

BYLAWS
OF
GREEN CHARTER SIMPSONVILLE PTO

ARTICLE I: NAME

The name of this organization shall be the Green Charter Simpsonville PTO, hereinafter referred to as the “PTO.”

ARTICLE II: PURPOSE

This organization is organized exclusively for charitable, educational, and nonprofit purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The purpose of the PTO is to:

1. Build strong relationships between parents, teachers, staff, and community to support the mission of Green Charter Simpsonville.
2. Support academic, cultural, and extracurricular experiences for all students.
3. Coordinate fundraising efforts to enhance the student experience, including projects such as the mural initiative, and ActiveFloor.
4. Recognize and support staff through efforts like lounge support and appreciation events.
5. Organize community engagement events to strengthen ties between school and community.

ARTICLE III: MEMBERSHIP

Section 1. Eligibility

Membership shall be open to parents, guardians, and legal representatives of students currently enrolled, as well as faculty and staff. Each member shall have one vote on matters submitted to a vote of the membership.

Section 2. Dues

Annual membership dues are \$10 per academic year. Majority vote may increase dues based on the economic factors but may not increase more than 50% in one year. Voluntary donations may be collected as needed to support PTO initiatives.

ARTICLE IV: OFFICERS

Section 1. Officers

The Executive Board shall consist of at least:

- President
- Vice President
- Secretary
- Treasurer

Additional standing committee roles such as Hospitality, Membership, Communications, Fundraising or Volunteer may be added as determined by the Executive Board, but are not required to maintain good standing as an organization.

Section 2. Term and Elections

Officers shall serve a term of one year and may be re-elected. No executive officer shall serve in the same role for more than 2 consecutive years. Elections shall take place annually in the spring, with new officers assuming duties on July 1.

Section 3. Vacancies

Vacancies may be filled by a majority vote of the remaining Executive Board members.

Section 4. Removal of Officers

An officer may be removed from their position for failure to fulfill duties, misconduct, or actions not in alignment with the PTO's mission. Removal requires a two-thirds vote of the Executive Board. The officer in question must be notified in writing and given at least 72 hours to respond before the vote is taken.

ARTICLE V: DUTIES OF OFFICERS

- President – Leads PTO meetings, sets the strategic direction, communicates with school leadership and families, and represents the PTO at school functions.
- Vice President – Supports the President, oversees committees, and ensures smooth implementation of events and programs. Assumes presidential duties in their absence.

- Treasurer – Manages the budget, maintains financial records, provides financial reports, and ensures fiscal responsibility in alignment with PTO goals.
- Secretary – Records meeting minutes, maintains documentation, and ensures members have access to important records.

ARTICLE VI: MEETINGS

1. The PTO shall hold a minimum of two general membership meetings per academic year. Quorum must be met for voting at general membership meetings.
2. Additional meetings may be called by the Executive Board as needed.
3. A quorum for Executive Board meetings shall consist of a majority of board members.
4. A quorum for general membership votes shall consist of at least 15% of active members or 10 general members, whichever is greater.
5. Voting may occur electronically provided there is documentation of participation, discussion, and results maintained by the Secretary. Voting must remain open for at least 48 hours. A quorum shall be required for valid results. The Secretary shall document participation, discussion, and results, which must be recorded in the next meeting minutes.

ARTICLE VII: COMMITTEES

Section 1. Standing Committees

The following standing committees may be established and maintained throughout the year:

- Hospitality
- Fundraising
- Membership
- Volunteer
- Communications

Directors of the above standing committees have board voting rights. Additional director roles may be created by the Executive Board as needed to support the PTO's mission. Voting rights for additional directors may be granted by a majority vote of the Executive Board.

Section 2. Committee Function

Committees shall support the PTO's mission and report directly to the Executive Board. Directors of the aforementioned standing committees shall be appointed by the Executive Board.

The Executive Board may establish additional subcommittees as needed to accomplish the objectives of the PTO. Such committees shall operate under the direction of the respective standing committee Director and shall be subject to the oversight of the Executive Board.

ARTICLE VIII: FINANCES

1. The fiscal year shall run from July 1 to June 30.
2. All PTO funds shall be deposited into a designated PTO bank account.
3. A proposed budget shall be presented annually and approved by the membership.
4. Expenditures outside the approved budget over \$50 shall require a board vote.
5. Two unrelated board members must sign off on disbursements over \$250.
6. Reimbursed expenditures must be submitted on the approved Reimbursement Form and include original and or copied receipts in order to be reimbursed. No reimbursement will be issued without receipts and must be turned in to the Treasurer within 45 days.

ARTICLE IX: AMENDMENTS

These bylaws may be amended by a two-thirds vote of members participating in a general meeting or an electronic vote, provided that notice of the proposed amendment has been shared at least one week in advance.

ARTICLE X: DISSOLUTION

In the event of dissolution, any remaining PTO funds shall be distributed to Green Charter Simpsonville for educational use, as determined by the Executive Board and in accordance with IRS 501(c)(3) regulations.