

**BY-LAWS OF THE MEADOWFIELD ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION**

ARTICLE I

NAME

The name of this corporation shall be Meadowfield Elementary School Parent Teacher Organization (herein-after referred to as the "Meadowfield P.T.O. ").

ARTICLE II

ADDRESS

The Meadowfield P.T.O. shall be located at 525 Galway Lane, County of Richland, and Columbia, South Carolina 29209. All records, financial or otherwise, and property belonging to the Meadowfield P.T.O. shall be maintained at this location.

ARTICLE III

GENERAL

SECTION 1. The Meadowfield P.T.O. shall be a non-profit organization (i) established and operating in accordance with the provisions of 26 U.S. C. ("Internal Revenue Code") Sections 501(c) (3) and the regulations thereunder ; and (ii) incorporated under the South Carolina Nonprofit Corporation Act (Article 1, Chapter 31, Title 33 of the S.C. Code). The Meadowfield P.T.O. shall be an independent and autonomous organization.

SECTION 2. The Meadowfield P.T.O. shall operate on a twelve (12) month basis, namely June 1st through May 31st. Its period of duration shall be perpetual.

ARTICLE IV

PURPOSE

The purposes for which the Meadowfield P.T.O. is established and shall operate are as follows:

SECTION 1. The Meadowfield P.T.O. is organized and shall be operated exclusively for charitable, educational and/or scientific purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code; provided, however, no part of the net earnings thereof shall insure to the benefit of any private member or individual.

The Meadowfield P.T.O. shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of a candidate for public office. Notwithstanding any other provision of these By-Laws, the Meadowfield P.T.O. shall not participate in any activities not permitted by (i) an organization described in 26 U.S.C. Sections 501 (c) (3) and 509 (a) (1), (2), or (ii) an organization to which contributions are deductible under the provisions of 26 U.S.C. Section 170 (c) (2) or any other corresponding provision of any future United States Internal Revenue Law.

SECTION 2. The Meadowfield P.T.O. shall foster and develop excellence in education and promote and encourage communication between the Meadowfield Elementary School staff and the parents of the students attending.

SECTION 3. The Meadowfield P.T.O. shall initiate and coordinate fundraising efforts in order to supplement the existing educational and instructional facilities at the Meadowfield Elementary School, and may fund educational and community projects as determined by the organization and school staff.

SECTION 4. The Meadowfield P.T.O. shall cooperate with the Meadowfield Elementary School staff to support the improvement of education in ways that will not interfere with the administration of the school.

ARTICLE V

MEMBERSHIP

SECTION 1. Any parent or guardian of a child currently attending Meadowfield Elementary School and any staff who are interested in the mission of the Meadowfield P.T.O., and who are willing to uphold its basic policies and subscribe to its Bylaws may become a member.

SECTION 2. Only members of this organization shall be eligible to participate in its business meetings, or to serve in any of its elected or appointed positions.

ARTICLE VI

OFFICERS

SECTION 1. Named officers. The officers of the organization shall be as follows:

President

1ST Vice President, In Charge of Finance

2ND Vice President, Oversee Community Engagement

Secretary

Treasurer

SECTION 2. Terms of Office.

Officers shall serve for a term of one year and shall remain in office until the newly elected officers have been installed and have assumed their duties for the coming year.

SECTION 3. Election of Officers

The officers shall be elected annually by electronic ballot or email in the spring at a time deemed appropriate by P.T.O. Board and school principal. The newly elected officers shall be installed no later than on or before June 1 of the year of election.

SECTION 4. Vacancies.

A position is declared vacant upon resignation. A vacancy, except for the office of the President (which shall be filled by either Vice President), shall be filled by appointment of the remaining Board members. In event of vacancy of P.T.O. Board, remaining members can fill positions by simple vote of majority.

SECTION 5. Removal of Officers.

Officers can be removed from office with or without cause by majority vote of those present assuming quorum at regular or special scheduled meeting with notice given.

ARTICLE VII

DUTIES OF OFFICERS

Section 1.

President. The President oversees and coordinates the work of an executive board to run a P.T.O effectively; serves as the official contact, communicator and representative of the PTO; serves as ex-officio member of all committees; works closely with the Principal in matters related to the P.T.O.; plans annual calendar; and attends and presides over the board meetings.

