

BYLAWS OF
PRODIGY LEADERSHIP ACADEMY
PARENT TEACHER ORGANIZATION

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Article I: Name, Description and Mission

Section 1: Name:

The name of the organization shall be Prodigy Leadership Academy Parent Teacher Organization.

Section 2: Description:

The PLA PTO is a nonprofit organization that exists for charitable and education purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501©(3) of the Internal Revenue Code.

Section 3: Mission:

The Mission of PLA PTO is to support the education of the children at Prodigy Leadership Academy.

- a. Establish and maintain an understanding and working relationship between the parents, teachers, and community.
- b. Develop a close relationship between the school and home by encouraging parent involvement, supporting PLA’s volunteer requirements, and providing a resource for parents to support each other.
- c. Raise funds for school supplies or programs which are not included in the school’s operating budget.
- d. Plan and provide activities which will enhance the educational and social growth of the children both in the school and at home.

Article II: Membership and Dues

Section 1: Membership:

Parent participation is a key aspect of enrollment at Prodigy Leadership Academy. All parents and guardians of students at the school are considered members of the PTO and are strongly encouraged to attend regularly scheduled PTO meetings and events. The principal and any teacher employed at the school may be a member and have voting rights. Amended 10/15/2012

Article III: Executive Board, Officers and their duties and Nominations and Elections

Section 1: Executive Board:

The executive board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared. The Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: Officers and their duties:

- a. Executive Board: The duties of the Executive Board shall be to develop the PTO’s annual budget, establish and oversee committees to conduct work of the PTO, establish fundraising programs. They

may make unbudgeted purchases for no more than \$250.00 that have been approved by at least two members of the Board. Any unbudgeted expenditures over \$250.00 must be taken before the PTO as a whole and put to a vote with two-thirds majority rule. Other duties of the Executive Board shall be to transact business between meetings in preparation for the regular meeting and to create standing rules and policies.

- b. President: The duties of the president shall be to 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, and coordinate the work of all other officers and committees so that the purpose of the organization is served.
- c. Vice President: The duties of the vice president shall be to assist the president and carry out the president's duties in his or her absence or inability to serve.
- d. Secretary: The duties of the secretary shall be to keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of the meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies and brings them to meetings.
- e. Treasurer: The duties of the treasurer shall be to receive all funds of the organization, keep accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the PTO and/or executive board. He or she will present a financial statement at every meeting and at other times when requested by the executive board, and make a full report at the end of the year.

Section 3: Nominations and Elections:

Election will be held at the second to last meeting of the year. Nominations will be made from the floor. Voting shall be by voice vote by all members present. If more than one person is running for an office, a ballot vote shall be taken.

- a. Eligibility: Members are eligible for office if they are members in good standing.
- b. Terms of Office: Officers are elected for one year. Each person elected shall hold only one office at a time.
- c. Removal of officers: An officer can be removed from office for failure to fulfill his/her duties after reasonable notice, by a majority vote of the Executive Board.
- d. Vacancies: If there is a vacancy in the office of the president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president 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.

Article IV: Meetings and Voting

Section 1: Regular Meetings:

Regular meetings of the organization shall be held at the school on the second Thursday of each month during the school year at ~~5:30pm~~ 6:30pm or at a time and place determined by the Executive Board at least two weeks before the meeting. The regular meetings shall be held to conduct the business of the PTO. Amended 2/6/2016

Section 2: Annual Meeting:

The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise, the secretary will notify the members of the meeting in a flyer sent home with the student, email, or phone call at least one week prior to the meeting.

Section 3: Special Meetings:

Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least one week prior to the meeting by any or all of the following: letter, email, or phone call.

Section 4: Voting:

Voting: Each member in attendance at the PTO meeting is eligible to vote. Absentee and proxy votes are not allowed. Amended 2/6/2016

Article V: Finances

Section 1: Fiscal year:

The fiscal year of the PTO begins August 1st and ends July 31st of the following year. Amended 9/12/19

Section 2: Banking:

All funds shall be kept in a checking account in the name of Prodigy Leadership Academy PTO. There will be two debit cards distributed yearly. One will be held by the treasurer of the organization and one will be held by the president or his/her designee. The treasurer and president (or the president's designee) are authorized to make purchases that have been approved by two members of the executive board, if there is immediate need for said purchases and an inability to wait for approval at the next PTO Meeting. Purchases made under such circumstances must be for the organization or for the school and shall not exceed \$250.00 in total within a one month period. Otherwise, approval by vote of the PTO is required. For example, one purchase for \$90.00 and one purchase for \$175.00, both approved by two members of the executive board, within a one month period in between meetings is in violation of Article V, Section 2 of the bylaws, as the amount exceeds \$250.00.

Also, an authorization for purchase form must accompany receipts of all purchases and be brought to the following regular meeting and given to the treasurer for accurate record keeping. Amended 2/6/2017

All purchases for approved funds must be completed and submitted to the treasurer by July 1st for reimbursement. Any approved funds not spent within the fiscal year will be returned to the general fund. Amended 9/12/19

~~All funds shall be kept in a checking account in the name of Prodigy Leadership Academy PTO. There will be two debit cards distributed yearly. One will be held by the president treasurer of the organization and one will be held by the president principal of the school or his/her designee. They will be authorized to make purchases that have been approved by two members of the executive board. These purchases must be for the organization or for the school and not to exceed \$100.00 \$500.00. Otherwise, approval by vote of the PTO is required. Also, an authorization for purchase form must accompany receipts of all purchases and be brought to the following regular meeting and given to the treasurer for accurate recording keeping. Amended 12/6/2016~~

Section 3: Reporting:

All financial activity shall be recorded in a computer based or manual accounting system. The treasurer shall reconcile the account monthly and report all financial activity monthly. The PTO shall arrange, if they so desire, an independent review of its financial records at any time.

Section 4: Minimum Balance:

The organization shall leave a minimum balance of \$500.00 in the treasury at the end of each fiscal year.

Section 5: Contracts:

Authority to sign contracts is limited to the President or the President's designee.

Article VI: Bylaws Amendments

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at any regular or special PTO meeting shall be considered for voting at a subsequent meeting. All proposed amended bylaws must be submitted in writing and then sent to all members of the organization by the secretary. Notice of the proposed amended bylaws may be given by, but not limited to, letter, email, or phone call. Two-thirds approval of all members present and voting is required to adopt an amendment to the bylaws.

Article VII: Dissolution

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

Section 1: Funds remaining:

In the event of dissolution of the PTO, any funds remaining shall be donated to Prodigy Leadership Academy or to any other nonprofit charity or organization so voted on by a two-thirds majority vote of the members present at the meeting.

Article VIII: Parliamentary Authority

The authority for this organization shall be Robert's Rules of Order Newly Revised. These rules of order shall govern the meetings when they are not in direct conflict with the organization's bylaws.