

River Mill Academy

Parents and Teachers Together Bylaws



Article I: Name

The name of this organization is the River Mill Academy Parents Teachers Together (PTT).

Article II: Purpose/Objectives

- The purpose of the PTT shall be to continually promote and provide assistance for a quality educational program at River Mill Academy. The PTT is organized exclusively for charitable, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, and shall be operated exclusively for the benefit of River Mill Academy.
- The objectives of the River Mill Academy PTT are to:
 1. Provide school functions for the purpose of promoting fellowship among parents, students, and teachers.
 2. Provide funds for extra materials and programs in addition to what is provided by the school's budget, as determined by the organization with approval from the Board of Directors.
 3. Assist in providing volunteers as deemed beneficial to the school.
 4. Bring closer relationships between home and school so that parents and teachers may cooperate in the education of the students.

Article III: Policies

The following are basic policies of the River Mill Academy PTT:

1. This organization reports to the River Mill Academy Board of Directors (BOD), shall operate in accordance with these By Laws, as amended from time to time and shall adhere to all applicable River Mill Academy policies and/or procedures.

2. This organization shall comply with NC Open Meeting laws.
3. The organization shall be non-commercial, non-sectarian, and non-partisan.
4. The organization shall work with the school and administration to help provide quality education for all students, recognizing that the legal responsibility to make decisions has been delegated to the principal and the Board of Directors.
5. The organization shall work with the school administration, faculty, and students in an effort to:
 - a. Provide quality experiences and activities for all members of River Mill Academy including but not limited to:
 - i. Welcome Back to School meal for Staff
 - ii. Open House – representative all day at school
 - iii. Family Fun Activities (Minimum of one in the fall and one in the spring)
 - iv. Christmas Luncheon/Appreciation for Staff
 - v. Teacher Appreciation Week
 - vi. Two to four work days at the school per school year
 - vii. Graduation Reception
 - viii. End of School Luncheon for the staff
 - ix. Organize volunteers for various activities at school
 - b. Maintain a well-informed membership regarding issues directly related to the school and community.
6. This organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf or in opposition to any candidate for public office (including publishing or distributing statements).
7. In no way shall one member, officer, or committee chairperson make policy, program, or expenditure decisions, or bind the organization in any way, absent the consent of the officers or, if required, the Board of Directors. When representing the organization, any member, officer, or committee chairperson shall be aware of the authority extended by the organization and shall not exceed such authority.
8. This organization may cooperate with other organization and agencies concerning child welfare, but persons representing the organization in such matters shall make no commitments that will bind the organization.
9. The records of the organization are open for public review.
10. Any notice required or permitted to be given to members may be given by written notice (including distribution of flyers and posting notices through the school), by telephone, by facsimile, by electronic mail, or by any combination thereof, or by any other method reasonably designed to reach the members.

Article IV: Membership and Dues

Membership in the River Mill Academy PTT shall be made available with the following terms:

1. All teachers and parents of a currently enrolled student at River Mill Academy, willing to uphold the policies and subscribe to these bylaws shall be known as a member in good standing of this organization upon:
 - a. The payment of dues
 - b. Registration of name, address, and telephone number with the organization.
2. Membership in this organization shall be made available without regard to race, creed, color, or national origin.
3. This organization shall conduct an annual enrollment of members but may admit persons to membership at any time. The membership year shall be from the first day of school to the first day of school each school year.
4. The officers of PTT shall determine the amount, and manner of payment of the membership dues Any changes shall be presented to the River Mill Academy Board of Directors for approval.
5. Each member shall pay the annual membership dues; however no household shall be assessed for more than the one annual payment of membership dues.

Article V: Officers and Their Election

1. Officers of this organization will consist of elected offices of:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
2. In addition to these officers, there will also be the position of a Past President to be filled by the outgoing President.
3. The PTT officers will be elected as outlined in the Committee section of the River Mill Academy Policies and Procedures.
4. The term of any officer shall be one year. A candidate can be elected to the same office for no more than three consecutive years. After three consecutive years, if no other person is willing to run for an office, the current officer may continue to serve for an additional year. In the event that the same President is elected for multiple years, the Past President will only be required to serve for the first year of the newly elected President.
5. If there are no nominees for a specific office, then any officer other than the President may be allowed to hold more than one office with the President's approval.
6. If a vacancy occurs in the office of the President, the Vice-President shall assume the office of the President. If a vacancy occurs in any other office, the office shall be

advertised and whomever would like to be considered must be present at the next official meeting where the members in good standing who are in attendance will vote to fill the position. In the event of a tie, there will immediately be another vote with only the top two vote-getters being eligible.

