

- (a) State of Alabama
- (b) County of Jefferson

**ARTICLES OF ORGANIZATION  
OF  
RIVERCHASE ELEMENTARY SCHOOL  
PARENT-TEACHER ORGANIZATION**

**ARTICLE 1: NAME**

The name of this organization is the Riverchase Elementary School Parent Teacher Organization (hereafter "PTO" or "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 a PTO consist of the bylaws of such organization.

**ARTICLE III: PURPOSES AND OBJECTIVES**

Section 1: The purposes of this organization are to promote the welfare of Riverchase Elementary students and to assist the school in providing the best educational opportunities available. The objectives of this organization are:

- (a) To directly support, within the limits of applicable law, by the volunteering of its members and the contribution of financial support for school activities, educational programs, and other school needs.
- (b) To bring into closer relation the home, school, parents, teachers, administrators, and the general public so they may cooperate intelligently to secure for all children and youth the highest advantages of physical, mental, and social education.
- (c) 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.

Section 2: The objectives 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 V.

Section 3: The 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.

Section 4: Internal Revenue Code Section 501(c) (3) - This organization is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of Code Section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future federal tax code).

#### **ARTICLE IV: DURATION**

This organization shall continue in existence from April 15, 2004, 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 shall be deemed to continue in membership during the summer months even if the PTO fiscal year terminated in May, June, July, August, or September, until they either renew their membership by paying dues in the succeeding fall or decline to renew their membership, if it is reasonable to anticipate that any of their children will be registered in Riverchase Elementary School for the succeeding term of instruction. Otherwise, membership of a member shall be deemed terminated at the end of the fiscal year of the organization during which they last paid their dues.

#### **ARTICLE V: BASIC POLICIES**

The following are the basic policies of the organization.

- (a) The organization shall be non-commercial, nonsectarian, and non-partisan.
- (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) The 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. 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 Internal Revenue Code Section 501(c)(3).
- (d) The organization shall work with the school to provide quality education for all children and youth, and shall 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) The bylaws will be reviewed and revised, as necessary, or every odd numbered year before the spring general PTO meeting, or as spelled out under responsibilities of the president-elect.

- (g) Prohibition Against Incurement and Limitation of Activities - No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the organization shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.
- (h) Prohibited Activities - Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any federal tax code).

#### **ARTICLE VI: POWER**

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 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:

Riverchase Elementary School  
1950 Old Montgomery Highway  
Hoover, AL 35244

#### **ARTICLE VIII: MEMBERSHIP AND DUES**

Section 1: Membership in the PTO shall be made available without regard to sex, 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 objections and basic policies of Riverchase Elementary School.

Section 2: The organization shall conduct an annual enrollment of members; however, persons may be admitted to membership at any time. Membership will automatically occur at the inception of this PTO for those persons whose dues are current in another Hoover City Elementary School if it is reasonable to anticipate that any of their children will be registered in Riverchase Elementary School for the succeeding term of instruction.

Section 3: Each family shall pay annual dues to the organization. Such annual dues shall become a part of the yearly PTO budget. The executive board will recommend the amount of dues.

Section 4: Only members of the organization shall be eligible to participate in the business meetings or serve in any of its elected or appointed positions.

## **ARTICLE IX: 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, president-elect, first, second, and third vice presidents, recording and corresponding secretaries, treasurer, parliamentarian, and historian.
- (b) Officers, except parliamentarian, who will be appointed by the president, shall be elected by ballot annually. However, if there is only one nominee for any of the offices, election for those offices may be by voice vote.
- (c) Officers shall assume their official duties following the close of the last meeting at the end of the school year, but no later than June 30, and shall serve for a term of one year or until their successors are elected.
- (d) No member shall hold more than one office at any time and no officer will be eligible to more than two consecutive terms in the same office.

Section 3: Nominating Committee:

- (a) The nominating committee shall consist of five members: one member from the executive board, one from certified school personnel appointed by the principal, and three people from the general membership as appointed by the executive board at least one month prior to the election of officers. The principal shall serve as the ex officio member.
- (b) An alternate is to be selected by the executive board 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 general meeting in the spring.
- (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.
- (f) The election will be held at the general meeting in the spring.

