

**BYLAWS
of
Southern Wake Academy Parent Teacher Organization**

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Southern Wake Academy Parent Teacher Organization Inc. (hereafter referred to as PTO). The PTO is located at Southern Wake Academy, 5108 Old Powell Road, Holly Springs, North Carolina 27540.

Section 2: DESCRIPTION – The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at Southern Wake Academy, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Southern Wake Academy through volunteer and financial support. Southern Wake Academy is a tuition-free, North Carolina public charter school.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of Southern Wake Academy students, plus all staff at Southern Wake Academy. Members have voting privileges, one vote per household. Any parent or guardian of a student at Southern Wake Academy may be a member and shall have voting rights. The Director and any teacher employed at Southern Wake Academy may be a member and have voting rights.

Section 2: Dues, if any, will be established by the Executive Board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared. The School Director, or his/her designee, is a voting member of the Executive Board.

- a) **President.** The President shall preside over the meeting of the organization and Executive Board, serve as the primary contact for the school Director, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nomination committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b) **Vice President.** The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve.

- c) **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 members. The Secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to all meetings.
- d) **Treasurer.** 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.

Section 2: ELECTIONS – Elections will be held at the May meeting. Prospective candidates need to inform the current Board at least one month prior to the election for the purpose of preparing a slate. 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. Elected officers will work together through the summer to transition into office officially in August.

Section 3: TERM OF OFFICE – Once elections are held in May, a transition period begins and continues until the official start of term beginning August 1st and ending July 31st of the following year. The transition period is established to allow new Board members to work directly with the outgoing Board members. Officers wishing to stay on for a second term, must inform the Board at least one month prior to the May election. Officers should not serve more than 2 consecutive terms in the same position on the Board

Section 4: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer’s term. If there is a vacancy in the office of President, the Vice President will become President.

ARTICLE IV – MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year at a time and place determined by the Executive Board and notice shall be given at least seven days before the meeting. The Annual PTO meeting will be held at the May General PTO meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 2: 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. Advance notice of the special meeting shall be sent to the members at least ten days prior to the meeting, by email, written notice and/or phone calls.

Section 3: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 4: QUORUM – Half the number of Board members plus six members of the PTO present and voting shall constitute a quorum for the purpose of voting.

ARTICLE V – FINANCIAL POLICIES

Section 1: FISCAL YEAR – The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING – All funds shall be kept in a checking account in the name of Southern Wake Academy Parent Teacher Organization Inc., and held at a local financial institution. All Executive Board Members shall be required to maintain active signature status on bank records for the purpose of withdrawing funds. All checks and/or withdrawals on the account shall require two authorized Board Member signatures.

Section 3: REPORTING – All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE – The organization shall leave a minimum of \$1,000.00 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS – Contract signing authority is limited to the President or the President’s designee.

ARTICLE VI – BYLAW AMENDMENTS

Any PTO member may propose amendments to the bylaws. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII – DISSOLUTION

In the event of dissolution of the PTO, all funds remaining shall be donated to Southern Wake Academy.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

These bylaws were adopted on _____.

Article III, Section 2: ELECTIONS was amended on 10/28/21.

Article III, Section 3: Term of Office was amended on 1/20/22