Constitution and Bylaws of the Parent-Teacher Organization of Social Circle Christian School

Section 1. – Preamble

SCCS Mission Statement - The mission of Social Circle Christian School at First Baptist Church is to educate and train students in a Christ-centered environment. Social Circle Christian School at First Baptist Church is an extension of the home and church and is established to provide the highest standards for intellectual and spiritual learning, and to equip students to become spiritually, academically, emotionally, socially, and physically prepared to achieve all that God desires for them.

I. Article – Name

The name of this organization shall be the Parent-Teacher Organization, also known as the "PTO" of Social Circle Christian School, Social Circle, Georgia.

The organization is organized, and at all times thereafter operated, exclusively for charitable, religious, scientific, educational uses and purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code ("Internal Revenue Code").

Notwithstanding any other provision of these bylaws, the PTO will not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

II. Article – Purpose

The purpose of the PTO is to promote, support, and encourage pride and enthusiasm for Social Circle Christian School. The PTO will advocate for parent and public involvement in the school and foster the relationship between home and school so that parents and teachers may cooperate in the education of the children. This organization shall provide services for school functions, engage in fundraising projects, encourage parent, teacher, and community involvement, and cooperate with school administration in providing educational opportunities and classroom enhancements.

III. Article – Policies

All acts of this organization shall be in accordance with the policies governed by the School Board of Social Circle Christian School.

IV. Article – Members

All parents, legal guardians, teachers, and administrators are members and have voting rights. Board positions shall be voted on by active PTO members who attend quarterly PTO meetings. Board member eligibility is considered of one whom has maintained an active committee member status during one fiscal school year.

V. Article – Meetings

Regular (General) Meetings. These meetings will be held 4 times a year and predetermined before the start of the school year.

Committee Board Meetings. These meetings may be called by the PTO President/Vice President to discuss or propose business that may request the assistance/advisement of active committee members. Notice of these meetings shall be sent, via email and social media, to members at least 10 days prior to each meeting. To be considered an "active" committee member, one must attend at least one of these board meetings and sign-up to assist with or coordinate at least one of the events planned during the fiscal calendar year. Email correspondence regarding these meetings (meeting minutes) and event planning participation may still consider one "active" without having attendance at a committee board meeting.

Quorum. A minimum of 5 members must be physically present during any meeting physical or virutal to validate any/all proceedings held therein.

VI. Article – Officers and Elections

Section 1. - Officers.

Official Board positions consist of a President, Vice President, Treasurer, and Secretary.

i. **President.** The President shall preside at all meetings of the PTO and shall be an ex-officio member of all sub-committees and shall perform all other duties pertaining to this office.
ii. **Vice President.** The Vice President shall perform the duties of the President in the absence of that officer. The Vice President shall encourage parents to attend and participate in all events/activities. The Vice President shall advertise upcoming PTO meetings and special events.

iii. **Treasurer.** The Treasurer shall receive and disburse all monies of the PTO and shall keep record of receipts and expenditures. The treasurer must render a report at ALL meetings. The PTO books shall be subject to audit at any time. Audits will be performed by the President and Vice President at a minimum of twice, yearly. All records shall be delivered to the succeeding Treasurer.

iv. **Co-Treasurer.** The Co-Treasurer is responsible for assisting the Treasurer with all money handling and record keeping. In the event that the Treasurer cannot be present at a PTO meeting, the Co-Treasurer is responsible for providing a budget report.

v. **Secretary.** The Secretary must record and keep permanent record of all meetings of the PTO. The Secretary must attend to all correspondence and shall assist the President in meeting arrangements. The Secretary must render a report at all meetings (meeting minutes). The Secretary will keep a copy of the master calendar which will include all events, club meeting dates, field trips, etc.. All records shall be delivered to the succeeding Secretary.

Section 2. – Eligibility

Members are eligible for office if they are committee members in good standing at least 6 months prior to elections. To be in good standing, one must attend at least 1 committee board meeting or assist/organize a planned event during the calendar year. Email correspondence regarding meetings and minutes still qualify one as eligible for office even if they were not able to physically attend a meeting.

Officer candidates must give evidence that they:

i. Are born again Christians who are in agreement with the SCCS Mission Statement.
ii. Have a student currently enrolled at SCCS.
iii. Accept and support the Constitution and Bylaws of SCCS.
iv. Have a positive attitude towards Christian education, SCCS leadership, administration, staff and learning program.
v. Are active members in their local Christian church.

Section 3. – Terms and Office

Officers are elected for one year from date elected into office. Each person elected may hold only one office at a time. Officer terms should be staggered following the example below:

President (2 years)

Vice President (3 years)

Secretary (2 years)

Treasurer (3 years)

Co- Treasurer (2 years)

Section 4. – Vacancies

If there is a vacancy in the office of President, the Vice President will become President by default. At the next scheduled committee board meeting, a new Vice President will be elected by the committee. The current officer should remain as the interim (for up to 3 months) until a new board officer is elected.

