

BYLAWS OF THE FLORENCE CHAPEL MIDDLE SCHOOL PARENT TEACHER ORGANIZATION (PTO)

ARTICLE I: NAME The name of this organization is the Florence Chapel Middle School Parent Teacher Organization (PTO), located in Duncan, South Carolina.

ARTICLE II: PURPOSE The purpose of the PTO is to: 1. Promote open communication and cooperation between parents, teachers, staff, and administration. 2. Support the educational, physical, and emotional development of students at Florence Chapel Middle School. 3. Organize events, volunteer support, and fundraising activities to supplement school programs and resources.

ARTICLE III: MEMBERSHIP & DUES Section 1. Members: Membership is open to all parents, legal guardians, teachers, administrators, and staff of Florence Chapel Middle School without discrimination. Section 2. Dues: Dues, if any, shall be established annually by the Executive Board prior to the start of the school year. Payment of dues (if required) grants full voting privileges.

ARTICLE IV: EXECUTIVE BOARD & OFFICERS Section 1. Officers: The Executive Board shall consist of the following elected officers: * President * Vice President * Secretary * Treasurer * Principal (or appointed administrative representative, serving as an ex-officio member) Section 2. Duties of Officers: * President: Presides at all meetings, coordinates the work of officers and committees, and serves as the primary liaison to the school administration. * Vice President: Performs the duties of the President in their absence, assists the President, and oversees committee operations. * Secretary: Keeps accurate minutes of all general and board meetings, maintains official records, and handles organization correspondence. * Treasurer: Maintains all financial records, receives and deposits funds, disburses funds in accordance with the approved budget, and presents a financial report at each meeting. Section 3. Term of Office: Officers shall serve a term of one (1) academic year, beginning July 1 and ending June 30. Officers may serve a maximum of two (2) consecutive terms in the same role unless no successor is nominated.

ARTICLE V: ELECTIONS Section 1. Nominations: A nominating committee or call for self-nominations shall open in the fall (Aug/Sept). Section 2. Voting: Elections shall be held at the opening general meeting of the school year by a simple majority vote of members present. Section 3. Vacancies: A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the Executive Board.

ARTICLE VI: MEETINGS Section 1. General Meetings: General membership meetings shall be held at least four (4) times during the school year. Dates will be determined by the Executive Board and communicated in advance. Section 2. Board Meetings: Executive Board meetings shall be held monthly during the school year or as needed. Section 3. Quorum: A quorum for general business transactions shall consist of the members present at a scheduled meeting. A quorum for Executive Board business shall consist of a simple majority of board members.

ARTICLE VII: FINANCIAL POLICIES Section 1. Budget: A proposed budget for the upcoming school year shall be drafted by the Executive Board and presented to the membership for approval at the first general meeting. Section 2. Expenses: All expenditures must align with the approved budget. Non-budgeted expenses exceeding \$100 require approval from the Executive Board. Section 3. Financial Oversight: The financial records shall be reviewed annually at the end of the fiscal year by an independent committee appointed by the board.

ARTICLE VIII: AMENDMENTS These bylaws may be amended at any general membership meeting by a two-thirds vote of members present, provided the proposed amendment has been presented in writing at least two weeks prior to the vote.