7. In order to qualify for the office of President, the nominee shall have served in the capacity of any other officer of the PTT for at least one year.
8. Any officer may be removed for just cause (i.e. missing meetings, not performing duties as outlined for their elected office, etc) by majority vote of the other officers not including the Past President. In the event a removal is agreed upon, the PTT Liaison to the Board should be contacted and will direct the remaining officers in how to proceed.

Article VI: Duties of Officers

1. The President shall:
 - a. Preside at all meetings.
 - b. Ensure a report or minutes documenting the most recent meeting are submitted to the Board of Directors at least five days prior to each monthly Board of Directors meeting.
 - c. Ensure a report or minutes documenting the most recent meeting are distributed to all members in good standing.
 - d. Work with the principal on designated duties and tasks.
 - e. Be versed and communicate the bylaws to fellow officers, committee chairpersons and the Board of Directors.
 - f. Coordinate the work of the officers and committees of the organization.
 - g. Coordinate fundraising requests with the principal to ensure there are no conflicts with the school schedule or other fundraisers being held.
 - h. Delegate responsibilities so that the objectives and policies may be promoted.
 - i. Work with the Secretary to create an agenda for each meeting.
 - j. Perform such other duties as may be assigned by the organization.
 - k. Have the option of serving on any standing committee.
 - l. Shall be responsible for serving on any committees that directly impact the PTT organization.
 - m. Serve in the capacity of Past President at the end of their elected term.
2. The Vice-President shall:
 - a. Assist the President and perform the duties of the President in the absence or inability of that officer to act.
 - b. Commit to the duties of the President in the event the President vacates the office for any reason.
 - c. Must serve on at least one standing committee.

- d. Perform other delegated duties as assigned.
3. The Secretary shall:
- a. Take minutes at PTT meetings.
 - b. Distribute official minutes to each of the other officers within ten days following each meeting.
 - c. Conduct necessary correspondence for the organization.
 - d. Keep the organization's calendar.
 - e. Manage the organization's publications i.e. website posts, etc.
 - f. Maintain a current copy of the bylaws, past meeting minutes, a list of all committees and their members, and a list of the current members of the organization.
 - g. Must serve on at least one standing committee.
 - h. Perform other designated duties as assigned.
4. The Treasurer shall:
- a. Establish and/or maintain a checking account and other accounts as determined by the other officers.
 - b. Receive all monies of the organization.
 - c. Keep an accurate record of receipts and expenditures and disburse funds as budgeted or approved by the officers.
 - d. Be responsible for the maintenance of the bank account and financial records of the organization.
 - e. Prepare financial statements each month with copies to be distributed at the monthly PTT meetings as well as to the Board of Directors.
 - f. Prepare the financial books for periodic audit. In accordance with the River Mill Academy Committee policy, audits shall be done every two years starting at the end of the 2012 school year.
 - g. Make sure that at least \$1000.00 remains in the treasury for the next school year.
 - h. See that checks or vouchers for \$500.00 and over are properly signed by two persons (the Treasurer and the President).
 - i. Must serve on at least one standing committee.
 - j. Perform other designated duties as assigned.
5. The Past President shall:
- a. Share ideas, guidance, and expertise with the newly elected PTT Officers
 - b. Assists newly elected PTT officers as requested
6. All officers shall perform the duties outlined in these bylaws and those assigned by the Principal or Board of Directors from time to time. Failure to assume these responsibilities may result in removal.

7. All officers are responsible for making sure that any PTT correspondence or activities, whether by PTT or its subcommittees, comply with the policies of River Mill Academy, including, but not limited to the Social Media for Extracurricular Groups policy.
8. Upon removal or resignation of any officer, such officer shall turn over to the highest ranking officer, without delay, all records, funds, books, and other materials pertaining to the office. Furthermore, upon expiration of their terms, all officers shall deliver all official materials related to their office to their successors at the June PTT meeting of the new school year.

