

STARS Charter PTO Bylaws
Amended and Restated on September 15, 2024

STARS CHARTER PTO BYLAWS

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ARTICLE I NAME, ADDRESS, DATE OF ADOPTION

The name of this organization shall be STARS Charter PTO. The physical and mailing address is 140 Southern Dunes Drive, Vass, NC 28394.

Employer Identification Number (EIN): 99-4068717

These bylaws were adopted by the general membership on (date) and shall be kept with the permanent records of this PTO.

ARTICLE 2 PURPOSES

Section 2.1 Purposes defined. The relationships within the STARS Community, which includes students, teachers, staff, families, and patrons, are a vital influence on the success of our children's futures. Therefore, our purposes are:

- a. To foster a sense of support, pride, and school spirit within the STARS Community;
- b. To encourage parent and public involvement in the STARS Community;
- c. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and your

Section 2.2 Promotion of purposes. The Purposes of STARS Charter PTO are promoted through advocacy and education programs, directed toward parents, teachers, and the general public; are developed through committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article 3.

Section 2.3 Tax exempt purposes. The organization is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

ARTICLE 3 BASIC POLICIES

The following are basic policies of STARS Charter PTO. The Executive Director of Sandhills Theatre Arts and Renaissance School (STARS) will review all policies and revisions to policies and ensure they are in accordance with school and Board policies.

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the school and community to provide quality educational opportunities for all children and youth.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, Officers or other private persons except that 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 2 hereof.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local

government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of Moore County, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the 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 to attempting to influence legislation by propaganda or otherwise.
- h. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the organization.

ARTICLE 4 MEMBERSHIP AND DUES

Section 4.1 Membership.

- a. Membership in STARS Charter PTO shall be open, without discrimination, to anyone who believes in and supports this organization's mission and purposes.
- b. STARS Charter PTO shall conduct a membership drive every year but may admit individuals to membership at any time.
- c. Only members of STARS Charter PTO whose dues are current shall be entitled to vote in the business meetings of the general membership including the election of Officers.
- d. The membership year of STARS Charter PTO shall begin on July 1 and end on the following June 30.

Section 4.2 Dues.

- a. Each member of STARS Charter PTO shall pay annual dues.
- b. The amount of such annual dues shall be set for the coming fiscal year, at the last general membership meeting of each fiscal year.

Section 4.3 Official Membership Roster. Prior to the first general membership meeting of each school year, the Board shall designate a Board member or an Officer to prepare and keep current an official membership roster. This roster shall include:

- a. The total number of members;
- b. The names, mailing addresses, and email addresses of members; and
- c. The dues collected from members

A current copy of this roster shall be provided to the Treasurer and Secretary, and the information on the roster will be used to verify the member is in good standing.

ARTICLE 5 OFFICERS

Section 5.1 Officers. The elected Officers of STARS Charter PTO shall be a President, Vice President, Secretary, Treasurer, communications Coordinators, and Spirit Night Coordinators. No PTO member shall hold more than one elected position at a time. Upon taking office, each elected Officer must be a member of STARS Charter PTO in good standing. Newly elected Officers and their contact information must be shared with the Board of Directors immediately after their election. Changes in Officers and/or their contact information must also be updated and promptly shared with the Board of Directors.

Section 5.2 Candidates and election.

- a. Officers who will serve for the coming fiscal year shall be elected at the May meeting of the organization by the voting members present.
- b. The President shall give notice of the election of Officers to the general membership at least fourteen (14) calendar days before the May general membership meeting of the fiscal year.
- c. Candidates must have attended 2 or more of the general meetings.

