

**BYLAWS OF
EZELL-HARDING CHRISTIAN SCHOOL
PARENT-TEACHER ORGANIZATION**

**ARTICLE I
NAME**

These Bylaws shall regulate the affairs of the Ezell-Harding Christian School Parent-Teacher Organization, hereinafter referred to as “EHCS PTO”.

**ARTICLE II
PURPOSE**

The purpose of the EHCS PTO is to enhance the spiritual, educational and community experience for all students at EHCS. Additionally, the EHCS PTO will work to develop a closer connection between school and home by encouraging parent involvement and to improve the environment at school through volunteers, programs and financial support.

**ARTICLE III
MEMBERSHIP AND DUES**

Membership in the PTO is open to all families of students enrolled at EHCS, faculty, staff and such other persons as are interested in the goals of the EHCS PTO. The annual dues for such membership in the EHCS PTO shall be set by the Executive Board.

**ARTICLE IV
PTO BOARD OF DIRECTORS, OFFICERS AND ELECTIONS**

The EHCS PTO Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past President, Elementary School Coordinator, Middle School Coordinator, High School Coordinator, faculty liaison from each school and the Standing Committee Chairpersons.

The officers of the EHCS PTO shall consist of the President, Vice President, Secretary, Treasurer, Elementary School Coordinator, Middle School Coordinator, High School Coordinator and such other officers as the EHCS PTO Board of Directors shall from time to time determine necessary.

All officers of the EHCS PTO shall be elected to a one (1) year term by the membership of the EHCS PTO. Officers may serve a maximum of two (2) successive terms in the same office. Each person elected shall hold only one (1) office at a time.

Elections shall take place at a meeting of the EHCS PTO held in April during each calendar year. A Nominating Committee shall be responsible for the election process and criteria. If the election of officers is not held at the April meeting of the PTO, such election shall be held as soon thereafter as possible.

Officer vacancies may be filled at any meeting of the Executive Committee. Elections shall be by a majority vote. In the event that no candidate shall receive a majority vote in any office, a runoff election shall be held between the two (2) candidates receiving the highest number of votes.

ARTICLE V DUTIES OF OFFICERS

Section 1. President

The President shall:

- A. preside over all meetings of the organization and the Executive Board;
- B. serve as the primary contact for EHCS Administration;
- C. represent the organization at meetings outside the organization;
- D. serve as an ex-officio member of all committees except the nominating committee;
- E. coordinate the work of the officers and committees of the PTO to ensure that the mission and purpose of the EHCS PTO is promoted;
- F. appoint special committees;
- G. maintain a President's Notebook with all PTO activities, reports, documents and EHCS PTO Minutes and Bylaws; and
- H. perform other duties as may be prescribed in these bylaws or as assigned by the Executive Board.

Section 2. Vice President

The Vice President shall:

- A. assist the President;

- B. perform the duties of the President in the absence or inability of that officer to perform;
- C. chair the Fundraising Committee and coordinate all fundraising activities; and
- D. maintain a Vice President's Notebook with fundraising activities, reports, EHCS PTO Minutes and Bylaws.

Section 3. Secretary

The Secretary shall:

- A. keep all records of the organization;
- B. take and record the attendance and the minutes of all meetings of the organization and of the Executive Board;
- C. post a copy of the minutes of the general membership meetings on the EHCS campus, provide one copy to each of the Executive Committee members, the EHCS Administration, the EHCS Board of Directors and post a copy on the school's website;
- C. publish a quarterly newsletter and handle all other correspondence;
- D. notify and remind all Executive Board members 48 hours prior to a board meeting;
- E. send a list of the newly elected officers and their contact information to the EHCS Administration, Board of Directors and school Principals;
- F. maintain a Secretary's Notebook with current year's minutes, Membership List, PTO activities, PTO Executive Board meeting minutes and a copy of the EHCS PTO Bylaws; and
- G. perform other duties as may be prescribed in these bylaws or as assigned by the Executive Board.

Section 4. Treasurer

The Treasurer shall:

- A. receive all funds of the organization and have control of such funds in the both the EHCS PTO bank account(s) and in a cash box;
- B. keep an accurate record of receipts and expenditures, along with monthly bank statements; for accounting purposes all expenditures and receipts will be processed through the Vice President for Financial Affairs for Ezell Harding Christian School;

- C. make disbursements authorized by the President and/or Executive Board of the PTO in accordance with procedures adopted by the organization;
- D. have checks or vouchers signed by the appropriate persons, including the Treasurer, President or Chair of the Fundraising Committee;
- E. help prepare a proposed EHCS PTO yearly budget to present to the general membership at the beginning of the school year;
- F. present a financial report at every PTO general membership meeting and Executive Board meeting and provide copy to the EHCS Administration;
- G. make a full report at the meeting at which new officers officially assume their duties (usually the first meeting of the school year); and
- H. have the accounts of the EHCS PTO examined annually or upon change of office. The examining party shall satisfy that the Treasurer's annual report is accurate and sign a statement of the fact at the end of the report.

