board member must attend a financial workshop within the school year, not to exceed 12-month period between workshops.
- i. PTO Purchasing Cards or "PCards" will remain in the office of the Bookkeeper for check out and in. PCard check outs must have approval from the President and Treasurer (email approval acceptable). Bookkeeper should be copied on these communications and approval should be printed and attached to the receipt. In the event a check out occurs by the President, Treasurer approval must be documented. Officers approved to making purchases must attend a training session and sign the PCard purchase agreement prior to PCard check out. Purchasers are responsible for adhering to the budget.
- j. All purchases greater than \$500, with the exception of food items, need a minimum of 3 vendor quotes. After obtaining the quotes, the Executive Board will vote on the final selection.
- k. Purchasing Orders "POs" must be signed and approved by the President or Treasurer prior to any purchase.
- l. If board member goes beyond budgeted purchases and/or does not get board approval, penalty will result in possibly reimbursement to the PTO/school, and PCard privileges may be revoked.

Article IX: OFFICERS AND THEIR ELECTION

Section 1: Officers and their election:

- a. The officers of this organization shall consist of a President, President-Elect, First Vice President over fundraising, Second Vice President over volunteers, Third Vice President over communications, Fundraising Assistant, Recording Secretary, Hospitality Director, Hospitality Assistant, Treasurer, Parliamentarian, Historian and Social Director.

- b. Officers, except parliamentarian, who will be appointed by the President, shall be elected prior to the end of the fiscal year. However, if there is only one nominee for any of the offices, election for those offices may be by voice vote. Use of an electronic vote is permitted in special circumstances when in-person meetings are not possible.
- c. Officers shall assume their official duties following the close of the last Executive Board meeting at the end of the school year, but no later than June 30th.
- d. No member shall hold more than one office at any time. And no officer will be eligible for more than one consecutive term in the same office, unless by majority vote of the general membership.
- e. A board member who is not fulfilling the duties of their elected position as determined by the executive board, may be removed from their position by a 3/5 majority vote of the remaining voting members of the executive board. That vacant position will then be filled according to IX Section 3a.

Section 2: Nominating Committee:

- a. The nominating committee shall consist of three members: one member from the Executive Board, elected from its body, one person from the school administration, as appointed by the principal, and one person from the general membership. The principal shall serve as the ex-officio member. Principal will send out announcement via email regarding volunteers and board position openings, if available. The committee will present to the executive board, which will then be presented for a vote at the general meeting.
- b. An alternate is to be selected by the executive board to serve in case a vacancy occurs in the nominating committee.
- c. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor.
- d. Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.

Section 3: A Board Vacancy:

- a. occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining voting members of the executive board, notice of such election having been given. In case a vacancy occurs in the office of the President, the President-Elect shall serve notice of the election.

Article X: DUTIES OF OFFICERS

Section 1: The President shall:

- a. preside at all meetings of the organization;
- b. perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization;
- c. be a member ex officio of all committees except the nominating committee;
- d. coordinate the work of the officers and committees of the organization in order that the objectives may be promoted;
- e. serve as liaison to the school administration;
- f. make sure all training of up coming officers are met by May;
- g. this is a one year term position.

Section 2: The President-Elect shall:

- a. preside in the absence of the President;
- b. serve as President the year following the President-Elect term;
- c. assist the President as needed;
- d. see that bylaws are reviewed and revised, as needed, or by April of every odd numbered year which is voted on at a general PTO meeting prior to the end of the school year;
- e. serve as administrator of room parents and teacher liaisons;
- f. presides over the Administration Committee
- g. perform other delegated duties as assigned by the organization;
- h. this is a one year term position.

Section 3: The First Vice-President over fundraising shall:

- a. preside in the absence of the President and President-Elect;
- b. work in coordination with Fundraising board member as coordinator of all fundraising committees;
- c. collect reports from all fundraising committee heads to be used as guidelines for the next year;
- d. perform other delegated duties as assigned by the organization;
- e. this is a one year term position.

Section 4: The Fundraising Assistant:

- a. work in coordination with First Vice President on all fundraising committees;
- b. serve as First Vice President the year following the fundraising term;
- c. discuss with First Vice President over fundraising, all reports obtained from fundraising committee heads to be used as guidelines for the next year;
- d. perform other delegated duties as assigned by the organization;
- e. this is a one year term position.