Section 5. – Removal from Office

Officers may be removed from office with or without cause by a two-thirds vote at a duly called committee board meeting.

VII. Article – Nominations and Elections

Section 1. – Nominations

The PTO Board shall select a candidate (with their prior approval) for each office and present the slate during the regularly scheduled January PTO meeting. Note: these nominees are for the next year's PTO board. Nominations may also be made from the floor as long as said candidate meets the eligible requirements.

Section 2. - Nominees

Nominees then have the opportunity to submit a short, personal biography to the PTO president by a predetermined date. These biographies will be emailed to the current PTO committee members for evaluation and prayer.

Section 3. - Elections

Elections will be held during quarterly board meetings. Nominees will be selected at the 3rd quarter meeting. The newly proposed board will be voted on and announced at the 4th quarter meeting.

i. One may nominate oneself but, must specify the board seat in which they are applying.
ii. If more than one person is running for the same office, a ballot vote will be taken.
iii. If the nominee is uncontested, by default, that person will hold the board seat in which they were nominated.
iv. In the event of a tie vote, the PTO board will decide how to fairly proceed in a run-off election. This may include but, not limited to, parent and/or teacher ballots during the next regularly scheduled PTO meeting.

Section 4. – Succession

The PTO Board, including all outgoing and and incoming officers, shall work together on a transitional plan for the upcoming school year.

VIII. Article – Executive Board

Section 1. - Membership

The PTO Board shall consist of the elected officers: President, Vice President, Treasurer, Co-Treasurer, and Secretary. The Principal shall serve as an ex-officio member of the PTO Board. Each member of the board should have 1 vote except the Principal serving as ex-officio without vote unless in the event a tie breaker vote is needed.

Section 2. - Duties

The duties of the Executive Board shall be to transact business between meetings in preparation for the regular (general) PTO meeting, plan the agenda for those meetings, create standing rules and policies, create standing and temporary sub-committees and appoint members to those committees, prepare and submit a budget for approval by the membership, approve expenditures in accordance with the approved budget, and prepare reports and recommendations for the membership.

Section 3. - Record Keeping

Three academic years' records will be kept by the respective officer (Treasurer/Co-Treasurer) and maintained in the school office after bank reconciliation. The academic years' meeting minute records will be kept by the respective officer (Secretary) and maintained in the school office. Upon request, all members of the PTO have the right to inspect and copy any books and records of the PTO.

IX. Article – Committees and Subcommittees

Section 1. – Membership

The PTO Committee consists of General members and Executive Board members, with the President and Principle acting as ex officio members of all committees and subcommittees.

Section 2. – Standing Committees/Subcommittees

The following subcommittees shall be held by the organization:

A. **Teacher Appreciation Committee.** This committee is responsible for encouraging teachers by showing them love, kindness, and appreciation in fun and creative ways. This committee is also responsible for helping aid teachers in classroom enrichment ideas. Happy teachers promote happy students!
B. **Fun Committee.** This committee is responsible for planning events throughout the school year that will bring families together, outside of the classroom, to engage with and fellowship with one another. Families that both play and pray together, stay together! This committee is also responsible for community outreach. This includes sharing the Great Commission and how SCCS is in pursuit of this while encouraging SCCS families to be actively involved within our community.
C. **Fundraising Committee.** This committee is responsible for organizing and promoting all fundraisers throughout the school year. The main fundraisers should be voted upon before the end of the current school year, for the next school year, as planning for these begins during the summer. A good projected budget through fundraising ensures there are funds available for the planned events throughout the school year!

Section 3. – Volunteer and Additional Subcommittees

The Executive Board may appoint additional committees as needed. The Secretary may appoint and assist a volunteer coordinator, when volunteers are needed for special events. Volunteer forms will be sent home at the beginning of each school year.

X. Article – Finances

Section 1. – Fiscal Year

The fiscal school year of the PTO begins July 1st and ends Jun 30th of the following year.

Section 2. – Banking

All funds shall be deposited into an insured checking account in the name of Social Circle Christian School PTO or SCCS PTO and held at an FDIC insured financial institution. Our current financial institution is Pinnacle Bank located in Social Circle, GA; this is where all PTO monies are to be deposited. The Treasurer and Co-Treasurer/President or another authorized member of the Executive Board designated by the President shall be the signatories. Two signatures shall be required on all checks before deposit. All checks must be stamped for deposit only and routed for deposit into the current SCCS PTO bank account. All bank records may be examined by any member of the PTO upon request.

