

SUMMIT ACADEMY PTO BYLAWS

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ARTICLE I: NAME, DESCRIPTION & PURPOSE

SECTION I: Name - The name and location of the organization shall be Summit Academy Parent Teacher Organization (PTO), located at Summit Academy, 11508 Main Street, Louisville, Kentucky 40243.

SECTION II: Description – The Summit Academy PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code.

SECTION III: Purpose - The purpose of this organization is to aid the students of Summit Academy by aiding and supporting their educational, emotional, and recreational needs, and to promote open communication, cooperation, and joint working relationships with the parents, teachers and administration of Summit Academy through volunteer and financial support.

ARTICLE II: POLICIES

The policies shall be developed through meetings and shall not direct, control or interfere with the administrative activities of the school.

ARTICLE III: MEMBERSHIP

SECTION I: Members shall be:

1. All parents, guardians, or other adult standing in loco parentis for a student may be a member and have voting rights.
2. All Summit Academy teachers, administrators and support staff may be a member and have voting rights.

SECTION II: Dues, if any, shall be established by the Executive Board. If dues are charged, a member must have paid his or her dues to be considered a member with voting rights.

ARTICLE IV: THE EXECUTIVE BOARD

SECTION I: The Executive Board shall consist of the following elected officers to minimally include a President, Vice President, Secretary, and Treasurer.

ARTICLE V: DUTIES

SECTION I: Duties of the Executive Board

1. The Board has the authority to reassign specific job duties as required.
2. The Board shall establish the objectives of the organization and determine the policy for the development of the objectives.
3. No member shall hold more than one office at a time.
4. To create standing committees and to appoint coordinators.
5. To approve the plans of work of the committee coordinators.
6. To transact necessary business in the intervals between meetings.
7. Put together a yearly budget to be approved. To work from that budget to pay the bills.
8. Special meetings of the Executive Board may be called by the President or by any member of the Board if needed.
9. Hold Executive Board meetings on an "as needed" basis throughout the school calendar.
10. Hold monthly general member meetings throughout the school calendar.
11. Get the school principal's approval. The school principal needs to be made aware of planned activities. Any material such as newsletters, activity information, etc. that is to be sent home with the children needs prior approval of the principal or his/her designee.
12. Get the Director of Development's approval. The Director of Development needs to be consulted at the beginning of every school year to ensure that the PTO fundraising calendar does not conflict with the fundraising needs of the school. Also, the Director of Development needs to be consulted when any changes to the fundraising activities of the PTO are made in order to ensure continuity in fundraising between the school and the PTO.

SECTION II: Duties of the President

1. Preside at all regular, special, and Executive Board meetings. Communicate with the Vice President if unable to attend.
2. Coordinate the work of the officers and committee coordinators in order that the objectives may be accomplished.
3. Serve as an authorized signatory of all PTO checks that require a second signature.
4. Shall cast the deciding vote in case of a tie at all board and membership meetings, otherwise is not able to vote.
5. Execute decisions of the Executive Board.
6. Serve as primary contact for the principal.

SECTION III: Duties of the Vice President

1. Attend PTO meetings. Communicate with President if unable to attend.
2. Act as aide to the President.
3. Perform duties of the President in the absence or inability of that officer to serve.
4. Should the President be unable to complete his/her term, the Vice President shall assume the office of President.

SECTION IV: Duties of the Secretary

1. Attend PTO meetings and record the official minutes. Communicate with President if unable to attend.
2. Publish and distribute a summary of the minutes within 10 school days or sooner.
3. In the event the President and Vice President are unable to attend a meeting the Secretary will preside.
4. Update and distribute the yearly PTO Calendar of Events after approval by the Board.
5. Distribute the By-Laws to all board members and other interested parties.
6. Keep a log of attendance for the meetings.
7. Forward all appropriate materials to the school secretary for web page updates of important PTO related information.

SECTION V: Duties of the Treasurer

1. Attend PTO meetings. Communicate with President if unable to attend.
2. Serve as an authorized signatory on all PTO accounts.
3. Keep an accurate record of receipts and expenditures and balance all accounts.
4. Present a financial statement at each PTO meeting.
5. All deposits made within 30 days or sooner.
6. All payments, reimbursements made within 30 days or sooner.
7. Provide books to be audited annually by an auditor. The books shall be turned over to the Treasurer with a signed statement that the books are in order. The auditor shall be appointed by the President and Vice President.
8. Place all monies in a depository appointed and approved by the Executive Board.
9. Work with the Board to put together a yearly Budget and present it at the beginning and end of each school year.

SECTION IX: Duties of Members

1. Attend PTO meetings.
2. Be Coordinator for one event.
3. Volunteer when needed.

SECTION X: Duties of Coordinators

1. Attend PTO meetings.
2. The coordinator of each committee shall recruit the members for his or her committee.
3. The Coordinator shall report the plans and activities of the committee to the Executive Board, which must approve all such reports.
4. All committee coordinators shall use their budget in order to purchase necessary supplies and materials. Any money spent in excess of the budget is subject to approval.
5. All committee coordinators shall update their records at the conclusion of the event and relinquish said records to the Secretary at that time.
6. Keep receipts of purchases; file necessary paperwork with receipts to Treasurer for reimbursements, within 30 days.