1st Vice President. The 1st Vice President shall act as aide to the President and shall, in designated order, perform the duties of the President in the absence of that officer; and will oversee fundraising.

2nd Vice President. The 2nd Vice President shall act as aide to the President and shall, in designated order, perform the duties of the President in the absence of that officer; and will serve as the volunteer coordinator and oversee community engagement.

Secretary. The Secretary shall keep an accurate record of all general meetings of the organization and of the Executive Committee and shall perform such other duties as delegated. The Secretary shall also conduct the correspondence and shall act as official reader of communications at meetings.

Treasurer. The Treasurer shall be custodian of the funds of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds as authorized by the Executive Committee and at other times as requested by the Executive Committee, and shall make a full report to the general membership at the final meeting of the year.

Section 2. All officers shall perform the duties as described in Bylaws.

Section 3. An outgoing officer shall deliver to his/her successor all official material(s) and/or records pertaining to that elective office within ten (10) days following the installation of new officers.

ARTICLE VIII

MEETINGS

Section 1. General Meetings.

General meetings of the full membership body of the P.T.O. shall be held at least twice a year as decided by the Executive Board. If a matter of new business is on the floor for a vote, there must be a quorum. Fifteen (15) members shall constitute a quorum.

Special Meetings. Special meetings of the full membership body may be called by the President, the Executive Committee, or upon written request of at least ten (10) members of the organization.

Section 2. Executive Board Meetings.

The Executive Board shall meet monthly during the school year, at a time determined by the Executive Board. A majority of the Board shall constitute a quorum. Special meetings of the Executive may be called by the President or by a majority of the members of the Executive Board.

Any member of the Meadowfield P.T.O. may attend the Executive Board meetings upon request.

ARTICLE IX

COMMITTEES

Section 1. Executive Board.

The Executive Board shall be composed of the President, 1ST Vice President, 2nd Vice President, Secretary, Treasurer, and the Principal of the school, or an administrator or teacher appointed by the Principal, to represent him/her. The Executive Board shall conduct all business between General Meetings.

Section 2. Committees.

Committees, appointed yearly by the Executive Board, will promote the goals and objectives of the Meadowfield P.T.O. Committees will be announced by the President after the first Executive Board meeting of the school year.

The President shall appoint a chairman for each committee. Appointed chairs of committees will be responsible for coordination and correspondence with other Committee members.

The Chair of each Committee shall present proposed objectives and implementation plans to the Executive Board.

The President may appoint special committees during the school year, provided however, no chairman of a special committee shall have a vote on the Executive Board, or be considered a member of the Executive Board.

ARTICLE X

PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern meetings of this organization in all cases to which they are applicable.

ARTICLE XI

ARTICLES OF INCORPORATION

The By-Laws of this organization shall be deemed to be part of its Articles of Incorporation.

ARTICLE XII

AMENDMENTS

SECTION 1. These By-Laws may be amended at any general meeting of the Meadowfield P.T.O. by two-thirds vote of the members present and voting; provided however, that ten (10) days prior shall be proposed.

SECTION 2. A committee may be appointed to revise or amend these By-Laws by either a majority vote at the General Meeting, or by a two-thirds vote of the Executive Board. The procedure for action on the amendment(s) described in Section 1 of this Article shall be applicable.

ARTICLE XIII

DISSOLUTION

The Meadowfield P.T.O. may be dissolved and its business affairs terminated upon a vote of a two-thirds majority of the full membership body at a meeting of which published notice shall be given. Such notice shall state the purpose of the proposed meeting. A certificate stating such facts shall be filed with the Secretary of the State. Upon dissolution of the Meadowfield P.T.O. and after all its debts and expenses have been paid, all assets which may be legally so distributed in conformity with these By-Laws and for the purposes set forth in Article IV, supra. All remaining assets of the Meadowfield P.T.O. shall be conveyed or distributed to one or more organization as may be designated by the Executive Board, so long as such organization at the time of such conveyance or distribution qualifies as an organization described in Section 501(c) (3) and 170 (c) (2) of the Internal Revenue code or any corresponding provision of any further Federal Tax Code.