

Bylaws

The Academy Parent Teacher Organization

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Article I **Names**

The name of this organization shall be The Academy Parent Teacher Organization, also known as “The Academy PTO”.

Article II **Objectives-Mission**

- a) To promote the welfare of children and youth in home, school, and community.
- b) To bring closer the relationship of home and school so that parents and teachers may cooperate intelligently in the education of the child.
- c) To enhance the educational facilities and provide opportunities for the students of The Academy that is not otherwise provided for in the school corporation budgets.

Article III **Policies**

- a) This organization shall neither seek to direct the administrative activities of the school nor to control its policies.

- b) This organization may make suggestions to the school board and/or administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned (i.e. students, teachers, administrators, and parents).
- c) This organization will be limited to two (2) student solicitation fundraisers per school year.

Article IV **PTO General Membership**

- a) Any parent, guardian, or other person standing in “loco parentis”, with a child enrolled and attending The Academy, who has paid their yearly membership dues, is a PTO general member.
- b) Each member of the licensed teaching staff working at The Academy is a PTO general member.
- c) Any member shall have the privilege of making motions, voting in the elections of officers, and chairing committees.
- d) The Administrator and the prior year PTO President shall be considered as sitting advisors and/or consultants and are willing to be present at meetings when needed.

Article V **PTO Officers and Their Elections**

- a) The PTO officers of this organization shall be no more than one (1) President, no more than two (2) Vice Presidents (i.e. Co-Vice Presidents), a Secretary, and a Treasurer. These officers shall be known as “PTO Officers”.
- b) PTO Officers shall be elected at the May General Membership meeting of the organization by the members who are present.
- c) PTO Officers shall assume their official duties at the close of the current school year of their election (i.e. the last day of school in June following their election).

- d) A PTO Officer shall serve a term of no more than two (2) consecutive years in the same office and/or until a successor is elected.
- e) Only PTO Officers may run for President. Any PTO General Member can run for a position on the PTO Board, which includes vice-president, treasurer, and secretary.
- f) PTO Officers of this organization shall be elected in the following manner;
 - i. There shall be a nominating committee consisting of, one (1) member of the licensed teaching staff and one (1) representative from the school board.
 - ii. Notification will be sent out in March to the PTO General Membership for opportunity to be nominated to run for office.
 - iii. Appropriate notification of elections will be given to the school populace.
 - iv. The nominating committee shall present a slate of nominees for all offices to be filled and report the slate of nominees to the PTO General Membership at the May General Membership meeting of the organization.
 - v. Only those who have consented to serve shall be eligible for nomination, either by committee or from the floor.
- g) A vacancy occurring in any PTO Officer position shall be filled for the unexpired term by a person elected by a majority vote of the remaining PTO Officers.

Article VI **Duties of Officers**

- a) The President shall preside at all meetings of the organization and of the PTO Officers. The President shall also perform such other duties as may be prescribed in these bylaws or assigned to her/him by the PTO Board; and shall coordinate the work of the PTO Officers, PTO Board, and committees, in order that the objectives-mission may be promoted.
- b) The Co-Vice Presidents shall act as aid to the President and in their designated order; perform the duties of the President in the absence or

inability to serve. The Co-Vice Presidents shall carry out all duties assigned to him/her by the PTO President.

- c) The Secretary shall record the minutes of all meetings of the organization and of the PTO Board. He/She shall post minutes of regular monthly meetings and maintain e-mail communication between all involved in PTO.
- d) The Treasurer shall receive all monies (including gift cards, vouchers, and all donated monies) of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the approval of the President or Vice President. Treasurer shall present a financial statement at every meeting and at other times when requested by the PTO Board. Treasurer shall be present at all functions involving money, count money with one (1) other PTO Officer and be accompanied by at least one (1) other PTO general member when making deposits.
- e) One PTO Officer and one PTO member must be present to handle money.
- f) A PTO member shall perform such duties as may be delegated to her/him.
- g) All PTO Officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws; and such other duties as may be delegated to her/him.
- h) If any PTO Officer cannot fulfill their assigned and delegated duties as outlined in these bylaws, a motion must be made and seconded by two separate PTO Officers to release said PTO Officer of position. This action can take place at any PTO Board meeting or PTO General Membership meeting.
- i) If any PTO Officer cannot fulfill their assigned and delegated duties as outlined in these bylaws, said PTO Officer can resign their position. Resignation to the PTO Board must happen in person or in writing. Resigning Officer must find: 1) a successor who has consented to serve remaining term of office, and 2) motion for PTO Officers to voted to accept new PTO Officer.

Article VII **Meetings**

- a) The regular monthly meetings of the PTO Board shall be scheduled at least once a month. Should a meeting date occur when school is not in session, the alternate date(s) will be decided upon by the PTO Board. Committee Chairperson(s) will be invited as needed.
- b) Special meetings may be called by the organization or the PTO Board. 24 hour notification should be given for special PTO Board meetings.
- c) At least three (3) PTO Officers must be present at any meeting to constitute a quorum necessary for the transaction of business of the organization. Only PTO Officers make motions, 2nd motions, and vote on business of the organization. Majority vote presides.
- d) There shall be, but not limited to, two (2) PTO General Membership Meetings per school year (generally in the fall and spring).

Article VIII **PTO Board**

- a) The PTO Board is a representative group of the organization and shall consist of the PTO Officers and one (1) member of the licensed teaching staff representative and one (1) school board representative.
- b) The duties of the PTO Board shall be:
 - i. To transact necessary business at regular meetings and such other business as may be referred to it by the organization or committees requiring or needing assistance.
 - ii. To create standing and temporary committees necessary to carry out the objectives and aims of this organization.
 - iii. To present a report of plans, projects, activities, etc. at the regular meetings.
 - iv. To approve routine bills.
- c) All meetings of this committee shall be called meetings as deemed necessary.

Article IX **Standing and Special Committees**

- a) Standing and special committees shall be determine annually at the July meeting of the organization.
- b) Committee chairpersons shall be appointed annually at the August meeting of the organization and shall be supervised by a PTO Officer, as appointed by the PTO President.
- c) Committee chairperson(s) shall be issued committee guidelines by the PTO Board.
- e) Committees are to be chaired and co-chaired within the PTO General Membership. Chairperson(s) of a committee are assigned the duties of that committee; will communicate with the PTO Officers and perform the duties and work with all volunteers to make the function a success.

Article X **Amendments**

These bylaws may be amended at any PTO Board meeting of the organization by a majority vote of the PTO Officers.