Section 5: The Second Vice-President over volunteers shall:

- a. preside in the absence of the President, President-Elect, and First Vice-President;
- b. serve as coordinator of all volunteer services;
- c. collect reports from all volunteer committee heads to be used as guidelines for the next year;
- d. perform other delegated duties as assigned by the organization.
- a. this is a minimum two year term position or maximum of three year term

Section 6: The Third Vice-President over communications shall:

- a. preside in the absence of the President, President-Elect, the First and Second Vice-Presidents;
- b. serve as coordinator of all PTO programs for communications and publicity;
- c. send out notices of executive board meetings and other board meetings when needed;
- d. collect reports from all communication committee heads to be used as guidelines for the next year;
- e. perform other delegated duties as assigned by the organization
- f. this is a one year term position or maximum of three year term.

Section 7: The Recording Secretary shall:

- a. record the minutes of all meetings of the organization and of executive board meetings;
- b. maintain possession of a current copy of the bylaws;
- c. distribute a copy of the minutes of each meeting to all members of the executive board (see Article XI, Section 1) and the school bookkeeper within 7 days of each meeting;
- d. perform other delegated duties as assigned by the organization.
- e. this is a one year term position or maximum of two year term.

Section 8: The Hospitality Director shall:

- a. conduct the correspondence of the organization;
- b. coordinate all hospitality events sponsored by the organization;
- c. collect reports from hospitality committee heads to be used as guidelines for the next year;
- d. perform other delegated duties as assigned by the organization.
- e. acting HPTC representative at monthly HPTC meetings.
- f. this is a one year term position.

Section 9: The Hospitality Assistant:

- a. work in coordination with the Hospitality Director on all hospitality events sponsored by the organization;
- b. serve as Hospitality Director the year following the Hospitality Assistant term;
- c. perform other delegated duties as assigned by the organization;
- d. this is a one year term position.

Section 10: The Treasurer shall:

- a. keep full and accurate records of individual accounts;
- b. keep records of disbursements as authorized by the Principal, President, or executive board in accordance with the budget adopted by the organization;
- c. present a financial statement at every meeting of the organization and at other times when requested by the executive board;
- d. make a full report at the meeting at which new officers officially assume their duties (usually at the annual meeting);
- e. be responsible for the maintenance of such books of account and records as conforms to the requirements of Article IV of these bylaws;
- f. obtain documentation of each meeting to have on record for the final audit;
- g. be responsible for passing reports to the new treasurer by June 30 of the applicable year;
- h. this is a minimum two-year term position or maximum of three-year term position.

Section 11: The Historian shall:

- a. make the PTO ledger for the present school year to contain board member contact information, all meeting minutes and financials (further additions to the ledger to be determined by current PTO Board members).
- b. Assist President-Elect in gathering student/parent information forms;
- c. be present, or delegate someone else to be present, at PTO functions that will be represented in the yearbook. Make pictures available to school for year book;
- d. perform other duties as deemed necessary by the organization;
- e. this is a one year term.

Section 13: The Parliamentarian shall:

- a. advise the presiding officers on questions of parliamentary law and matters of procedure;
- b. perform other duties as deemed necessary by the President and organization.

Section 14: Social Director shall:

- a. work with President, principal and hospitality on school social functions;
- b. work with hospitality to find a chair person for PTO hospitality event and school socials;
- c. work with VP of communications to promote the school socials;
- e. this is a one year term position with a maximum of two year term.

Section 15: Completion of Term:

- a. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of a resignation, each officer shall turn over to the in coming officer or 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. All records should be in digital form, either flash drive or saved on PTO Goggle drive.

Article XI: EXECUTIVE BOARD

Section 1: Composition of the Executive Board and PTO Board:

- a. The executive board shall consist of the officers of the organization and a faculty member representative appointed by the school. The Parliamentarian and Principal of the school or a representative appointed by him/her shall serve as ex officio members.
- b. The PTO board shall be composed of the executive board and chairpersons of the standing committees who shall be selected by officers of the organization.

