

Adams Traditional Academy
PTO Bylaws

Adams Traditional Academy PTO Bylaws

Article I- Name

The name of the organization shall be Adams Traditional Academy PTO.

Article II- Purpose

The organization exists to support the education of children at Adams Traditional Academy by promoting growth and development through events, fundraising, support, etc. among the school, parents and teachers. The organization will have a monthly general PTO meeting for all members as well as other committee meetings to keep members involved.

Article III- Members

Section 1. Any parent or legal guardian of a student enrolled at Adams Traditional Academy is a member and shall have voting rights. The principal and any teacher employed at the school is a member and shall have voting rights.

Section 2. There will be no dues required to be a member of the organization.

Article IV- Officers and Elections

Section 1. Officers. A PTO Council consisting of 9 members will be elected by the general members of the PTO during a yearly election. From the PTO Council members, a Chairperson, and a Treasurer will be appointed by the council at the first PTO Council meeting. All PTO Council members are named as officers of the corporation.

PTO Council Member Duties:

Each member will:

- hold a PTO office and/ or chair a committee;
- be required to attend General PTO meetings;
- attend a monthly PTO Council meeting; and
- elect a Chairperson and a Treasurer annually at a PTO Council meeting.

Chairperson Duties:

The Chairperson will be responsible to:

- Prepare the agenda for the General PTO meetings.
- Schedule, prepare the agenda and preside over PTO Council meetings.
- Coordinate the work of all officers and committees to carry out the purpose of the organization.
- Communicate to the PTO Council on all actions and copy communications to the Principal;
- Preside over the election, if the Chairperson is running in the election, that person will not assist in counting the votes.
- Ensure Conflict of Interest papers are signed and filed annually.

Treasurer Duties:

The Treasurer will:

- Keep an accurate record of receipts, expenses, and payout funds.
- Present a financial statement at every general PTO meeting.
- Make a full financial report at a meeting held at the end of the school year.

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- Manage the ATA PTO checking account and ensure all financial controls are followed.

Officer Duties:

The following duties will be assigned to Council Members annually at the first PTO Council meeting.

- Assist the chairperson and carry out the duties in his or her absence or inability to serve.
- Oversee committees and report to the president.
- Enforce the organization bylaws.
- Ensure meetings follow the designated format.
- Overview all emails, flyers, activities, etc. for the principal's approval.
- Keep records of the organization.
- Take and record minutes at the General PTO meetings, PTO Council meetings and other organization meetings.
- Maintain current records to be held and available in the front office.
- Publicize the General PTO meeting each month.
- Maintain a current PTO volunteer list.
- Maintain the organization's website.

Section 2. Nominations and Elections:

- Elections will be held to elect nine PTO Council members. An exception to the election is noted below.
- Elections for next year's council members will be held by April 30th of the current school year.
- Nominations will be open for no less than three weeks and include a close date.
- Interested candidates must submit a PTO Candidate form as well as documented volunteer hours by the close date to be considered an eligible candidate.
- When the number of eligible candidates matches or is less than the number of open positions, at the close of the call for candidates, an election will not be held and all candidates will be considered elected.
- When there is a formal election, a resume shall be posted for each candidate for no less than two weeks prior to voting.
- Voting shall be by ballot at the posted times. No mail or phone votes will be counted.

Section 3. Eligibility:

To be an eligible candidate:

- Nominees must have a child attending Adams Traditional Academy.
- Nominees must meet the volunteer requirements during the current school year to run for the council for the next school year.
 - A minimum of sixty (60) documented volunteer hours during the current school year is required.
 - Volunteered on a PTO activity or event.
 - Volunteer hours can be inside the classroom, home volunteer hours or PTO related events.
- For an eligible candidate filling a PTO Council member vacancy, volunteer hours and candidate requirements may be met from either the previous or current school year, whichever timeframe is most appropriate.

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- Nominees/candidates must submit a PTO Candidate form and documented volunteer hours by the announced deadline.

Section 4. Terms of Office:

- PTO Council members are elected for two years of service from July 1st- June 30th.
- Two year terms will be staggered to create a continuous atmosphere.
- In years where more than half of the council members' terms are terminating and up for election, the Chairperson will ask for volunteers to extend their term by one year. When there are more volunteers than needed for the extension, the Principal and Chairperson will assess which terms should be extended for another year.
- PTO Council members may run consecutive terms.
- The offices of, Chairperson and Treasurer shall be elected amongst the PTO Council each year.
- A council member may hold any office for 3 consecutive terms. Thereafter, a one year hiatus must be taken from office.

Section 5. Vacancies:

- If there is a vacancy in an officer position, the PTO Council will select from Council members a new candidate and hold a vote at the next PTO Council meeting.
- When there is a PTO Council vacancy, the council will make a general announcement regarding the opening and include a deadline to apply. Interested members will complete a PTO Candidate Form and include documented volunteer hours by the announced deadline. The PTO Council will review the forms and select a candidate for the open position.

