

State of Alabama
County of Jefferson

ARTICLES OF ORGANIZATION
of
GREEN VALLEY
PARENT-TEACHER ORGANIZATION

Part One--Articles of Association

Article I: Name

The name of this organization is the Green Valley Parent Teacher Organization. It is an autonomous unit affiliated with no other local, state, or national organization.

Article II: Articles of Organization

The "Articles of Organization" of this PTO include a) The Articles of Association and b) The bylaws of such organization.

Article III: Purposes and Objects

Section 1: The purposes and objects of this Organization are:

- a. To promote the welfare of children attending Green Valley Elementary School in the home, school and community.
- b. To directly support, within the limits of applicable law, by volunteering of its members and contribution of financial support, the activities and educational program and facilities
needs
of the Green Valley Elementary School.
- c. To bring into closer relation the home and school, that parents, teachers and administrators may cooperate intelligently in order to secure for all children and youth the highest advantages of physical, mental and social education.
- d. To secure and disseminate to its members information concerning applicable laws and regulations, new developments in child health, development, and educational
methods,
research and technologies, and all other relevant information regarding the educational welfare of children.
- e. To develop between educators and the general public such united efforts as will secure for all the children and youth the highest advantages in physical, mental, social and spiritual education.

f. The purposes for which the Green Valley Parent-Teacher Organization is organized are exclusively religious, charitable, scientific, literary and educational within the meaning of IRC section 501c (3) or the corresponding provision of any future United States Internal Revenue Law.

Section 2: The objects and purposes of this organization are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3: This Organization shall have the power to do all lawful acts necessary or desirable to carry out its purposes consistent with section 501 c (3) of the Internal Revenue Code and with applicable law regarding similar unincorporated Associations in the State of Alabama.

Article IV: Duration

This Organization shall continue from July 1, 1987 until terminated or disbanded in accordance with the terms hereof, or until there are no current members, whichever shall first occur. Members whose dues are paid for a given PTO fiscal year terminates in May, June, July, August, or September, until they renew their membership by paying dues in the succeeding fall, or decline to so renew their membership if it is reasonable to anticipate that any of their children will be registered in the Green Valley Elementary School for the succeeding fall term of instruction. Otherwise, membership of a member shall be deemed to terminate at the end of the fiscal year of the Organization during which they last paid their dues.

Article V: Basic Policies

Section 1: The following are basic policies of the organization:

- a. This Organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of this Organization or the names of any of its members in their official capacities on behalf of this Organization shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objects or purposes of the Organization.
- c. This Organization shall not, directly or indirectly, participate in or intervene in any political campaign on behalf of, or in opposition to any candidate for public office (in any way, including the publishing or distribution of statements); nor shall this Organization devote more than an insubstantial part of its activities in any attempt to influence legislation by propaganda or otherwise, and only then to the extent permitted by applicable federal and state laws, PROVIDED, HOWEVER, that in no event shall this Organization engage in such activities if same will, or might tend to result in the revocation of its exempt status under I.R.C. section 501 c (3) as last amended.
- d. The Organization shall work with the school to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.

- e. This Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing this Organization in such matters shall make no commitments that bind this Organization.
- f. All policies concerning membership and dues, nomination and election of officers, duties of officers, executive boards and committees, meeting accounting and selection of fiscal year, and other matters not specifically addressed in these Articles of Association may be provided for in the Bylaws of this Organization. In all matters where conflict arises between provisions of the Articles of Association and provisions of the Bylaws, the provisions of the Articles of Association shall prevail.

Article VI: Powers

This Organization shall have the power to do all lawful acts necessary or desirable to carry out its purposes consistent with Section 501 c (3) of the Internal Revenue Code and with applicable law regarding similar unincorporated Association in the State of Alabama.

