

East Point Academy Parent Teacher Organization Bylaws

ARTICLE I. Name

The name of this organization shall be the East Point Academy Parent Teacher Organization (PTO).

ARTICLE II. Mission Statement

The East Point Academy PTO exists to foster a sense of community and promote fellowship and school pride amongst the students, parents, teachers and administration of East Point Academy. Through the support of minor PTO specific fundraisers, the PTO strives to enrich each student's educational experience by providing additional resources for our teachers and students, as well as sponsoring a variety of school activities and events.

ARTICLE III. Basic Policies

Section 1. This organization shall be non-commercial, non-sectarian, non-partisan and for the benefit of EPA students and teachers.

Section 2. This organization may make suggestions to the administration concerning activities of the school, but it shall neither seek to direct the administrative activities of the school nor to control its policies.

Section 3. This organization may cooperate with other organizations and agencies concerned with child welfare, but no persons representing this organization shall make any commitments that bind this organization without previous approval of the membership.

Section 4. In the event of the dissolution of this organization and after paying any debts outstanding, its assets shall become the property of the East Point Academy administration until a new organization is formed. If no organization is formed within a period of two years, the administration shall use the assets, as they see fit, to enhance the classroom education of East Point Academy students.

ARTICLE IV. Membership

Section 1. All parents or legal guardians of the East Point Academy students, teachers, board members and staff are eligible to become members of the East Point Academy PTO.

Section 2. The Head of School of East Point Academy shall be an ex-officio member of the East Point Academy PTO. He/She shall attend General Membership meetings, communicate ideas from the administration and make necessary recommendations on the behalf of school staff.

ARTICLE V. Officers

Section 1. The Executive Board is a representative group of the organization and shall consist of the officers of the organization.

- A. The duties of the Executive Board shall be to transact necessary business as may be referred to by the organization or committee requiring or needing assistance, to approve the plans of work of the standing committees, to select an auditor or auditing committee to audit the treasurer's accounts, etc.
- B. The Executive Board shall hold regular monthly meetings as scheduled at the start of the school year. One mandatory summer meeting, for the purpose of goal/objective formulation and budget formulation will be held. The goals/objectives and budget will be presented at the first General Membership meeting in the fall.
- C. Special meetings of the Executive Board shall be held during the year as called by the President or by a majority of the Executive Board.
- D. Adequate notice of all meetings shall be announced to all members of the Executive Board and the Organization, and in the absence of an emergency, at least three (3) days in advance. All members of the Executive Board will be contacted by phone or e-mail. Notice to the organization will be posted by the Communications Secretary outside the main office and on the website at least 24 hours prior.
- E. Any member of the organization may attend the meeting of the Executive Board but cannot vote and does not have voice unless recognized by the Executive Board.
- F. The Executive Board may recommend the removal of any officer not performing duties or abusing their office as outlined in the bylaws.
- G. Removal of an officer for any reason must receive majority vote during a Regular or Special General Membership meeting.
- H. In the event an officer resigns from his/her position, a written notice must be submitted to the PTO President or in the event the President resigns, the PTO Vice President.
- I. In the event an office is vacated for any reason, the Executive Board shall appoint a replacement to serve until the next General Meeting where an election will be held.

The following officers shall be included on the Executive Board:

- A. President
- B. Vice President
- C. Secretary/Communications Officer
- D. Treasurer
- E. Teacher Representatives
- F. Immediate Past President

The officer positions of this organization may be co-chaired at the Board's discretion by no more than two people. In the event a position is co-chaired by two people, each person will have individual voting privileges.

Section 2. Officer duties

A. President: The President shall:

- 1. Be the principal executive officer of the organization and subject to the counsel of the Executive Board and the direction of the organization.

2. Supervise all of the activities of the organization.
3. Preside at all meetings of the organization and all meetings of the Executive Board.
4. Coordinate, with the Vice President, the establishment of committees in order that the PTO objectives and mission may be promoted.
5. Establish committees as needed to fulfill the objectives and mission of the PTO.
6. Vote on business before the board.
7. Perform such other duties as prescribed in these bylaws or assigned by the organization.