Section 3. – Money/Check Handling

PTO monies, including checks made payable to SCCS PTO, are to be delivered to the school office by a staff member only. Upon delivery, both the staff member and an administrator are responsible for disclosing what funds are for, of whom funds are from, and placing into the PTO drop box in an envelope initialed by both parties. The PTO Treasurer shall then be contacted. Deposits should not remain in the PTO drop box for more than 10 days. The Treasurer and Co-Treasurer/President are required to count monies and prepare deposits under dual control. If the Co-Treasurer/President are not available, another member from the Executive Board must be present. If another member is not available, the Treasurer and an administrator may be the signatories for the deposit.

i. All Deposit receipts should be kept in records.
ii. A copy of all checks deposited should be kept in records.

iii. All records and bank statements, after reconciliation, should be filed in the school office and easily accessible for audit.
iv. The key to the PTO drop box will remain with the PTO Treasurer.
v. The PTO debit card will remain with the PTO Treasurer but, may be used by an Executive board member (upon approval by the committee) to be used in accordance with an approved event purchase while remaining within budget limits (to be disclosed before each event).

Section 4. – Reporting

The Treasurer shall keep accurate records of any disbursements, income, and bank account information. All financial activity shall be recorded in a computer-based account system. Any computer used must contain an anti-virus software system. The Treasurer is responsible for monthly bank reconciliations and must provide reports of all financial activity during each PTO meeting. The Co-Treasurer is responsible for assisting in all record matters, including reconciliations and providing a financial report in the event that the Treasurer cannot be present during a PTO meeting. The PTO shall arrange an independent review of its financial records each year.

Section 5. – Budget

A projected PTO budget shall be drafted by the President and Treasurer during the summer before each school year and approved upon by a majority vote of the members present at the first scheduled committee board meeting. Additional events throughout the school year may be added but must be approved by the board.

Section 6. – Ending Balance

The organization shall leave a minimum of $500 in the treasury at the end of each fiscal school year and shall require that a minimum of 25% above the remaining balance carry through to the following year. This is an effort to save for larger PTO projects. The minimum, carry-over percentage may be changed at any time with a majority vote by members.

Example: $2000 EOY balance. $2500 is the minimum EOY balance for the following school year.

Example: $2500 EOY balance. $3125 is the minimum EOY balance for the following school year.

Section 7. – Handling Expenses

i. **General Reimbursements.** Funds expended within an approved budgeted amount and paid for personally by a member may be reimbursed by the PTO Treasurer with proper receipt documentation.

ii. **Cash Advances.** Cash amounts of no more than $50, per recipient per occurrence, may be provided in advance by the school administrative office. Reconciliation will be done by the school secretary/PTO board member and PTO Treasurer when the receipt is returned.

iii. **Payments.** Upon approval of the annual budget by the general membership, the Executive Board is authorized to make expenditures in accordance with the budget without further approval from the general membership.

iv. **Unbudgeted Expenditures.** The Executive Board shall be empowered to approve unbudgeted expenditures of no more than $500. Unbudgeted expenditures in excess of $500 shall require general PTO membership approval, with a majority vote.

XI. Article – Parliamentary Authority

In both the PTO and the Executive Board meetings, all questions of order shall be decided in accordance with the SCCS PTO constitution and bylaws.

XII. Article – 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 and/or reference during any regular or Committee Board meetings.

XIII. Article – Dissolution

The organization may be dissolved with prior notice of 30 calendar days and a two-thirds vote of those present at the meeting.

Upon dissolution of the organization, after paying or adequately providing for the debts and financial obligations of the organization, all 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 for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

XIV. Article – Amendments

Section 1. The bylaws may be amended by a two-thirds vote of the members present at any duly-called general or Committee Board PTO meeting.

Section 2. The standing rules may be amended by a two-thirds vote of the PTO Board members present at any duly-called meeting.

XV. Article – Conflict of Interests Policy

Members of the Executive Board shall not transact any business with the PTO unless such transaction is deemed vital to the operations of the PTO or SCCS and is approved by all other members of the Executive Board at a regularly scheduled or special meeting. Any such approved transactions shall be reported to the membership at the next regularly scheduled general meeting. No member of the Executive Board shall receive any compensation or benefit for their service on the Board. Violation of this policy shall constitute grounds for removal of an officer from the Executive Board.

Any Expenditures of PTO funds that benefit any general member of the PTO must be approved by a unanimous vote of the Executive Board. Any such approved transactions shall be reported to the membership at the next regularly scheduled meeting.

These are the Constitutions and Bylaws of Social Circle Christian School. I, __*Committee Board Member*__, have read and agree to and will adhere to the Bylaws, Preamble, and Mission of SCCS presented by the PTO Committee Board Executives of Social Circle Christian School.

Board Member/ General Member

Print_____

Signature_____

Date _____