- d. Candidates wishing to run for office shall notify the Board of Directors in writing within two weeks of the May meeting.
- e. When there is only one candidate for an office, that election may be held by voice vote. If there is more than one candidate for any office, there will be a ballot vote.
- f. Only those individuals who are STARS Charter PTO members in good standing and who have signified their consent to serve in writing (i.e. signing of Officer's duties) if elected may be elected to such office.
- g. A majority of the votes cast by the general membership shall be necessary for election. Should no person receive a majority of the votes cast, a runoff between the two (2) who received the most significant number of votes shall be immediately held.
- h. Elections occurring in even-numbered years (i.e., 00) shall be for the offices of the President, Secretary, and Director of Communications. Elections occurring in odd-numbered years (i.e., 01) shall be for the offices of Vice President, Treasurer, and Spirit Night Liaison.
- i. Immediately following the election, the newly elected Officer shall begin working in tandem with the outgoing Officer until the completion of the outgoing Officer's term on June 30. Only the outgoing Officer shall have voting authority during this period of transition.

Section 5.3 Terms of service. Officers shall take office on July 1 and shall serve a term of two fiscal years.

- a. The term for outgoing Officers shall end on June 30.
- b. The transition period begins immediately following the election and runs through the end of the outgoing Officer's term.
- c. Each outgoing Officer shall present a resume' of their responsibilities to the newly elected Officer and assist them as needed for up to one year.
- d. No more than two terms for a total of four (4) years may be held in any one office.
- e. As a courtesy, Officers not renewing their terms should inform the Board of Directors in writing as soon as possible, ideally no later than April 1.

Section 5.4 Vacancies.

- a. **President.** A vacancy occurring in the office of the President shall immediately be filled for the unexpired term by the Vice President.
- b. **All other offices.** A vacancy occurring in any other office shall be filled for the unexpired term by a member of STARS Charter PTO who is elected by a majority vote of all Board members. The Board will notify the general membership regarding the filling of the vacancy.

Section 5.5 Removal from office. An Officer of STARS Charter School may be removed from office with cause by the Board of Directors upon the affirmative vote of two-thirds (2/3) of all Board members then serving. "With cause" includes, but is not limited to:

- a. Gross incompetence;
- b. Intentional neglect;
- c. Misconduct;
- d. Misappropriation of funds;
- e. Absence from three (3) consecutive Board or general meetings;
- f. A majority vote of the membership for failure to fulfill the duties of their office;

All Board members must be notified of the request for removal at least five calendar days in advance of the Board meeting. A special meeting will be held to answer the complaint.

Section 5.6 General duties. All Officers shall perform the duties outlined in these bylaws and those assigned by the Board of Directors of STARS Charter PTO. Upon the expiration of the term of office, or in the case of resignation or removal, each Officer shall turn over to the President or Vice President, without delay, all records, books, and other materials pertaining to the office, and shall turn over to the Treasurer, without delay, all funds and other assets of STARS Charter PTO.

Section 5.7 President. The President:

- a. Shall preside at all meetings of the general membership and the Board of Directors at which he/she may be present, and shall communicate with the Vice President if unable to attend;
- b. Shall coordinate the work of the Officers, the Board and the committees of STARS Charter PTO;
- c. Shall serve as an authorized signatory of PTO checks;
- d. Shall cast the deciding vote in the event of a tie at all Board and membership meetings; otherwise, the President cannot vote;
- e. Shall serve as primary contact to the STARS Executive Director and principal(s);
- f. Shall submit PTO News to the principal for the monthly newsletter;
- g. Shall execute decisions of the Board of Directors;
- h. Shall perform such other duties as may be provided for by these bylaws or assigned to him/her by STARS Charter PTO or by the Board of Directors.

Section 5.8 Duties of the Immediate Past President. The immediate past President shall serve as an advisor to the Officers for one year immediately following their term in office.

Section 5.9 Vice President. The Vice President:

- a. Shall attend PTO meetings and communicate with the President if unable to attend;
- b. Shall perform duties requested by the President and the Board of Directors;
- c. Shall perform duties of the President in the absence or inability of that Officer to serve;
- d. Should the President be unable to complete their term, the Vice President would assume the office of President.

