

BYLAWS

Goolsby Parent Leadership Team

ARTICLE I – Name

The name of the organization shall be Goolsby Elementary School PLT, Inc. (hereby referred to as PLT), a non-profit corporation.

ARTICLE II – Purpose

Section 1. Purpose. The corporation is organized for the purpose of supporting the education of the children at Goolsby Elementary School by fostering relationships between the school, parents and teachers.

Section 2. Mission. The mission of the PLT is to carry out activities that support, promote, provide and enhance the educational experience of the students of Goolsby. The PLT provides support for special events and programs that are unable to be funded by other means. The PLT also gives parents and staff the opportunity to work together to make Goolsby an exceptional school for our children.

Section 3. The organization is organized and shall be operated exclusively for charitable, scientific, literary and educational purposes as defined in Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III – Members

Section 1. Any parent, legal guardian, or other person standing in loco parentis for a student enrolled and attending the school, is qualified to be a member of the PLT.

Section 2. Annual dues will be established by the Executive Board.

Section 3. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 4. Only paid members of the organization shall be eligible to participate and vote in the regular meetings or to serve in any of its elective or appointive positions.

ARTICLE IV – Officers and Elections

Section 1. Officers. The officers shall be a President, 1st Vice President, Vice President of Fundraising, Vice President of Membership, Vice President of Finance, Treasurer and Secretary. The offices shall be held by no more than two persons.

Section 2. Nominations. Nominations for officers will be taken at the April general meeting. Nominated individuals must be a member in good standing of the PLT as describe in Article III, Section 4. A nomination form/letter shall be sent out one month prior to the April meeting, to all parents whose children attend the school to give them the opportunity to nominate someone or themselves. The form/letter will list the Duties of Officers and the PLT election date for them to attend the election meeting.

Section 3. Elections. Elections will be held at the May general meeting. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote. If more than one person is running for an office, a ballot vote shall be taken. A majority of the votes cast by the voting members will be necessary for election.

Section 4. Terms of Office.

Officers are elected for a term of one (1) year and may serve no more than two (2) consecutive terms in the same office. The term shall run from the last day of the nine-month CCSD calendar school year through the last day of

the following nine month CCSD calendar school year. Officers may be reelected to any number of consecutive terms. Officers shall be eligible for re-nomination.

Section 5. Vacancies.

Any vacancy occurring during the year shall be filled by the majority vote of the members of the PLT at a general or special meeting. All members shall be notified of this special election.

Section 6. Resignation. Written notification of resignation will be effective upon receipt by the Secretary.

Section 7. Removal From Office. Officers can be removed from office by a two-thirds majority vote of those present (assuming a quorum) at an Executive Board meeting where previous notice has been given. Removal from office may occur for missing more than two consecutive Board meetings, failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the objectives of the organization. Removal shall take place after the Board has met in an effort to discuss the problem and all attempts have been made to resolve the problem.

Section 8. Transition. Outgoing officers shall deliver to their successors official materials and records at the close of their service of office. Such materials and records include items such as: date of contracted events, frequent contacts, willing volunteer's information, sample forms / documents and PLT inventory. Financial records will be turned over to the incoming Treasurer as described in ARTICLE IX, Section 8.

ARTICLE V – Duties of Officers

Section 1. President.

- a. Fulfills a leadership role for PLT activities.
- b. Develops agendas for regular monthly and Board meetings.
- c. Presides over Board, Committee and General meetings.
- d. Keeps parents, teachers, principal and staff apprised of PLT activities and acts as a liaison between them.
- e. Shall cast the deciding vote in case of a tie at Board and Regular Meetings.
- f. Acts as an ex officio member over all committees.

Section 2. Vice President

- a. Provides assistance to the President on any special projects or activities as needed.
- b. Fulfills duties of President in his/her absence, as requested.
- c. Can act as a liaison as requested by President.

Section 3. Secretary

- a. Keeps written record and presents minutes of all meetings.
- b. Keeps a current list of all paid PLT members
- c. Keeps an updated copy of the PLT Bylaws and Articles of Incorporation.
- d. Shall be responsible for communication to the members.
- e. Shall ensure that all notices are given in accordance with these Bylaws.

Section 4. Treasurer

- a. Maintains all financial records and keep accurate records of all receipts and disbursement of monies.
- b. Coordinates with all Committees and Board Members to make deposits, pay bills and reimbursements as needed.
- c. Prepares financial reports and present a financial statement at every meeting and at other times of the year when requested by the executive board; and shall make a full report at the end of the current school year.
- d. Assists Committees with budget reports as needed.
- e. Shall comply with all applicable regulations, laws, and procedures.
- f. Shall prepare or hire a professional CPA to file all tax returns and documentation.
- g. Shall be responsible for coordination with any outside accountant, auditor, or governmental entity for any audit or review.
- h. Has signature authority on all PLT bank accounts.

