

Connected Academy PTO Bylaws

Article I – Name

The name of the organization shall be the Connected Academy PTO, Inc.

Article II – Purpose

The corporation is organized for the purpose of supporting the education of students at Connected Academy by fostering relationships among the school, parents, and teachers.

Article III – Members

Section 1. Any parent, guardian, or other adult standing in loco parents for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. No member shall have more than one vote (e.g., a member who is both a parent and a teacher).

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before a meeting to be considered a member in good standing with voting rights.

Article IV – Officers and elections.

Section 1. Officers. The officers shall be 2 Co-Presidents (Sr. parents), 2 Co-Presidents Elect (Jr. parents), 2 Secretaries (one Jr. parent and one Sr. parent) , and 2 Treasurers (one Jr. parent and one Sr. parent).

- a. Co-Presidents. The Co-Presidents shall preside over 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 an ex-officio members of all committees except the nominating committee, and coordinate the work of all the officers and committees in order that the purpose of the organization be served.
- b. Co-Presidents Elect. The Co-Presidents Elect, shall assist the Co-Presidents and carry out the Co-Presidents' duties in their absence or inability to serve. Co-Presidents Elect shall assume the office of Co-President following the Annual meeting.

- c. Secretaries. The secretaries shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence and send notices of meetings to the membership. The secretaries also shall keep a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and bring them to meetings. The Jr. Secretary will assume the office of Senior Secretary following the Annual meeting.
- d. Treasurers. The treasurers shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. They will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The Jr. Treasurer will assume the office of Senior Treasurer following the Annual meeting.

Section 2. Nominations and Elections. All Junior officers will assume the Senior office following the Annual meeting so that they may assume the duties for the following school year. Elections for the Jr. Offices will be held at the second PTO of the new school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of Co-Presidents, a new Co-President may be elected at the next regularly scheduled meeting. If there is a vacancy in both seats of the office of Co-President, then the Co-Presidents Elect will become the Acting Co-Presidents and at the next regularly scheduled meeting, new Co-Presidents elect will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal from office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V – Meetings

Section 1. Regular meetings. The regular meeting of the organization shall be on the first Tuesday of each month during the school year at 7:00 p.m., or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, and conducting other business that shall arise. The secretaries will notify the members of the meetings through either a flyer sent home with the students, postal mail, e-mail, or facsimile at least one week prior to the meeting.

Section 2. Special meetings. Special meetings may be called by the Co-Presidents, any two members of the executive board, or five members submitting a written request to the secretaries. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by sent home with the students, postal mail, e-mail, or facsimile.

Section 3. Quorum. The quorum shall be 10 members of the organization.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Section 4. Quorum. Half the number of the board members plus one constitutes a quorum.

Section 5. Removal and vacancies. See Article IV, Sections 4 and 5.

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the Co-Presidents acting as ex-officio members of all committees.

Section 2. Standing committees. The following committees shall be held by the organization: Fundraising, Hospitality, Membership, Communications, Arts and Enrichment, Family Events, Nominating, Auditing, and Senior Events.

Section 3. The board may appoint additional committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurers shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on each check over the amount of \$150. Authorized signers shall be one of the Co-Presidents and one of the Treasurers.

Section 5. The treasurers shall prepare a financial statement at the end of the year to be reviewed by the Audit Committee.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, be spent for the benefit of the school.

Section 7. The fiscal year shall coordinate with the school year.

Article IX – Parliamentary Authority

"Robert's Rules of Order" shall govern meetings when they are not in conflict with the organization's bylaws.

Article X – Standing rules

Standing rules may be approved by the Executive Board, and the secretaries shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a meeting.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given at the prior meeting in writing and then sent to all members of the organization by the secretaries. Notice may be given by flyer sent home with the students, postal mail, e-mail, or facsimile. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.