Section 5. School (Elementary, Middle and High) Coordinators

Each School Coordinator shall:

- A. serve as the primary contact for their respective school's principals;
- B. maintain a School Coordinator Notebook with all PTO activities, reports, documents and minutes pertaining to their respective schools and a copy of the EHCS PTO Bylaws; and
- E. perform other duties as may be prescribed in these bylaws or as assigned by the Executive Board.

ARTICLE VI COMMITTEES

The EHCS PTO shall have an Executive Committee and Standing Committees to assist in the formation, implementation and continuation of activities for the respective committees. Chairpersons of Standing Committees are responsible for the submission of committee reports to the Executive Committee, as directed by the Executive Committee. Each chairperson is also responsible for maintaining a Committee Notebook for their respective committee.

Section 1. Executive Committee

The Executive Committee shall be chaired by the President of the EHCS PTO and shall consist of the Vice President, Secretary, Treasurer, Elementary School Coordinator, Middle School Coordinator and High School Coordinator.

The Executive Committee shall have the power to make rules and regulations for the conduct of its business.

The President shall direct the meeting schedule of the Executive Committee. The President or a majority of the Executive Committee can call a special meeting with due notice of twenty-four (24) hours given to all members. Regular minutes of its meetings shall be kept and reported to the Board of Directors.

Three (3) members shall constitute a quorum of the Executive Committee of the PTO.

Section 2. Standing Committees

A. Fundraising Committee. The Fundraising Committee shall propose and oversee all fundraising activities of the EHCS PTO. The committee shall work with the other committees on the activities.

B. Parent Volunteer Committee. The Parent Volunteer Committee shall coordinate volunteers from the EHCS families for all school needs and activities.

C. Spiritual Emphasis Committee. The Spiritual Emphasis Committee shall report to the membership on the effectiveness of the EHCS PTO's mission of building spiritual strength in all EHCS students and propose ways to ensure that this mission be accomplished.

D. Hospitality Committee. The Hospitality Committee shall coordinate with the EHCS Director of Admissions and oversee all activities relating to welcoming new students and their families to EHCS. The Committee shall also coordinate Teacher Luncheons to take place throughout the school year, as well as events related to Teacher Appreciation Week. The Committee shall be responsible for organizing a Grandparent Breakfast to take place during Spring Sprint.

E. Major Events Committee. The Major Events Committee shall be responsible for coordinating the major events at EHCS, such as Back to School Bash, Fall Festival and Spring Sprint.

F. Nominating Committee. The Nominating Committee shall be responsible for proposing the slate of officers for the EHCS PTO Executive Committee, as further set forth in these Bylaws.

G. Other Committees. Other committees may be convened at the request of the President or the Executive Committee.

ARTICLE VII MEETINGS

The EHCS PTO will meet on a regular basis. The dates of the meetings shall be flexible in order to coincide with the school calendar. However, the PTO shall hold at least two (2) meetings per school year.

ARTICLE VIII AMENDMENTS

These Bylaws may be amended by a two-third (2/3) vote of those present after two (2) readings, provided the proposed amendment(s) have been approved by the Executive Committee.

ARTICLE IX RULES OF ORDER

All questions of order shall be decided by the President using the most current edition of Robert's Rules of Order as a guideline. However, use of said rules shall not be required.

ARTICLE X FUNDING ISSUES

Section 1. The Executive Committee must submit all fundraising activities to the President of Ezell-Harding Christian School for approval. Such approval must be given prior to the Fundraising Committee implementing said activities.

Section 2. All money raised by said projects shall be used to support the activities and programs of the school and as budgeted for and approved by the Executive Committee.

Section 3. A budget for each committee shall be set forth and must be approved by the Executive Committee prior to the beginning of the school year. This budget shall be based on dues collected from membership.

Section 4. A PTO account shall be established in the business office of the EHCS Administrative Office according to the suggested Southern Association Guidelines.

Section 5. All chairpersons handling funds of the PTO shall give a complete report of expenditures and itemized statements to the Treasurer. Significant vendor invoices and other similar documents must accompany the report.

Section 6. Any financial obligation in the amount of \$100.00 or more must be approved by the President of the EHCS PTO and must be signed by two (2) of the following three (3) officers: President, Treasurer and Fundraising Committee Chairperson. Requests for expenditures less than \$100.00 must be approved by the Treasurer and must have the required two (2) signatures.

Section 7. Any financial obligation in the amount of \$250.00 or more must be approved by the President of Ezell Harding Christian School.

Bylaws adopted on _____, 2011.