B. Vice President: The Vice President shall:

1. Act as aid to the President and perform the duties of the President in their absence or inability to serve.
2. Work with the President to coordinate the volunteers for each committee, and work with the committee chairs to make sure they understand their duties, PTO objectives and the PTO mission. In the absence of committee chair(s) Vice President can act as committee.
3. Coordinate facility use for events with head of school, custodial staff and Development/Public Information Coordinator.
4. Vote on business before the board.
5. Perform such other duties as are assigned by the President or the Executive Board.

C. Secretary/Communications Officer: The Secretary/Communications Officer shall:

1. Attend all PTO meetings and keep and maintain minutes of the proceedings of the General Membership and the Executive Board. This shall include posting them on the website before the next Executive PTO meeting.
2. Develop agenda for all General Membership and Executive Board meetings and upon approval publish at least 24 hours in advance of any meeting.
3. Serve as PTO representative in writing to the general public.
4. Be responsible for all written correspondence i.e. donation thank you notes, answers to inquiries, condolences, congratulations, as directed by the Executive Board.
5. Work with committees or coordinators specifically addressing communications, such as, website and school sign.
6. Be responsible for submitting PTO news and events to the school newsletter.
7. Be responsible for proofreading all printed materials.
8. See that all notices are fully given in accordance with these bylaws.
9. Keep a current copy of the bylaws available at all meetings.
10. Distribute copies of the minutes to the members of the organization.
11. Keep a copy of Robert's Rule of Order available at each meeting for reference.
12. Vote on business before the board.
13. Perform all duties incident to the office of Secretary and such other duties as may be assigned by the Executive Board.

D. Treasurer: The Treasurer shall:

1. Have charge of and be responsible for all funds of the organization and shall receive and give receipts for funds due and payable to the organization from all sources. All funds will be deposited in banking accounts selected by the Executive Board.
2. Cash disbursements should be made only under the following conditions amounts under \$100 available only through the two signatures method used for checks; emergency cash over \$100 only available after documented majority approval from voting members.
3. Keep an accurate record of receipts and expenditures and present a financial statement at every meeting and at other times when requested by the Executive Board.
4. As the outgoing Treasurer, make a full financial report at the first Executive Board meeting at which new officers officially assume their duties.
5. Select a person, who does not have the authority to sign checks and is not a member of the audit committee, to reconcile and sign monthly bank statement.
6. Have the accounts examined annually or upon change of officer by an auditor or auditing committee of not fewer than three members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of such at the end of the report. The Executive Board shall select the auditor. or auditing committee at least two weeks before the meeting at which new officers assume their duties.
7. Treasurer prepares and presents the preliminary PTO budget, as prescribed in Article IX, Section 1, at the first General Membership meeting and presents any adjustments to the budget thereafter.
8. Be responsible for creating and publishing the monthly report of income and expenses.
9. Perform all duties incident to the office of Treasurer and such other duties as may be assigned by the President or the Executive Board.
10. Vote on business before the board.

E. Teacher Representatives Shall:

1. Serve on the executive board. At least two teacher representatives, one English and one Mandarin, shall be selected among their peers.
2. Encourage faculty and staff to join the PTO.
3. Attend PTO meetings as an advisor and counselor to the board.
4. Encourage a partnership between the teachers and the parents.
5. Serve as the liaison between the organization and the teachers of EPA.
6. Assist in the planning and execution of PTO events and programs.

F. Immediate Past President: The Immediate Past President Shall

1. Attend all PTO meetings as an ex-officio member, advisor and counselor to the Board.
2. Vote on business before the board.
3. Assist in continuity and overall success of the PTO.

G. All Officers: All officers shall

1. Attend all PTO meetings. If an officer fails to attend three consecutive General Membership meetings or three consecutive Executive Board meetings, he/she may be removed from office.
2. Assist in the planning and execution of all PTO events and programs. Must attend majority of PTO events.
3. Upon expiration of their term of office or in the case of resignation, each officer shall turn over to the President, without delay, and in good order, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.

Section 3. Nominations and Elections

A. Nominations

1. The officers shall communicate to the general membership the officer positions that will be elected and solicit potential candidates to fill those positions.
2. Only those who have consented to serve shall be eligible for nomination. A ballot shall be prepared consisting of all individuals nominated.
3. The officers shall coordinate the voting.
4. Any officers seeking reelection shall recuse themselves from the election process.

