



PTO
PARENT TEACHER
ORGANIZATION

The Palmas Academy Parent Teacher Organization Bylaws

Revised August 2023

**The Palmas Academy
Parent Teacher Organization Bylaws**

Article I - Name

The name of the organization shall be The Palmas Academy Parent Teacher Organization, officially shortened as the PTO.

Article II - Articles of Organization

The PTO exists as an unincorporated association of its members. Its Articles of Organization comprise these bylaws.

Article III - Purpose

Section 1. The Purpose of the PTO is:

- A. To provide support and service to the school by fostering relationships among the school, parents, and teachers.
- B. To promote communication between the school, parents, and teachers.
- C. To encourage parent and community cooperation in supporting academic, cultural, and extra-curricular activities of the school.

Section 2. The purpose of the PTO is to be promoted in cooperation with the school administration, and governed by the basic policies set forth in Article IV.

Article IV - Basic Policies

- A. The PTO shall be non-commercial, non-sectarian, non-partisan, and non-discriminatory.
- B. The name of the PTO, the names of any member in their official capacity within the PTO, and the official PTO and/or school logo shall not be used in any connection with a commercial concern of any partisan interest.
- C. The PTO or its members in their official capacities shall not, directly or indirectly, participate in or intervene in any way in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. The PTO shall cooperate with the school's administration to support and provide service to the school in a manner that does not interfere with the administration of the school; and although may offer constructive suggestions to the administration through the proper communication channels, shall not seek to control the school's policies.
- E. The PTO shall request approval in advance from the administration when planning functions in which students will participate and when school grounds and/or facilities are to be used.
- F. All fundraising activities shall be planned with prior approval of the school administration to ensure alignment with the school's mission, and shall adhere to the school's accounting procedures.
- G. All items purchased or donated by the PTO for the school, or donated to the PTO by parent or community members become the property of the school, and the school may use or later modify those items.
- H. If the PTO shall become inactive or dissolve, all assets of the PTO revert to the school.

Article V - Members

Section 1. Regular Member. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member. The school administration, staff, teachers employed at the school, and Board of Trustees members may be a member. All regular members in good standing shall have a voice, vote, and pay dues, if any.

Section 2. Honorary Member. All members of the community that the school services and the officers of the student council shall have the right to participate in the PTO as Honorary Members. Honorary membership may be extended to other persons by a vote of the regular membership. Honorary members in good standing have a voice, no vote, and are exempt from dues, if any.

Section 3. Membership Dues. Dues, if any, shall be established by the PTO Executive Board together with school administration. If dues are charged, a regular member must have paid his/her dues at least 7 calendar days before a meeting to be considered a member in good standing with voting rights. The Executive Board may work with the school to allow for the collection of PTO dues as part of annual school student fees.

Section 4. Member in Good Standing. Any regular and honorary member is considered in good standing when he/she complies with the bylaws of the PTO.

Article VI - Officers and Elections

Section 1. Officers The PTO officers shall be a president, vice-president, secretary, treasurer, and a school representative. Officers will comprise the Executive Board of the PTO.

- A. President. The president shall preside at all meetings of the PTO and the Executive Board; shall perform other duties as may be prescribed in these bylaws; shall coordinate the work of the officers; shall serve as ex-officio member of standing and ad-hoc committees; and shall act as liaison between the PTO and the school administration.
- B. Vice-President. The vice-president shall assist the president and carry out the president's duties in his/her absence; shall coordinate the work of the standing and ad-hoc committees, and shall perform other duties as may be prescribed by these bylaws.
- C. Secretary. The secretary shall keep minutes of the proceedings of the Executive Board, regular and extraordinary meetings; shall maintain a list of the general membership; shall take attendance at all meetings; shall insure that only members in good standing participate in the voting process; shall see that notices are given in accordance with the bylaws; and shall perform other duties as may be prescribed in these bylaws.
- D. Treasurer. The treasurer shall receive all funds of the PTO; shall keep an accurate record of receipts and expenditures; shall adhere to the school's accounting procedures in terms of deposits and accounts payable; and shall present a financial statement at every meeting and at other times of the year when requested by the Executive Board and/or school administration.
- E. School Representative. The school representative shall represent the school administration at PTO meetings and activities. This position is appointed by the school administration.

- F. Officer ex-officio. The elected members of the board may, at their discretion, request an officer of the immediate previous board to serve on the current Executive Board as an advisor.

