

Beacon Parent Teacher Organization

Bylaws – Amendment 7

Article I: Name

The name of this organization shall be the Beacon Parent Teacher Organization, hereafter referred to as ***PTO***.

Article II: Objectives

The objectives of ***PTO*** are:

- To promote the well being of children in the home, school and community through active participation in the school community.
- To encourage and develop positive relationships between parents, teachers, and other school personnel so that they effectively work together to educate children.

Article III: Basic Policies

The ***PTO*** shall be non-commercial, nonsectarian, and nonpartisan.

The name of the organization or names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives.

Article IV: Membership and Dues

Any parent, guardian or teacher of a Beacon Academy student who is interested in the objectives of the ***PTO*** and is willing to uphold its policies and subscribe to its bylaws may become a member upon payment of dues. The amount of the dues is \$10.00 per family. Each member is entitled to vote at ***PTO*** meetings and is eligible to be nominated and elected to office.

Article V: Governing Board/Officers

The board is responsible for overall policy and direction of the organization. Such governing board shall only act in the name of the organization when it shall be regularly convened by its President(s) after due notice to all the officers of such meeting. The board shall have up to **9**, but not fewer than 4 members.

The board shall meet at least quarterly, at an agreed upon time and place. An official board meeting requires that each board member have written notice at least five days in advance.

The officers of the ***PTO*** shall consist of no more than two President(s), no more than two Vice-President(s), no more than two Communication Director(s), no more than two Secretary(s) and

one Treasurer. Officers shall by virtue of their office be members of the governing board. These officers, with the exception of the President(s), will be elected per the terms defined below.

A person shall not be eligible to serve more than two consecutive terms in the same office unless no other candidate steps forward. (Term of office = October-October.) *The Vice-President(s) will serve for two terms: the first year as Vice President(s) and the second year as President(s).*

Duties of the officers:

President(s): The President(s) shall plan and prepare agendas and preside over all of the meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as ex officio member of all committees, and coordinate the work of all officers and committees so that the purpose of the organization is served. The President(s) shall serve as one of three signers of checks issued by PTO.

Vice-President(s): The Vice-President(s) shall assist the President(s), serve as the primary contact for committee members, and serve as ex officio member of all committees. The Vice-President(s) will assume duties of the President(s) in his or her absence or inability to serve. After serving for one year, the Vice-President(s) shall automatically become President(s) of the organization. The Vice-President(s) shall serve as one of three allowed signers of checks issued by the PTO.

Communication Director(s): The Communication Director(s) shall be responsible for the coordination of the liaisons which includes, but is not limited to, procure at least one parent volunteer per grade and train in position of liaison. The Communication Director(s) shall be responsible for 1) education and informing appointed liaisons of all PTO information and events and 2) helping to facilitate closely with the Beacon Academy volunteer coordinator to 1) help secure volunteers for calendar events and opportunities within the school wide environment and 2) help publish PTO communications to the Beacon Academy community.

Secretary(s): The Secretary(s) shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The Secretary(s) shall copy and circulate copies of the minutes and agendas for each meeting. The Secretary(s) also keeps a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

Treasurer: The Treasurer shall receive all funds of the organization, keep an accurate record of the receipts and expenditures, and pay out funds in accordance with the approval of the PTO board. The Treasurer will prepare an annual budget for approval. The Treasurer will present a financial statement at every meeting and at other times of the year when requested by the PTO Board, make a full report at the end of the year, and submit documents to an accounting firm for the purpose of filing IRS forms. The Treasurer shall serve as one of three signers of checks issued by PTO.

Nominations and Election procedures: A nominating committee shall be formed for the purpose to select a candidate for each office and present the slate at a meeting held one month prior to the election. This committee will be chaired by the current President(s) as long as the President(s) are not running for another board position. If the President(s) are running for another board position, the President(s) shall appoint an active PTO member to chair the nomination committee. The nominating committee shall consist of the President(s) or active PTO member and 2 additional PTO members. This committee will be responsible for presenting a full ballot of officers to be voted upon during the October PTO meeting. For the election of officers, the chairman of the meeting, ***the President(s)***, shall, prior to the commencement of balloting ***appoint an election chairperson and 2 other members to preside over the election. This chairperson*** shall act as ***the inspector*** of ***the*** Election and who shall at the conclusion of such balloting, certify in writing to the chairman ***of the meeting*** the results and the certified copy shall be physically affixed in the legal document(s) file to the minutes of that meeting.

(Board Election Schedule:

August and September: Nominations accepted.

October: Election held and new officers assume roles.)

Vacancies: When a vacancy on the board exists mid-term, the Secretary(s) must receive nominations for new members from the current membership two weeks in advance of a ***PTO*** meeting. These nominations shall be sent out to members with the regular ***PTO*** meeting announcement, to be voted upon at the next ***PTO*** member meeting. These vacancies will be filled only for the balance of the term year.

Resignation, termination, and absences: Resignation from the board must be in writing and received by the Secretary(s). Officers shall be terminated from the board due to excessive absences, defined as more than three unexcused absences from officers and regular member meetings in a year. An officer may be removed for other reasons by a three-fourths vote of the remaining board, when sufficient cause exists for such removal.

Article VI: Financial Administration

The Governing Board is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget. The board is also responsible to provide financial reserves sufficient to cover expected first quarter operating expenses for the next fiscal year.

The fiscal year shall be July 1 through June 30.

A summer budget shall be presented to the general membership for approval during the

month of May or June. This budget shall encompass operating expenses for the first quarter of the upcoming fiscal year (excluding fundraisers.)

The annual budget will be presented to the general membership for approval during the month of September. This budget shall encompass all revenue and expenditures for the entire fiscal year. After approval, any change to the budget of more than \$100 must be approved by the board. Any change of more than \$500 must be approved by the general membership.

Financial reports including a statement of activities and statement of financial position shall be presented to the general membership at least quarterly. Annual reports shall be filed with the board at the end of the fiscal year.

The financial records of the organization are public information and shall be made available to the membership, board members, and the public.

Article VII: Meetings

Meetings of the *PTO* shall be held regularly during the school year as determined by the *PTO* officers. Special meetings may be called by the President(s) or the governing board. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting. Printed notice of each meeting shall be distributed to voting members, not less than three (3) days prior to the meeting.

Seven(7) members are required for a quorum to conduct business at any *PTO* meeting.

Article VIII: Voting

All issues to be voted on shall be decided by simple majority of those present at the meeting in which the vote takes place, except where otherwise stated in the bylaws.

At all meetings, except for the election of officers, all votes shall be by voice.

For election of officers, votes shall be taken by anonymous ballots. At any regular member or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers.

Article IX: Teams

The *PTO* officers may create such standing and ad hoc committees as it may deem necessary to promote the objectives and carry on the work of the *PTO*.

The team leaders of each standing committee shall present a plan of work to the *PTO* officers for approval.

Records from the committees must be turned over to the Secretary(s) at the end of the school year.

All committee chairs must be *PTO* members in good standing.

Article X: Amendments

These bylaws may be amended when necessary by two-thirds majority of the members.

Proposed amendments must be submitted to be sent out with regular *PTO* announcements.

These bylaws were approved at a meeting of the *PTO* on October 15th 2013.

Secretary(s)