B. Elections

1. Elections will take place before the last day of the school year. In the event of a tie, an immediate run-off election will be conducted between the tied candidates.
2. Ballots shall be verified by a school official. Election results shall be verified by a school official.
3. All members of the PTO are eligible to vote in the election of officers.
4. In the event of a resignation of an officer or committee chair, the executive board will appoint a replacement to fulfill the remainder of the term.

C. Term of Office

1. The term of officer shall be one year or until their successor is elected.
2. Official duties will begin at the start of the fiscal year.
3. A person shall be eligible to serve two full consecutive terms in the same office. No person shall serve more than two consecutive terms in the same office, except in the case of fulfilling a partial term. In the event a candidate cannot be found for an officer position, the previous officer may temporarily fill the position until a candidate is found.

ARTICLE VI - General Membership Meetings

Section 1. General Membership meetings of the organization shall be held at least two (2) times a school year, between August and June.

Section 2. All members shall have the right to run for office, unless disqualified under Article V, Section 3, Item C2, make motions and vote.

Section 3. Six or more members, including a presiding officer and at least two additional officers, shall constitute a quorum.

Section 4. Adequate notice of all general membership meetings shall be announced to all members of the Executive Board and the Organization, and in the absence of an emergency, at least three days in advance. All members of the Executive Board will be contacted by phone or e-mail. Notice to the organization will be posted by the Secretary/Communications Officer outside the main office and on the website at least 24 hours prior.

ARTICLE VII - Committees

Section 1. Committees shall be established as deemed necessary by the organization to promote the objectives and mission of the PTO.

- A. The chairpersons and coordinators shall be determined in accordance with the election guidelines. The term of each chairperson shall be one year.
- B. Committee chairpersons and coordinators shall be issued committee guidelines by the Executive Board and will be responsible for monitoring their expenses according to the budget and performing duties as assigned. Committee chairpersons must present a verbal or written report of all activities to the organization during regular or special meetings.
- C. Committee chairpersons shall present final ideas to the Executive Board to be voted upon before executing plans and acquiring funds. Coordinators shall vote on matters before the board on items that pertain directly to their committee.

ARTICLE IX Finances

Section 1. Budget:

- A. The Executive Board shall present a budget of anticipated revenue and expenses for the year to the membership at the first General Membership meeting of the year. This budget shall be used to guide the activities of the organization and the Executive Board during the year. Any substantial deviation from the budget must be approved in advance by the organization.
- B. At the end of the fiscal year, the Executive Board shall leave a balance of \$10,000 - \$15,000 in the PTO account for the following school term, funds permit.

Section 2. Signatures:

- A. Two authorized signatures shall be required on all checks. No debit card permitted at any time.

Section 3. Disbursement of Funds:

- A. All expenses of the PTO must be presented and approved by the Organization as presented in the budget.
- B. The Executive Board shall have the authority to spend up to \$100.00 on items not specified within the budget and without bringing the purchase before the full organization for approval, only if there is not adequate time to do so. In the event of an emergency the Executive Board can increase an expenditure of a pre-approved budgeted item in the amount not to exceed \$500. (An emergency is defined as having less than 48 hours to act upon the item).
- C. Any disbursements approved by the Executive Board must be reported to the organization at the next regularly scheduled meeting.
- D. The Audit Committee will conduct a yearly audit, at minimum, of the financial expenditures, deposits and records.

Section 4. Deposits:

- A. All monies must be deposited in a Federal or State chartered bank as approved by the Board.

Section 5. Time Frame:

- A. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

ARTICLE X - Parliamentary Authority

Robert's Rules of Order, latest revision or modified version, will be the parliamentary authority of the PTO, and shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws. A copy of Robert's Rules of Order shall be kept by the PTO.

ARTICLE XI - Fiscal Year

The fiscal year will run from July 1st to June 30th.

ARTICLE XII - Amendments

These bylaws will be reviewed by the Executive Board on an annual basis to meet changing conditions in the school and community. Amendments must be presented to the organization to be voted on at the next general meeting. Approval of amendments requires a majority vote.