Section 2. Terms of Officers. The PTO officers shall serve for one (1) academic year, and shall not serve more than two (2) consecutive terms in the same office. The school representative shall serve a term of one year, but may serve as many consecutive terms in office as is deemed appropriate by the Head of School. Each officer shall hold only one office at a time.

Section 3. Elections. Elections of officers shall be held in April of each academic year. The Executive Board shall establish the procedure for election of officers. The officers will take responsibility of their respective office on the last day of the concluding academic year following the election.

Section 4. Transition Team. The PTO officers and officers-elect shall together coordinate all the work of the PTO from the time of elections until the first day of the academic year of the new term.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice-president will become the president. At the next regularly scheduled meeting, a new vice-president shall 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 with or without cause by two-thirds vote of the members present with quorum at a regular meeting where previous notice has been given, or by the school administration.

Section 7. Duties of Officers. Together, the officers of the PTO Executive Board will:

- Transact necessary business in the intervals between PTO meetings.
- Create or dissolve PTO committees and appoint committee chairs/ coordinators.
- Approve and coordinate the plans and work of all committees.
- Present reports of all PTO activities at the General Meetings of the PTO.
- Approve routine bills within limits of the budget. A board member may make a routine purchase not to exceed \$200 with the approval of the Treasurer. Routine expenditures of \$200-\$1000 must be approved by majority vote within the Executive Board. A report of all expenditures must be given in the General Meeting. Atypical expenditures in any amount and any purchases over \$1000 must be approved by a general vote of the PTO membership at a General Meeting.
- To participate in a formal handover of the position responsibilities to the position successor at the time of transition.
- To promote and support the work of the PTO and TPA in general.

Article VII - Meetings.

Section 1. Meetings. The regular meeting of the PTO shall be held once per month during the academic year, at a time and place determined by the Executive Board. Extraordinary meetings may be called at any time by the Executive Committee, with appropriate advance written notice being provided to members. The secretary will ensure that all members are notified of any upcoming meetings with at least seven days advance notice.

Section 2. Quorum. The quorum shall be 10 regular members of the PTO.

Section 3 Voting. Each member in good standing shall have one (1) vote on any matter brought to vote in a general meeting. No member may cast a vote by proxy. A simple majority of fifty percent plus one vote of the regular members in good standing present at a duly constituted meeting complying with quorum requirements shall be required to pass all measures brought forward to vote. Atypical expenditures and purchases over \$1000 must be approved by a general vote of the PTO membership at a General Meeting.

Article VIII - Committees & Chairpeople

Section 1. Committees may consist of members and board members, with the president or vice-president acting as ex-officio member of all committees.

Section 2. Standing Chair positions. The PTO shall have a standing Activities Chair and Volunteer Coordinator. The activities chair will oversee an Activities Committee tasked with hosting any PTO events and activities. The Volunteer Coordinator will ensure that PTO volunteers have proper clearances, communicate with volunteers about volunteer opportunities, etc. These positions shall be appointed by the Executive Board for a term of one academic year. At the discretion of the Executive Board, these Chairs may be voting members of the Executive Board for the duration of their one year term. All events / activities organized by these chairpeople must be approved by the Executive Board and school administration.

Section 3. The PTO Executive Board may, at their discretion, create other committees and coordinator positions to carry out the work of the PTO. These committees / coordinator positions may include (but are not limited to): Teacher Appreciation, Book Fair/Library Liaison, Event committees, Social Media coordinator, Spirit Wear, etc. All committee Chairs and Coordinators are appointed by the PTO Executive Board for a term not to exceed one academic year, and must be PTO members in good standing. They are not voting members of the PTO Executive Board. All committee / coordinator projects and activities are contingent upon approval of the school administration. All ad hoc committees shall be dissolved upon completion of assigned duties.

Article IX - Parliamentary Procedure.

Robert's Rules of Order shall govern the PTO in all cases in which they are applicable.

Article X - Amendments

The PTO Bylaws may be altered, amended, or repealed at any regular or extraordinary meeting by the two-thirds vote. Notice of the proposed amendments shall be given to the school administration no less than thirty days prior to the vote. All amendments are subject to the final approval of the school's Board of Trustees.

Article XI - Authority.

The Palmas Academy Board of Trustees shall, in all cases, be the final authority in PTO decisions.