ARTICLE VI: TERMS OF SERVICE

SECTION I: Each Officer shall serve a term of one school year.

SECTION II: The term of office shall begin July 1st and end June 31st of the following year.

SECTION III: Immediately following election, the newly elected Officer shall begin working in tandem with the outgoing officer until the completion of the outgoing officer's term. Only the outgoing Officer shall have voting authority during this period of transition.

SECTION IV: A person does not have to step down at the end of his/her term if they choose not to; elections will not be held for that office. They will sign up for another one-year term. No more than 4 terms for a total of 4 years may be held in any one office.

SECTION V: Removal from Office: An Officer can be removed from office if absent from five (5) consecutive meetings, or for failure to fulfill the duties of their office, after reasonable notice, by a majority vote of the Executive Board.

SECTION VI: Vacancies: If a vacancy occurs on the Executive Board, the President shall appoint a PTO member with voting rights to fill the vacancy for the remainder of the Officer's term. Should a vacancy occur in the office of President, the Vice President shall immediately assume the office.

ARTICLE VII: VOTING PRIVILEGES

SECTION I: Members with voting rights shall have the right to vote on all issues before the organization, to elect officers and to hold office.

SECTION III: The President shall vote only in the case of a tie in a vote of the Executive Board or the organization.

SECTION IV: All members will have one vote and must be present to vote.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

SECTION I: Nominations should be made at the meeting prior to the voting meeting. A slate of persons running for office shall be presented by the President at the voting meeting. Further nominations may be received from the floor. If all slated to run for office have accepted the nomination then the elections shall proceed by voice.

SECTION II: There will be a ballot vote if there is more than one candidate for any office. If there is only one candidate for an office, by motion from the floor, the election for that office may be by a show of hands.

SECTION III: A majority of the votes cast by the Members shall be necessary for election. Should no person receive a majority of the votes cast, a run off between the two (2) who received the largest number of votes shall be immediately held.

ARTICLE IX: MEETINGS

SECTION I: General Meetings - There will be monthly General Meetings throughout the school calendar. The time and place of the meetings shall be announced in the Calendar of Events. Any member is welcome to attend and provide input to the PTO Executive Board.

SECTION II: Special Meetings - Additional meetings of the organization may be called, either by vote of the Executive Board or by petition of the members. Special Meetings may be called by the President or by

any two or more members of the Board. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting, except in the case of an emergency.

SECTION III: Executive Board Meetings - Will be held only when the need arises as determined by any member of the Executive Board. The time and place of the meeting shall be announced to the Executive Board by the President or Secretary via e-mail or phone.

SECTION IV: General meetings shall last no longer than 1 hour. At that time a vote shall be taken on whether to continue on a topic. Only topics on the agenda will be discussed. If time permits, a vote will be taken as to whether or not to discuss other topics. All unfinished business shall be carried over to the next meeting.

SECTION V: In the event of bad weather, meetings may be canceled and rescheduled at the discretion of the President.

SECTION VI: The quorum for General Meetings shall be 2 out of 4 Officers present plus one member. The quorum for Executive Board Meetings shall be 3 Officers.

ARTICLE X: FINANCES

SECTION I: A budget of anticipated revenue and expenses for the year shall be presented to the organization at the beginning of the school year. Any substantial deviation from the budget must be approved in advance by the organization.

SECTION II: The Treasurer shall present a financial report at each General Meeting of the organization and shall prepare a final report at the close of the school year. The reports and accounts shall be examined annually by an auditor.

SECTION III: Designated Fund - A designated fund is money put aside for a specific purpose. Any money put into a designated fund shall only be used for that purpose. It cannot be used for other activities.

SECTION IV: No loans shall be made by the organization to its officers and members.

SECTION V: Contracts – Authority to sign contracts is limited to the President or the President's designee.

SECTION VI: Two authorized signatures shall be required on each check that is made out for the amount of \$500 or greater. Authorized signers shall be the President and Treasurer.

SECTION VII: Fiscal Year - The fiscal year shall begin July 1st and end June 30th of the following year.

SECTION VIII: Ending Balance – The organization shall leave a minimum of \$2000 in the treasury at the end of each fiscal year.

ARTICLE XI: DISSOLUTION

SECTION I: The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present and voting at the meeting. Upon the dissolution of the organization, any remaining funds shall be used to pay all outstanding bills first with any remainder donated to Summit Academy.

ARTICLE XII: PARLIAMENTARY PROCEDURE

SECTION I: The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this organization in all cases in which they are applicable and not in conflict with these bylaws. When such an instance occurs, the bylaws take precedence.

ARTICLE XIII: AMENDMENT OF BYLAWS

SECTION I: These bylaws can be amended at any General Meeting of the Summit Academy PTO by a two-thirds majority vote of the members in attendance. Notice shall be given at least one week prior to the meeting.

SECTION II: These bylaws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community and brought to a vote of the General Membership.

These Bylaws were adopted by the Summit Academy PTO by a majority vote during a General Meeting properly called on _____ and shall take effect immediately.

Bylaws created by 2010-2011 Executive Board.