Article VII: Meetings

1. Meetings shall be held on the first Tuesday of every month (including during the summer months when the school's office remains open) unless school is closed on that day due to holidays, teacher workdays, or inclement weather. In the event of a school closure, it will be up to the President to either reschedule the meeting or not meet for that month.
2. Meetings are open to members as well as the public.
3. The June meeting shall serve as a transition meeting between all outgoing officers and the newly elected officers. All elected officers as of the June meeting, both incoming and outgoing, are required to attend.
4. Any officer who has been absent from two consecutive meetings without prior notice to the President, shall be considered resigned and will be replaced by vote at the following meeting in accordance with the process outlined in Article VI, Item 6 of these bylaws.

Article VIII: Committees

1. Committees shall be created as deemed necessary by the officers of the PTT.
2. A standing committee is one that will continue to exist from year to year. There will be a sign up sheet available at River Mill Academy's Open House for people who are interested in joining any current standing committees. As of the most recent date of revision, the standing committees are:
 - a. Fundraising Committee
 - i. Responsible for sorting and mailing box tops and soup labels, any family fundraising nights such as McDonald's McTeacher Nights or Chick-Fil-A Spirit Nights, as well as any other duties assigned by the officers.
 - b. Hospitality Committee
 - i. Responsible for the monthly teacher appreciation events as well as both the back to school and end of school luncheons as well as any other duties assigned by the officers.
 - c. Family Events Committee

- i. Responsible for setting up at least one Family Fun Night in the spring and another in the fall (cook out, movie night etc), no less than two work days at the school (grounds keeping, repainting, etc), and any other duties assigned by the officers.
3. Committee chairpersons shall be determined by the members of each committee and it shall be that chairperson's responsibility to provide the President with a monthly report communicating the committee's goals and progress as well as any upcoming events the committee is planning. The chairperson is responsible for giving the President enough notice to receive approval from the Principal for any upcoming events. No committee work shall be undertaken without approval from the PTT President.
4. An individual may serve unlimited terms as a committee chairperson.
5. The chairperson of each committee shall be totally responsible for planning and initiating all the necessary requirements to fulfill the assigned purpose of the committee.

Article IX: Financials

1. The fiscal year of the organization shall begin July 1st and end June 30th. The previous year's budget will stand until the August meeting.
2. No part of the net earnings of this organization shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered. Services provided by members and officers are voluntary and will not be compensated, unless specifically authorized by the Board of Directors prior to the completion of such services. Exception to this policy shall apply only in the case of assisting a River Mill Academy family due to an unexpected and severe hardship such as fire, death of a spouse, etc.
3. Each committee chairperson has access to the budgeted funds for his/her committee during the current school year only. These funds will be disbursed by the Treasurer provided the expense is approved by the President and is substantiated by a purchase order or a receipt.
4. Any expenditures of \$500 or more must be approved by a vote of the members in good standing at a PTT meeting.
5. In the event of a check returned for insufficient funds, PTT will follow the Returned Check Policy of Rivermill Academy with the Treasurer of the PTT acting in the role of Finance Manager.

Article X: Voting

1. The PTT President or his/her designee may elect to verify membership prior to any voting that occurs.
2. A quorum for all meetings shall consist of a simple majority of the members present, including all elected officers.
3. Only members present and in good standing will be allowed to vote at PTT meetings.

Article X: Conflict of Interest:

If any PTT Member has an adverse interest in a River Mill Academy transaction, such PTT Member must make full disclosure to the PTT Officers of the adverse interest as soon as such PTT Member knows, or should know of its existence. Upon full disclosure, the PTT Officers may approve the transaction only by a good faith vote of a majority of the disinterested PTT Members present.

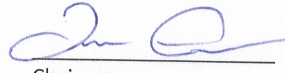
However, no such transaction may be approved if it would constitute self-dealing prohibited under sections 4941 of the Internal Revenue Code of 1986, or the corresponding provisions of any later federal tax laws, or if it would result in the imposition of any excise tax under any other provision of Chapter 49A of the Internal Revenue Code of 1986, or the corresponding provisions of any later federal tax laws.

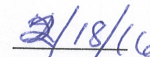
Article XI: Amendments

1. At least once every two years, these bylaws shall be reviewed by the officers in order to make amendments as needed. If amendments are made, the President will be responsible for presenting the amended bylaws to the Board of Directors for acceptance.

River Mill Academy PTT Bylaws

Approved by River Mill Academy Board of Directors


Chairperson


Date