Section 6. Removal from Office:

- Officers can be removed from office* by a vote; five PTO Council members must approve removal.
 - Two weeks prior written notice must be given.
- * Not fulfilling appointed duties or by committing an act of malfeasance.

Article V- Meetings

Section 1. General meetings:

- The general meeting of the organization shall be held once a month.
- Time and place shall be determined by the PTO Council.
- Discussion will be an overview of all activities, events and other topics concerning the PTO.

Section 2. Council Meetings and Special Meetings:

- Council meetings will be held at least once a month, and more often if needed.
- Meetings can be called for specific committees.
- At least one member of the PTO Council must attend every meeting.
- Minutes from the meeting need to be placed in the front office within seven days from the date of the meeting.

Section 3. Quorum:

Quorum will be 50% + 1 of the PTO Council at a PTO Council meeting to take a vote.

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Section 4. Site Council

PTO will elect one officer to represent PTO at the site council meetings for a period of 12 months.

Article VI- Finances

Section 1. The PTO Council shall approve all expenses of the organization.

Section 2. The Principal will approve purchases over \$500 or major items that require storage at the school.

Section 3. The Treasurer shall keep accurate records of any income, disbursements, and bank account information.

Section 4.

- One authorized signature shall be required on each check.
- The person placing the order may not be the receiving party.
- Authorized signatures are determined annually and must be cleared through the financial institution.

Section 4. The fiscal year shall be July 1st through June 30th.

- The PTO Council reserves the right to retain 10% of annual earnings for ongoing operating expenses.
- Projects requiring greater capital for long term can be retained and held over until purpose is satisfied.

Section 5. Upon dissolution of the organization, any remaining funds will be disbursed to pay any remaining bills or as previously designated. Thereafter, any additional funds shall be spent for the benefit of the school at the Principal's discretion.

Article VII- Parliamentary Authority

Section 1. General PTO meetings will be held with an agenda and meeting minutes will be recorded and documented for publishing to the members. Discussions will be an overview of activities, events and other topics concerning the PTO.

Section 2. PTO Council meetings will be held with an agenda and meeting minutes will be recorded and documented for a record of decisions. Council will discuss issues and, if needed, vote on the direction of events, activities and purchases.

Section 3: PTO Council meetings can be observed by any PTO member.

Article VIII- Standing Rules

Standing rules may be established by the PTO Council. A Council member shall keep a record of all standing rules established for future references.

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Article IX- Dissolution

- The organization may be dissolved with All PTO Council members, Principal, and two-thirds general member's approval. Vote will take place at a general PTO meeting with a 14 day notice given to all members, teachers and parents.
- The Choice Academy Inc. Board of Directors retains the authority to dissolve the PTO Council at any time.

Article X- Conflict of Interest

The purpose of the following policy and procedures is to complement Adams Traditional Academy PTO's bylaws to prevent the personal interest of staff members, PTO Council members, and volunteers from interfering with the performance of their duties or result in personal financial, professional, or political gain on the part of such persons at the expense of Adams Traditional Academy PTO or its Members, supporters, and other stakeholders.

Definitions:

- *Conflict of Interest* (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and PTO Council members of Adams Traditional Academy PTO.
- *Officer* means an officer of the PTO Council.
- *Volunteer* means a person -- other than a PTO Council member -- who does not receive compensation for services and expertise provided to Adams Traditional Academy PTO and retains a significant independent decision-making authority to commit resources of the organization.
- *Member* means a Member of Adams Traditional Academy PTO which shall be a state association of nonprofit organizations that represent a statewide and multi-sector or subsector 501 (c)(3) constituency with a diverse range of corporate identities, or a regional association of nonprofit organizations that represent a specific region within a state or multi-state geographic area and a multi-sector or subsector constituency with a diverse range of corporate identities.
- *Supporter* means corporations, foundations, individuals, 501 (c) (3) nonprofits, and other nonprofit organizations who contribute to.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full PTO Council in all conflicts of interest, including but not limited to the following:
 - a. A PTO Council member is related to another PTO Council member or staff member by blood, marriage or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A PTO Council member or their organization stands to benefit from an transaction or staff member of such organization receives payment from for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A PTO Council member's organization receives grant funding from any outside group.
 - e. A PTO Council member or staff member is a member of the governing body of a contributor to any outside group.

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- f. A volunteer working on behalf of Adams Traditional Academy PTO who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the PTO Council shall determine whether a conflict of interest exists and, if so the PTO Council shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Adams Traditional Academy PTO's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.
3. The interested PTO Council member, officer, or staff member shall not participate in any discussion or debate of the General PTO Meeting, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
4. Anyone in a position to make decisions about spending 's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
5. A copy of this policy shall be given to all PTO Council members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with Adams Traditional Academy PTO or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
6. This policy and disclosure form must be filed annually by all PTO Council Members.

Article XI- Amendments

Amendments shall only be made to the bylaws through approval of the Site Council.