ARTICLE VI – Meetings

Section 1. General Meetings. General meetings will be held on the 2nd Tuesday of each month at a time determined by the Executive Board at least one month before the meeting. Notice will be given not less than seven (7) days before the date of the meeting.

Section 2. Special Meetings. Special meetings may be called by the President or by any two (2) or more members of the Executive Board.

Section 3. Quorum. Those persons present at a properly called meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

ARTICLE VII – Executive Board

Section 1. Membership. The Board of Directors shall be called the Executive Board and shall consist of the officers, and principal or someone appointment by the principal. The Principal of the school shall serve as a non-voting member of the Executive Board.

Section 2. Authority. The Executive Board is the policy-making body and may exercise all the powers and authority granted to the corporation by the law and these bylaws.

Section 3. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills and prepare reports and recommendations to the membership.

Section 4. Meetings. Regular meetings of the Executive Board shall be held monthly prior to each General Meeting of the organization, at a time and date to be determined by the President.

Section 5. Special Meetings. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board upon seven (7) days prior notice.

Section 6. Quorum. A quorum shall consist of a majority of the current Executive Board members. All decisions will be by a majority vote of those present at a meeting.

ARTICLE VIII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. Standing Committee Chairs represent activities that continue in the organization of the PLT. The following committee chairs shall be held by the organization: Copies Coordinator, Community Service, Fundraising, Membership/Volunteer Coordinator, Snack-Shack Coordinator, Special Events, Student/Staff Recognition and Traffic Coordinator. Standing committee chairs shall be nominated by the same nominating process that selects the officers of the PLT prior to election. Standing Committee Chairs shall be elected for a term of one year by a voice vote unless more than one person is running than a ballot vote shall be taken.

Section 3. Additional Committees. The board may establish additional committees as needed and will be appointed by the President and approved by the board. The duties of each committee shall be decided upon by the President prior to the start of the school year and be presented to each committee chair. Any unforeseen duties shall be presented to the committee chair as soon as the President is made aware of them.

ARTICLE IX – Finances

Section 1. The fiscal year. The fiscal year of the organization shall begin on July 1 and end on June 30.

Section 2. Accountability & Accurate Records. The treasurer shall keep accurate records of any disbursements, income, and bank account information. Correct books of account shall be kept at the office of the Corporation, and are subject to review and audit as determined by the Executive Board. Corporate records shall include a minute book, which shall contain a copy of the Certificate of Incorporation, a copy of the bylaws, and all minutes of the meetings of the Executive Board, Committees and Regular Meetings.

Section 3. Annual Budget. A tentative budget will be drafted in the fall for each school year and approved by a majority vote of the members present. Non-budgeted expenses must be approved by a majority vote of the members present at any general session meeting.

Section 4. Authorized Signatures. Two authorized signatures shall be required on each check over the amount of \$250. Authorized signers shall be the Treasurer and one of the following: Co-Treasurer, The President or the Vice-President.

Section 5. Expense Guidelines. To be reimbursed for PLT expenses, a reimbursement form along with a receipt or invoice must be submitted to the Treasurer, approved and signed by the President. In the case of the treasurer needing reimbursement, the check must be signed by another authorized signer. PLT expenses for emergencies up to \$75 are not required to be submitted for approval before the members. All emergency expenses will be disclosed at the next general session meeting.

Section 6. Bank Account. There must be a minimum of \$2,500 in the bank account at all times. At the end of the school year there must be \$7,500 left in the bank account for the upcoming school year.

Section 7. Deposits and Accounts. PLT funds should go directly from the school to the bank for deposit. If the bank is not open, monies will be stored in the PLT safe. PLT funds should at no time be taken home.

Section 8. Transition. Financial records including a year to date expense report, outstanding debt records and ending bank account balance must be turned over at the Transition meeting following elections. The incoming and outgoing President, Treasurer and outgoing Secretary must make themselves available to add the necessary additional signers to the bank accounts before the last day of school.

Financial records include; bank account records, outstanding debt records, history of all transactions, receipts, and tax information will be permanently stored at the school. All remaining financial and other pertinent records must be turned over no later than 2 weeks before the first day of school.

Section 9. Cash Control. At the end of an event where monies have been collected, a cash control slip will be filled out by two members of the Board. The members of the Board cannot be next of kin. Both members should count the money, sign, and date the slip. One copy will go to the President and one copy is kept with the deposit slip by the Treasurer.

Section 10. Dissolution. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school. If the school ceases to exist, remaining PLT assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

ARTICLE X – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

ARTICLE XI – Amendments

These bylaws may be altered, amended or repealed, and additional bylaws adopted, by the affirmation vote of a majority of the members present at any regular, annual or special meeting at which a quorum is present, provided prior notice is given of the proposed amendments in the notice of the meeting at which such action is taken, or provided all members waive such notice.

Adopted: September 30, 2004

Revised: February 13, 2007

Revised: September 9, 2008

Revised: April 13, 2010