Article VII: Service of Legal Notice

The mailing Address to which the Alabama Secretary of State or other parties shall mail any notice required by law shall be:

Green Valley PTO
c/o Green Valley Elementary School
3200 Old Columbiana Road
Birmingham, AL 35226

Article VIII: Amendments

Section 1: All provisions of these Articles of Organization except Articles VII and IX are subject to amendment, which amendment shall however in all cases be consistent with applicable law, including but not limited to the requirements of I.R. C. section 501 c (3) and all case law, rulings and regulations appurtenant thereto, in the following manner:

- a. Articles of Association may be amended by a two-thirds majority vote of all members present and voting and entitled to vote of all members present and voting and entitled to vote in respect thereof at any regular meeting of the PTO, provided, however, that at least one month's prior notice of the proposed amendment, including the actual wording thereof, shall be given, either (a) by delivering or mailing a copy of the proposed amendment and the date, time and place of the meeting where the vote will be taken to the general membership, or (b) by announcing the information contained in (a) above at a prior regularly scheduled and publicized general meeting of the PTO.
- b. Bylaws may be added or amended by a simple majority vote of the membership at any regularly scheduled meeting of the PTO.

Article IX: Termination

This Organization may be voluntarily terminated at any time by a 2/3rds majority vote conducted as set forth in Article VIII. 1 hereinabove, provided, however, that no such termination may take place unless the resolution so terminating this Organization designated one or more Organizations, who are then exempt organizations pursuant to I.R. C. Section 501 c (3), and convey, or causes to be conveyed to them the remaining assets of the Organization. This provision shall survive any termination by reason of lack of any active membership, until such time as a court of competent authority takes jurisdiction hereof and oversees the distribution of any remaining assets in accordance with the terms and conditions of this paragraph.

Part Two--By-Laws

Article 1: Membership and Dues

- Section 1: Membership in the PTO shall be made available without regard to race, color, creed, or national origin, under such rules and regulations as may be prescribed in the bylaws of the PTO, to any individual who subscribes to the objects and basic policies of the Green Valley PTO.
- Section 2: The Organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
- Section 3: Each member of the association shall pay annual dues of \$10.00 per family to the Organization.
- Section 4: Only members of the Organization shall be eligible to participate in the business meetings or to serve in any of its elective or appointed positions.

Article II: Officers and Their Election

- Section 1: Each officer of this PTO shall be a member of the PTO.
- Section 2: Officers and their election:
- a. The officers of this Organization shall consist of a president, first, second, and third vice-presidents, recording secretary, corresponding secretary, treasurer, room parent, coordinator, historian, and parliamentarian.
 - b. Officers except historian and parliamentarian, who shall be appointed by the president, shall be elected by ballot annually in the month of April. However, if there is but one (1) nominee for any office, it shall be in order to move that the secretary cast the elective ballot for the organization for the nominee.
 - c. Officers shall assume their official duties following their installation at the close of the regular school year and shall serve for a term of one (1) year and or until their successors are elected.

d. No member shall hold more than one office at any time and no officer shall be eligible to more than two (2) consecutive terms in the same office.

Section 3: Nomination Committee:

a. The nominating committee shall consist of five members: One member only from the Executive Committee, elected from its body, one only from the school administration and three people elected by the Organization at the general meeting at least one month prior to the election.

b. An alternate is to be selected by the Executive Committee to serve in case a vacancy occurs in the nominating committee.

c. The nominating committee shall nominate one person for each office to be filled and report at the regular meeting in April.

d. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor.

e. Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.

Section 4 A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee, notice of such election having been given. In case a vacancy occurs in the office of the president, the first vice-president shall serve notice of the election.

Article III: Duties of Officers

Section 1. The president shall preside at all meetings of the Organization and the Executive Committee, and shall have the power to form special committees and appoint their members when he deems necessary; shall perform such duties as may be prescribed in these bylaws or assigned to him by the Organization or by the Executive Committee; and shall coordinate this work of the officers and committees, in order that the objects may be promoted.

Section 2. The vice presidents shall act as aides to the president and shall, in their designated order, perform the duties of the president in the absence or inability of that officer to serve. In addition to these duties, the first vice president shall serve as president elect and shall serve on the Hoover Parent-Teacher Council, the second vice president shall act as the chairman of the event committee and the third vice president shall act as the chairman of the membership committee which includes being the coordinator of the parent volunteer program.

Section 3. The recording secretary shall record the minutes of all meetings of the Organization and of the Executive Committee and shall perform such duties as may be delegated to him. He shall also keep a copy of the Bylaws in the minute book.

Section 4. The corresponding secretary shall conduct all correspondence for the Organization and shall perform such duties as may be delegated to him.