Section 2: Duties of the Executive Board:

- a. to transact necessary business in the intervals between PTO meetings, and such other business as may be referred to it by the PTO;
- b. to create standing and special committees;
- c. to approve the plans of work of the standing/special committees;
- d. to present a report at a general meeting of the PTO;
- e. to prepare and submit to the PTO for adoption a budget for the year;
- f. to approve routine bills within the limits of the budget.
- g. Email ballots are an appropriate form of voting by the Executive Board

Section 3: Regular meetings of the executive board:

- a. shall be held during the school year, the time to be fixed by the board at the last meeting of the previous year. The meetings shall be held monthly or no less than every other month. A majority of the voting members of the executive board shall constitute a quorum.

Section 4: Special meetings of the executive board:

- a. may be called by the President or by a majority of the voting members of the board.

Article XII: MEETINGS

Section 1: General meetings of the organization:

- a. shall be held at least quarterly during the regular school year on the day of the week specified by the executive board. The change of time of meetings shall be determined to best suit the convenience of the school and parents.

Section 2: The annual meeting shall be the first meeting of the school year.

Section 3: The election meeting shall be held prior to February but no later than March.

Section 4: A majority of members present shall constitute a quorum for the transaction of business in any meeting of this organization.

Section 5: All meetings of officers, executive board, standing committees, and any other related to the organization shall be open to all members, although only those so entitled may vote. Minutes of the meetings shall be kept on file by the Recording Secretary, the President, the Treasurer and the Historian.

Article XIII: STANDING AND SPECIAL COMMITTEES

Section 1: The executive board may create such standing committees and appoint chairpersons as it may deem necessary to promote the objectives and carry on the work of the PTO. Their term shall be one year.

Section 2: The chairperson of each standing committee shall present an outlined plan of work to the executive board for approval. No committee’s work shall be undertaken without the consent of the executive board.

Section 3: The budget committee shall consist of the President, President-Elect, Treasurer, Parliamentarian and the Principal of this school. Additional members may be invited to attend these meetings with the approval of the budget committee members.

Section 4: The President shall be an ex officio of all committees except the nominating committee.

Article XIV: HPTC COUNCIL MEMBERSHIP

Section 1: The organization may send two representatives, namely, the President, and the President-Elect or another designated by the executive board of this organization to meetings of the Hoover Parent Teacher Council. All such representatives must be members of the organization, and their actions and authority shall be limited by the provisions of the bylaws of this organization, such that any action of such representatives, which departs from the standard, shall be null and void.

Section 2: The organization is authorized to make an annual donation to said Hoover Parent Teacher Council, payable on May 31 each year as provided in the Council bylaws.

Article XV: FISCAL YEAR

The fiscal year of this PTO shall begin July 1 and end June 30 or as the fiscal year of the school financial records are kept.

Article XVI: AMENDMENTS

Section 1: These bylaws may be amended at any general meeting of the PTO by 2/3 vote of the members present and voting, providing that written notice of the proposed amendment shall have been given at least seven days prior to the meeting at which the amendment shall be voted upon.

Section 2: A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by 2/3 vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Article XVII: TERMINATION

Section 1: This organization may be voluntarily terminated at any time by a 2/3rds majority vote conducted as set forth in Article XVI, herein-above, provided, however, that no such termination may take place unless the resolution so terminating this organization designates one or more organizations, who are then exempt organizations pursuant to Internal Revenue Code Section 170(c)(1), and conveys, or causes to be conveyed to them the remaining assets of this organization. This provision shall survive any termination by reason of lack of any active membership, until such time as a court of competent authority takes jurisdiction hereof and oversees the distribution of any remaining assets in accordance with the terms and conditions of this paragraph.

Section 2: Distribution of Assets – Upon dissolution of this organization, its assets remaining after payment, or provision of payment, of all debts and liabilities of this organization shall be distributed for one or more exempt purposes within the meaning of code Section 170(c)(1) of the Internal Revenue Code (i.e. charitable, educational, religious or scientific), 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 public purposes. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

Article XVIII: PARLIAMENTARY AUTHORITY:

Robert's Rule of Order Newly Revised, 12th Edition, shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.