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 voting members of the executive board, notice of such election having been given. In case a vacancy occurs in the office of the president, the president-elect shall serve notice of the election.

## **ARTICLE X: DUTIES OF OFFICERS**

### Section 1: The president shall:

- (a) preside at all meetings of the organization;
- (b) perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization;
- (c) be a member ex officio of all committees except the nominating committee;
- (d) coordinate the work of the officers and committees of the organization in order that the objectives may be promoted;
- (e) serve as liaison to the school administration
- (f) may approve disbursements
- (g) sign all contracts

### Section 2: The president-elect shall:

- (a) preside in the absence of the president;
- (b) serve as president the year following the president-elect term;
- (c) assist the president as needed;
- (d) form a committee by February of every odd numbered year to review the bylaws and revise as necessary by the Spring general meeting;
- (e) serve as administrator of grade level coordinators and teacher liaisons;
- (f) in absence of president, sign all contracts;
- (g) perform other delegated duties as assigned by the organization.

### Section 3: The first vice-president shall:

- (a) preside in the absence of the president and president-elect;
- (b) serve as coordinator of all fund raising committees;
- (c) collect reports from all committee heads to be used as guidelines for the next year;
- (d) perform other delegated duties as assigned by the organization.

### Section 4: The first vice-president elect shall:

- (a) serve as the first vice-president the year following the first vice-president elect term;
- (b) support as coordinator of all fundraising committees;
- (c) assist in collecting reports from all committee heads to be used as guidelines for the next year;
- (d) assist in performing other delegated duties as assigned by the organization.

### Section 5: The second vice-president shall:

- (a) preside in the absence of the president, president-elect, and first vice-president;
- (b) serve as coordinator of all volunteer services;
- (c) collect reports from all committee heads to be used as guidelines for the next year;
- (d) perform other delegated duties as assigned by the organization.

### Section 6: The third vice-president shall:

- (a) preside in the absence of the president, president-elect, the first and second vice-presidents;
- (b) serve as coordinator of all PTO programs, communications and publicity;
- (c) send out notices of executive board meetings and other board meetings when needed;

- (d) collect reports from all committee heads to be used as guidelines for the next year;
- (e) perform other delegated duties as assigned by the organization.

Section 7: The recording secretary shall:

- (a) record the minutes of all meetings of the organization and of executive board meetings;
- (b) maintain possession of a current copy of the bylaws;
- (c) maintain the PTO membership list;
- (d) distribute a copy of the minutes of each meeting to all members of the executive board (see Article XI, Section 1);
- (e) perform other delegated duties as assigned.

Section 8: The corresponding secretary shall:

- (a) conduct the correspondence of the organization;
- (b) notify officers and board members of the election;
- (c) coordinate all hospitality events sponsored by the organization;
- (d) collect reports from all committee heads to be used as guidelines for the next year;
- (e) perform other delegated duties as assigned.

Section 9: The treasurer shall:

- (a) account and verify all monies and prepare deposit for school bookkeeper;
- (b) keep full and accurate account of receipts and expenditures;
- (c) approve disbursements as authorized by the principal, president, or executive board in accordance with the budget adopted by the organization;
- (d) present a financial statement at every meeting of the organization and at other times when requested by the executive board;
- (e) make a full report at the meeting at which new officers officially assume their duties (usually at the annual meeting);
- (f) be responsible for the maintenance of such books of account and records as conforms to the requirements of Article V of these bylaws.

Section 10: The parliamentarian shall:

- (a) advise the presiding officers on questions of parliamentary law and matters of procedure;
- (b) perform other duties as deemed necessary by the president.

Section 11: The historian shall:

- (a) compile and keep record of the activities, meetings, and achievements of the organization;
- (b) make facts and information available upon request to officers, chairpersons, and PTO members;
- (c) perform other duties as deemed necessary by the president.