Section 5.10 Secretary. The Secretary:

- a. Shall attend PTO meetings and communicate with the President if unable to attend;
- b. Shall collaborate with fellow Board members to construct agendas for Board and general meetings;
- c. Shall record the minutes of all meetings of the general membership and the Board of Directors;
- d. Shall publish and distribute a summary of the minutes within five school days or sooner;
- e. Shall keep a log of attendance for all meetings;
- f. Shall preside over meetings if the President and Vice President cannot attend;
- g. Shall distribute the bylaws to all Board members and other interested parties;
- h. Shall perform such other delegated duties as may be assigned by the Board of Directors.

Section 5.11 Treasurer. The Treasurer:

- a. Shall attend PTO meetings and communicate with the President if unable to attend;
- b. Shall serve as an authorized signatory on all PTO accounts.
- c. Shall collect, deposit and maintain all funds of STARS Charter PTO in approved depositories (including, but not limited to, all monies collected as local dues, raised in PTO activities, received as contributions, or otherwise acquired);
- d. Shall ensure deposits are made within 30 calendar days or sooner;
- e. Shall disburse funds in accordance with the annual budget adopted by the STARS Charter PTO, and maintain records identifying the purpose and payee of all disbursements;
- f. Shall ensure all payments and reimbursements are made within 30 days or sooner;
- g. Shall maintain a current record of income, expenditures, assets, and liabilities of STARS Charter PTO, and make all financial records available for inspection and annual review by the audit committee;
- h. Shall present a financial report of income and expenses at each meeting of the general membership and the Board of Directors, which report shall compare current income and expenditures to the approved budget;

- i. Shall prepare a year-end financial report by June 30 showing the total income and expenditures for the fiscal year, comparing those figures with the budget approved at the beginning of the fiscal year, and the assets and liabilities of the PTO, and submit a signed report to the incoming President and Treasurer;
- j. Shall file all required tax forms and reports in a timely manner, including but not limited to tax returns for the previous fiscal year;
- k. At the end of his/her term, all financial records shall be transferred to the audit committee by July 1;
- l. Shall provide assistance to the audit committee upon request.

Section 5.12 Director of Communications. The Director of Communications:

- a. Shall attend PTO meetings and communicate with the President if unable to attend;
- b. Shall maintain communication methods used to disburse information to PTO members and committees, STARS families and staff, and patrons;
- c. Shall ensure PTO messaging is approved by the Board of Directors and supports the Purposes noted in Section 2.1;
- d. Shall approve posts to the STARS Charter PTO Facebook page that align with the Purposes noted in Section 2.1. The President should be consulted for posts that may/may not align with the Purposes before approving or denying such posts;
- e. Shall create flyers for events, Spirit Nights, and general communication utilizing Canva or other graphic design tool;
- f. Shall create and manage the monthly PTO Newsletter.

Section 5.13 Spirit Night Liaison. The Spirit Night liaison:

- a. Shall attend PTO meetings and communicate with the President if unable to attend;
- b. Shall choose local restaurants to partner with for scheduling Spirit Night events;
- c. Shall assist with the promotion of scheduled Spirit Nights;
- d. Shall obtain a check made payable to STARS PTO from the partnering restaurant for the designated proceeds within five (5) days of the event;
- e. Shall deliver the proceeds check to the Treasurer within five (5) days of receipt from the restaurant.

