

# Socrates Preparatory School PTO Bylaws

## ARTICLE I - NAME

Socrates Preparatory School Parent-Teacher Organization (PTO); herein referred to as the PTO.

## ARTICLE II - MISSION STATEMENT

The Socrates Preparatory School Parent Teacher Organization (PTO) is dedicated to enriching and supporting the lives of our students, parents and educators. Our Mission as a PTO is to promote communication between parents, teachers and administrators and to encourage involvement in the Socrates Preparatory Community.

## ARTICLE III - POLICIES

**Section 1:** The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

**Section 2:** The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

**Section 3:** The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO.

## ARTICLE IV - FISCAL YEAR

The fiscal year of the PTO shall coincide with that of Socrates Preparatory School, which begins on July 1st and ends the following June 30th.

## ARTICLE V - MEMBERSHIP & DUES

**Section 1: Membership.** Any parent or guardian of a student at the School, the Principal, or any teacher currently employed at the School may become a PTO Member.

**Section 2: Dues.** There are no membership dues required. This may be reassessed at a later date.

**Section 3: Vote.** Each member shall have one vote. Voting may take place by voice or by written ballot.

## **ARTICLE VI - OFFICERS**

**Section 1: Officers.** The Officers shall consist of President, Vice President, and Secretary. Currently the President will assume the responsibilities of the Treasurer. This may be amended at a later time.

**Section 2: Eligibility.** Any members who would like to volunteer or be nominated shall be eligible to serve in any Officer position.

**Section 3: Nominations & Elections.** Nominations for Officers' positions shall be submitted at the first PTO meeting of the fall school term.

**Section 4: Term of Service.** Voting shall take place at the second PTO meeting of the fall school term. Officers shall be elected for a term of one year (beginning in October and ending in the end of the following September. An Officer may also act as Chair of Committees.

**Section 5:** In the event the PTO fails to fill all Officer positions at the September PTO meeting, the incumbent of the expiring term may remain in office until an election of a new official at any regular meeting.

**Section 6:** All Officers shall act in the best interest of the PTO.

**Section 7: Compensation.** No Officer shall be compensated by the PTO for their service.

**Section 8: Contracts & Purchases.** No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

**Section 9: Removal from Office.** Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

## **ARTICLE VII - OFFICER DUTIES**

### **Section 1: President**

The President(s) shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda.

3. Be a member, ex officio of all committees.
4. Represent the PTO at meetings outside of the organization.
5. Assist in the total coordination of all committees and the PTO as a whole.
6. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
7. Sign checks, notes, etc. in the absence of the Treasurer.
8. Appoint Special Committees as needed.
9. Announce PTO meetings to the School population at least one week in advance of that meeting.

### **Section 2: Vice President**

The Vice President shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Act as Chairperson of the Fundraising Committee

### **Section 3: Secretary**

The Secretary shall:

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Executive Board and PTO and forward copy to the President within two weeks of the meeting. Read the minutes from the preceding PTO meeting at each monthly PTO meeting
3. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
4. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
5. Hold a copy of the PTO Bylaws and current Membership list and make each available upon request to any PTO Member at any PTO meeting.

### **Section 4: Treasurer (Currently performed by President)**

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Provide a report of the receipts and expenditures at any time upon request.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.

## **ARTICLE VIII - EXECUTIVE BOARD**

**Section 1: Executive Board.** The Executive Board shall consist of the Officers, the School Principal, a Teacher Representative, and the Chairpersons of any Standing Committees.

**Section 2: Principal & Teacher Representative.** The Principal and the Teacher Representative shall each have one vote. The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representative acts as liaison between the School teachers and the PTO.

**Section 3: Duties.** The Board shall meet as need arises.

## **ARTICLE IX - MEETINGS**

**Section 1: Regular Meetings of the PTO -** Shall be held every 4 to 6 weeks, (except during summer vacation), at the school. Dates and times of the meetings shall be presented by the President at the first regular meeting of the school year.

**Section 2: Executive Board Meetings -** Shall be held as needed.

**Section 3: Special Meetings of the PTO -** May be called at any time during the school year by the President or upon request by any PTO member. The objective(s) of such special meetings must be presented to the PTO President prior to scheduling the meeting.

**Section 4: Quorum.** At least 10% of the PTO Membership shall constitute a quorum. A quorum must be met in order for any vote to take place.

**Section 5:** The final PTO meeting shall take place in May, prior to the close of school.

## **ARTICLE X - FUNDS**

**Section 1: Use.** PTO funds shall be used for programs, events, and items that benefit the students of Socrates Preparatory School; with the exceptions of teacher/staff appreciation events or gifts.

**Section 2: Income.** All funds raised for the PTO must be documented and submitted to the PTO Treasurer. All funds received by the Treasurer must be deposited into the PTO bank account as soon as possible. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

**Section 3: Expenses.** Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer immediately following the incurred expense and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be

approved by the President. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

**Section 4: Reporting.** An updated financial report shall be made available in printed form to any PTO member upon request.

**Section 5: Carry-Over.** The PTO is authorized to carry over funds for the following fiscal year.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

**Section 1: Rules.** The rules contained in **Robert's Rules of Order**, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the President and be made available at each meeting.

**Section 2: Bylaws.** Bylaws will be presented at the first PTO meeting of the school year. If necessary, a special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTO meeting.

**Section 3: Bylaws Amendment.** These Bylaws may be amended under the following conditions:

- Members shall submit the revision request to the President and notice shall be given to the PTO Membership that a vote will be taken at the next scheduled regular PTO meeting; and
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

## **ARTICLE XII- DISSOLUTION**

**Section 1: Dissolution.** The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

**Section 2: Remaining Funds.** Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
2. the remaining funds be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.