Section 5. The room parent coordinator will coordinate the recruitment of a room parent for each homeroom, and will communicate all PTO activities to the room parents for the purpose of coordinating and recruiting parent and family involvement for the activities.

Section 6. The treasurer shall receive all monies of this Organization and shall keep an accurate record of receipts and expenditures; and shall pay out local funds in accordance with the approved budget as authorized by the Organization. The treasurer shall present a copy of the financial statement at every meeting of the Organization and at other times when requested by the Executive Committee and shall make a year to date report at the April Meeting. The Treasurer shall submit the required annual Federal Income Tax return. In the event the treasurer is unable to make necessary disbursements, the president has the authority to assume this duty temporarily, with the approval of such disbursements by the remaining elected officers.

The treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be selected by the Executive Committee Board at least two weeks before the meeting at which new officers assume duties.

Section 7. A copy of all minutes and financial statements shall be presented to the president monthly.

Section 8. All officers shall:

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 - a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
 - b. Deliver to their successors all official material within ten days following the meeting at which successors are installed.

Article IV: Executive Committee

Section 1. The Executive Committee shall consist of the elected officers and the parliamentarian of the Organization.

Section 2. The Finance Committee shall consist of the president, first vice-president, and treasurer of the Organization. The principal of the school shall advise this committee of fiscal needs. The Finance Committee shall submit the budget to the Executive Committee and the general membership for approval.

Section 3. The duties of the Executive Committee shall be (a) to transact necessary business in the intervals between Organization meetings and such other business as may be referred to it by the

Organization; (b) to create standing committees; (c) to approve the plans of work of the standing committees; (d) to present a report at the regular meetings of the Organization; (e) to appoint an auditor or an auditing committee to audit the treasurer's accounts; (f) to prepare and submit to the Organization a budget for the fiscal year; and (g) to approve routine bills within limits of the budget.

Section 4. Regular meetings of the Executive Committee shall be held monthly during the school year, the time to be fixed by the Committee at its first meeting of the year. A majority shall constitute a quorum. Special meetings of the Executive Committee may be called by the president or by a majority of the members of the Committee.

Article V: Meetings

Section 1. A minimum of three meetings of this Organization shall be held during the school year, unless otherwise provided by the Organization or by the executive committee. The change of time of meetings shall be determined to best suit the convenience of the school and parents. Special meetings may be called by the Executive Committee, notice having been given. At the May meeting, reports shall be received and officers installed.

Section 2. The privilege of holding office, making motions, debating and voting shall be limited to members of the Organization whose dues are not in arrears.

Section 3. The election meeting shall be held in April.

Section 4. Thirty members present and voting shall constitute a quorum.

Article VI: Standing and Special Committees

Section 1. Only members of the Organization shall be eligible to serve in any elected or appointed position.

Section 2. The Executive Committee may create such standing committees as it may deem necessary to promote the objects and carry out the work of the Organization. The chairman of the standing committees shall be appointed by the designated officer. Their term shall be for one year.

Section 3. The chairman of each standing committee shall present a plan of work to the Executive Committee (with two extra copies for the folder and the Principal) for approval. No committee work shall be undertaken without the consent of the Executive Committee and Principal. The chairman shall also present an annual report of work done to the Executive Committee at the April meeting.

Section 4. The power to form special committees and appoint their members rests with the President (unless bylaws make other provisions or unless power is delegated by the Organization to the Executive Committee or the Organization itself). Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

Section 5. The president shall be ex-officio member of all committees except the nominating committee.

Article VII: Hoover Parent-Teacher Council

Section 1. The Organization may send two representatives, namely, the president and first vice president or another designated by the Executive Committee of this Organization, to meetings of the Hoover Parent-Teacher Council. All such representatives must be members of the Organization, and their actions and authority shall be limited by the provisions of the Articles of Organization of this Organization, such that any action of such representatives which departs from that standard shall be ultra vires, null, and void.

Section 2. The Organization is authorized to make an annual donation to said Hoover Parent-Teacher Council, payable on May 31st of each year, to the extent permitted by the provisions of the Articles of Organization of the Organization.

Article VIII: Fiscal Year

The fiscal year of this Organization shall begin July 1 and end June 30.

Article VIII: Parliamentary Authority

ROBERTS RULES OF ORDER NEWLY REVISED shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Amended as written April, 2011