ARTICLE 6 BOARD OF DIRECTORS

Section 6.1 General duties. The affairs of STARS Charter PTO shall be managed by the Board of Directors in the intervals between general membership meetings. The Board shall be responsible for ensuring all activities and expenditures of STARS Charter PTO shall be consistent with the budget approved by the general membership. The Board of Directors:

- a. Shall transact necessary business in the intervals between general membership meetings;
- b. Shall hold meetings at least quarterly. Meetings may be scheduled more often by the President;
- c. Shall establish the organization's objectives and determine the policy for achieving them;
- d. May reassign specific job duties as required;
- e. Shall create and supervise standing and special committees and appoint Chairpersons and Coordinators;
- f. Shall review and approve the plan of work of the Chairperson(s), Coordinators(s), and committee members;
- g. Shall present a report regarding the activities of STARS Charter PTO at all general membership meetings;
- h. Shall require an annual review of this PTO's financial records as provided in these bylaws;
- i. Shall prepare a budget for the fiscal year and submit that proposed budget to the general membership for adoption at its first meeting in the fiscal year;
- j. Shall undertake other activities as needed to assure the successful operation of this PTO, and to fulfill the responsibilities of STARS Charter PTO under these bylaws;

- k. Shall inform the Executive Director of planned activities. The Executive Director may or may not approve an activity if they deem it not in the best interest of the school. Any material, such as newsletters, activity information, etc., that is to be sent home with students needs the prior approval of the Executive Director or his/her designee (teacher liaison). The President will be the primary contact for such correspondence.
- l. Shall agree to abide by the following Conflict of Interest Policy: When any actual or potential conflict of interest exists, with respect to any subject requiring action by the Board of Directors or any of its committees, the member having an actual or potential conflict shall immediately notify the President or committee chair of such conflict, and the member shall not participate in the deliberations, shall not vote on the subject with which the member has an actual or potential conflict of interest, and shall not use his/her personal influence. The minutes of the meeting shall reflect that a disclosure was made and that the Board member who stated a conflict of interest did abstain from voting.

Section 6.2 Qualifications. Each Board member shall be a member of STARS Charter PTO in good standing.

Section 6.3 Composition. The Board of Directors shall consist of the elected Officers of STARS Charter PTO and one teacher liaison appointed by the Executive Director.

Section 6.4 Regular and special meetings. Regular meetings of the Board of Directors shall be held monthly during the fiscal year. Special meetings of the Board of Directors may be called by the President or by any three members of the Board of Directors, at least three days notice having been given and the purpose of the meeting stated.

Section 6.5 Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business.

Section 6.6 Meetings by electronic media. Board meetings may be held by a telephone or electronic conference system that allows all participating members to simultaneously hear and speak to each other during the meeting. Telephone or electronic conferences shall not be used unless available to all Board members. A Board member participating in this type of meeting is deemed to be present at the meeting.

Section 6.7 Proxy voting. Voting by proxy is prohibited.

ARTICLE 7 COMMITTEES AND COORDINATORS

Section 7.1 Audit Committee.

- a. The audit committee shall be composed of no fewer than three (3) members. Individuals with check signing authority and their family members may not serve on the audit committee, nor may the outgoing or incoming Treasurer.
- b. The audit committee shall be responsible for the audits and financial reviews described in Sections 9.3 and 9.4 of these bylaws.

Section 7.2 Special Committees.

- a. A special committee is a committee that is created to perform a special project and goes out of existence once the project has been completed.
- b. The Board of Directors may create special committees and shall specify the duration and duties of such committees.
- c. The President shall appoint the Chairs and members of special committees with the approval of the Board.

- d. Only members of STARS Charter PTO in good standing may serve as Chairs or members of special committees.
- a. All special committee Chairs and members serve at the direction of the Board of Directors and can be removed by action of a majority vote of directors then serving at any meeting of the Board. Five (5) days notice must be provided to the Board of such proposed action.
- e. Special committee meetings may be called by the committee chair or any three (3) members of the committee.

Section 7.3 Chairpersons.