Section 12: All officers shall perform the duties outlined in these bylaws, the PTO financial procedures, and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

## **ARTICLE XI: EXECUTIVE BOARD**

### Section 1: Composition of the Executive Board and PTO Board:

- (a) The executive board shall consist of the officers of the organization and a faculty member representative appointed by his/her peers. The parliamentarian and principal of the school or a representative appointed by him/her shall serve as ex officio members.
- (b) The PTO board shall be composed of the executive board and chairpersons of the standing committees who shall be selected by officers of the organization

### Section 2: Duties of the Executive Board:

- (a) to transact necessary business in the intervals between PTO meetings, and such other business as may be referred to it by the PTO;
- (b) to create standing and special committees;
- (c) to approve the plans of work of the standing/special committees;
- (d) to present a report at the regular meeting of the PTO;
- (e) to prepare and submit to the PTO for adoption of a budget for the year.

Section 3: Regular meeting of the executive board shall be held during the school year, the time to be fixed by the board at its first meeting of the year. The meetings shall be held monthly or no less than every other month. A majority of the voting members of the executive board shall constitute a quorum.

Section 4: Special meetings of the executive board may be called by the president or by a majority of the voting members of the board. All board members must be notified with reasonable notice, which is considered at least 48 hours. Members must be present to vote. Absentee, proxy, and electronic votes are not allowed.

## **ARTICLE XII: MEETINGS**

Section 1: General meetings of the organization shall be held during the regular school year on the day of the week specified by the executive board. The time of meetings shall be determined to best suit the convenience of the school and parents.

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 annual meeting shall be the first meeting of the school year.

Section 4: The election meeting shall be held in the spring.

Section 5: A majority of members present shall constitute a quorum for the transaction of business in any meeting of this organization.

Section 6: All meetings of officers, executive board, standing committees, and any other related to the organization shall be open to all members, although only those so entitled may vote. Minutes of the meetings shall be kept on file by the recording secretary, the president, the treasurer and the historian.

### **ARTICLE XIII: STANDING AND SPECIAL COMMITTEES**

Section 1: Only members of the PTO whose dues are not in arrears shall be eligible to serve in any elected or appointed positions.

Section 2: The executive board may create such standing committees and appoint chairpersons as it may deem necessary to promote the objectives and carry on the work of the PTO. Their term shall be one year.

Section 3: The chairpersons of each standing committee shall present an outlined plan of work to the executive board for approval. No committee's work shall be undertaken without the consent of the executive board.

Section 4: The budget committee shall consist of the president, president-elect, treasurer, parliamentarian and the principal of this school.

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

### **ARTICLE XIV: COUNCIL MEMBERSHIP**

Section 1: The organization may send two representatives, namely, the president, and the president-elect or another designated by the executive board 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 bylaws of this organization, such that any action of such representatives, which departs from the standard, shall be null and void.

Section 2: The organization is authorized to make an annual donation to said Hoover Parent Teacher Council, payable by the end of each school year as provided in the Council bylaws.

### **ARTICLE XV: FISCAL YEAR**

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

### **ARTICLE XVI: PARLIAMENTARY AUTHORITY**

Robert's Rule 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.



## **ARTICLE XVII: AMENDMENTS**

Section 1: These bylaws may be amended at any regular meeting of the PTO by 2/3 vote of the members present and voting, providing that written notice of the proposed amendment shall have been given at least fifteen days prior to the meeting at which the amendment shall be voted upon.

Section 2: A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by 2/3 vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

## **ARTICLE XVIII: TERMINATION**

Section 1: This organization may be voluntarily terminated at any time by a 2/3rds majority vote conducted as set forth in Article XVII, hereinabove, provided, however, that no such termination may take place unless the resolution so terminating this organization designates one or more organizations, who are then exempt organizations pursuant to Internal Revenue Code Section 501 (c)(3), and conveys, or causes to be conveyed to them the remaining assets of this 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.

Section 2: Distribution of Assets - Upon dissolution of this organization, its assets remaining after payment, or provision of payment, of all debts and liabilities of this organization shall be distributed for one or more exempt purposes within the meaning of code Section 501 (c )(3) of the Internal Revenue Code (i.e. charitable, educational, religious or scientific), or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for public purposes. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

**REVISED: March 2013**