- a. Officers may not "Chair" an event if the Board of Directors determines a conflict of interest. Valid reasons must be present and discussed at least 30 days before the scheduled event.
- b. A Chairperson must be a PTO member in good standing and appointed by the current PTO President with the approval of the Board.
- c. The Chairperson reports the committee's plans and activities to the Board of Directors, which must approve all such reports.
- d. Chairpersons shall request control of the cash box when necessary.
- e. All Chairpersons shall use their budget to purchase necessary supplies and materials. Any money spent more than the budget is subject to approvals
- f. All committee Chairpersons shall update their records at the conclusion of the event and relinquish said records to the Secretary within two (2) weeks after the scheduled event.
- g. Chairpersons may not engage in inappropriate transactions resulting in personal gain. Reasonable compensation will be given for travel expenses when the Treasurer submits an eligible receipt. The Board of Directors will decide on other compensation when discussed at least two weeks before the event.
- h. Discrepancies or failure to abide by these duties will result in dismissal. The President will promptly appoint a new Chairperson to assume responsibilities.

Section 7.4 Coordinators.

- i. All Coordinators must be STARS Charter PTO members in good standing and appointed by the current PTO President with the approval of the Board.
- a. Officers may not be Coordinators if the Board of Directors determines a conflict of interest. Valid reasons must be present and discussed before an Officer is appointed as a Coordinators.
- b. Unlike Chairpersons, Coordinators manage a task or process throughout the entire school year and serve a one (1) year term beginning July 1 and ending June 30.
- c. Coordinators shall report their plans and activities to the Board of Directors, which must approve all such reports.
- d. Coordinators shall request control of the cash box when necessary.
- e. All Coordinators shall use their budget to purchase necessary supplies and materials. Any money spent more than the budget is subject to approval.
- f. Coordinators may not engage in inappropriate transactions resulting in personal gain.
- g. All Coordinators serve at the direction of the Board of Directors and can be removed by action of a majority vote of directors then serving at any meeting of the Board. Five (5) days notice must be provided to the Board of such proposed action.
- h. Discrepancies or failure to abide by these duties will result in dismissal. The President will promptly appoint a new Chairperson to assume responsibilities.
- i. The processes outlined in Section 7.4 of these bylaws do not apply to Box Tops for Education (BTFE) Coordinators. Anyone can enroll to become a BTFE Coordinator; however, the Board should attempt to collaborate with all BTFE Coordinators to ensure efforts are not duplicated.

Section 7.5 Special committee meetings by electronic media. Special committee meetings may be held by a telephone or electronic conference system that allows all participating members to simultaneously hear and speak to each other during the meeting. Telephone or electronic conferences shall not be used unless available to all committee members. A committee member participating in this type of meeting is deemed to be present at the meeting.

Section 7.6 Proxy voting. Voting by proxy is prohibited.

Section 7.7 Quorum. A majority of the members of any committee shall constitute a quorum for the transaction of business.

ARTICLE 8 GENERAL MEMBERSHIP MEETINGS

Section 8.1 Regular general membership meetings. Regular general membership meetings of STARS Charter PTO shall be scheduled by the Board and held monthly throughout the school year. Five (5) days notice must be given to the general membership to change the date or location of a regular general membership meeting, except in the case of an emergency.

Section 8.2 Special meetings. Special meetings of STARS Charter PTO may be called by the President, a majority of the Board of Directors, or by petition of the members. The time and location of all special meetings shall be announced at least seven (7) days before the meeting, except in the case of an emergency.

Section 8.3 Duration of meetings. General and special meetings shall last no longer than ninety (90) minutes. At that time, a vote shall be taken on whether to continue on a topic or schedule an additional meeting to continue the discussion. Only topics on the agenda will be discussed. Any member request to add an item to the agenda must be submitted to the Board two weeks prior to the scheduled meeting date. All unfinished business shall be carried over to the next meeting.

Section 8.4. Inclement weather. In the event of inclement weather, meetings may be canceled and rescheduled at the President's discretion. Any changes will be promptly communicated to PTO members through established communication lines.

Section 8.5 Last general membership meeting of the fiscal year. The last general membership meeting of the fiscal year shall be held in April or May.

Section 8.6 Majority vote. All members in good standing will have one vote and must be present to vote. The act of the majority of the voting members present and voting shall be the act of STARS Charter PTO.

Section 8.7 Proxy voting. Voting by proxy is prohibited.

ARTICLE 9 FINANCE AND BUDGET

Section 9.1 Annual budget. The offices shall prepare a proposed annual budget which, following approval by the Board, shall be considered and adopted at the first general membership meeting of the fiscal year. The annual budget shall serve as a guide for activities planned throughout the school year. Amendments to the budget may be considered and adopted at regular or special general membership meetings. A deviation of 15% over the approved budget requires an amendment.

Section 9.2 Treasurer's report. The Treasurer shall present a financial report at each general membership meeting and prepare a final report at the close of the fiscal year.

Section 9.3 Quarterly financial review. The audit committee will conduct a quarterly review of STARS Charter PTO's bank statements and supporting documents and shall sign an acknowledgment on the bank statements that the expenditures were consistent with the approved budget.

Section 9.4 Annual financial review. By August 31 each year, the audit committee, or a certified public accountant (CPA) appointed by the Board shall:

- a. Examine the Treasurer's year-end financial report and STARS Charter PTO's financial records (including but not limited to all depository accounts, the general ledger of receipts and expenditures, supporting documentation and checks, and records of membership dues paid); and
- b. State in writing whether or not the Treasurer's year-end report is correct and shall submit that statement, with a copy of the report, to the Board of Directors.

The Board shall review and approve the report of the audit committee or certified public accountant. The audit committee will summarize its report to the general membership at its next meeting. The audit committee, at any time, may recommend to the Board that an independent review of the financial records by a certified public accountant should be conducted.

Section 9.5 Checks. Two authorized signatures shall be required on each check. Authorized signers shall be the President, Vice President, Secretary, and Treasurer. Pre-signing and signing of blank checks is prohibited.

Section 9.6 Expenditures and fund availability. All expenditures of STARS Charter PTO must be consistent with the approved budget and based on actual fund availability. All reimbursements for expenditures will be contingent upon actual fund availability.

Section 9.7 Deposits, disbursements, and reimbursements. The Treasurer shall keep accurate records of disbursements and income for all PTO-sponsored activities. All deposits and disbursements shall be made within a maximum of thirty (30) days from the receipt of funds and orders of payment. No reimbursements shall be made without a valid receipt.

Section 9.8 Designated funds. A designated fund is money paid or received for a specific purpose. The purpose of designated funds may be amended with a majority vote of members present at any general membership meeting.

Section 9.9 Loans. No loans shall be made by the organization to its offices or members.

Section 9.10 Contracts and other financial agreements. All contracts and other financial agreements require the prior approval of the Board of Directors. Upon approval, any office or Officers may enter into contracts or agreements on behalf of STARS Charter PTO.

Section 9.11 Reasonable compensation. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, Officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for the services rendered.

Section 9.12 Legislation and politics. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political on behalf of any candidate for public office.

ARTICLE 10 FISCAL YEAR

The fiscal year of STARS Charter PTO shall begin on July 1 and end on the following June 30.

ARTICLE 11 ANNUAL MEETING

The Board of Directors will hold its annual meeting in the month of August each year; or at such time as soon as practical thereafter as determined by the Board of Directors.

ARTICLE 12 AMENDMENTS

These bylaws may be reviewed and revised by the Board of Directors as necessary to meet changing conditions in the school and community. Amendments must be brought to a vote of the general membership and adopted by a two-thirds (2/3) majority of the members in attendance. Notice of proposed amendments shall be given at least two (2) weeks before the meeting.

ARTICLE 13 APPLICATION OF THESE BYLAWS

The foregoing uniform bylaws supersede any and all bylaws previously adopted and shall be applied as the sole and exclusive bylaws of STARS Charter PTO.

These bylaws were adopted by the general membership of STARS Charter PTO by a majority vote during a general membership meeting called adequately on (date) and shall take effect immediately.

President (print name)

President (signature)