

GATEWAY SCIENCE ACADEMY PTO - SMILEY BYLAWS

ARTICLE I: NAME, DESCRIPTION, PURPOSE

- A. **NAME** - The name of the organization shall be called Gateway Science Academy PTO - Smiley.
- B. **Description** - The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that may qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.
- C. **PURPOSE** - This organization was created for the purpose of contributing to the growth of the students of Gateway Science Academy to their fullest potential and assisting their development into well rounded adults. This goal will be achieved by fostering relationships among parents, teachers, school staff and the community; and utilizing all the resources that these individuals and organizations have to offer.

ARTICLE II: MEMBERSHIP

- A. **MEMBERSHIP** - Membership shall be automatically granted to all parents/guardians of Gateway Science Academy - Smiley students, in addition to all staff at Gateway Science Academy - Smiley. There are no membership dues. Members have voting privileges.

ARTICLE III: OFFICERS

- A. **EXECUTIVE BOARD** - The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, and Parliamentarian. In addition, the Principal will appoint a staff member to be on the board. The Principal's appointed designee is a voting member of the Board. The Superintendent shall only vote when a tie break vote is needed.
- B. **TERM OF OFFICE** - The maximum term of office for all officers is two years beginning in 2019. Terms begin August 1 and end July 31. Board Members may not serve more than one term in the same office.

- C. ELECTIONS** - Beginning 2019, elections will be held every year for two-year terms. Odd years, elections will be held for Vice President, Treasurer, and Parliamentarian. Even years, elections will be held for President and Secretary. Officers will only be allowed to be members of the Executive Board as long as they have children attending school at Gateway Science Academy - Smiley. A special election will be held if an executive board member is in the middle of a term when their child moves on to the middle school or no longer attends Gateway Science Academy Smiley. Each person elected shall only hold one office at a time. If a person is running unopposed they will automatically be assigned the duties of that position.
- D. VACANCIES** - In the case of vacancy mid-term, President will appoint an interim officer until an election can be held. If there is a vacancy in the office of the President, Vice President will become President, upon acceptance. Special election for vacant positions must be held within two months at a general membership meeting. Other board members will fulfill the duties of the vacant office until an election at the next general meeting.
- E. REMOVAL**—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 .
- F. DUTIES OF EXECUTIVE BOARD** - Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$500.

President: Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President: Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President. Manage communications and marketing for the PTO, including but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

Secretary: Record and distribute minutes of all Executive Board meetings and all general PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

Parliamentarian: Act as a consultant to assure that meetings and processes are conducted in accordance with bylaws; advise on parliamentary procedures using Robert's Rules of Order; bring current copy of Constitution and By-Laws to all meetings.

ARTICLE IV: MEETINGS

- A. EXECUTIVE BOARD MEETINGS** - There shall be no less than ten (5) Executive Board meetings per year. Special meetings may be called by any two (2) board members with 24-hour notice.
- B. GENERAL PTO MEETINGS** - General PTO meetings shall be held to conduct the business of the PTO. A regular schedule of General PTO Meetings shall be established and a posting made available to all eligible members in advance. There shall be no less than four (4) general membership meetings per school year. The annual meeting will be held at the August General PTO Meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.
- C. VOTING** - Each member in attendance at a PTO meeting is eligible to vote, one vote per parent/guardian of student at Gateway Science Academy - Smiley. Absentee and proxy votes are not allowed.
- D. QUORUM** - Half the number of board members, plus one (1), constitutes a quorum. A quorum is required to conduct the business of the Executive Board for the purpose of voting.

ARTICLE V: FINANCIAL POLICIES

- A. FISCAL YEAR** - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.
- B. BANKING** - All funds shall be kept in a checking account in the name of Gateway Science Academy PTO - Smiley, requiring two signatures of the Executive Board and held at a local financial institution. All expenditures must be accompanied by a receipt which shows the business purpose of the expenditure.
- C. REPORTING** - All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year. Financial records will be available upon request.
- D. ENDING BALANCE** - The organization shall leave a minimum of \$150 in the treasury at the end of each fiscal year.
- E. CONTRACTS** - Authority to sign contracts is limited to the President and Vice President.
- F. DONATIONS** - For donations over \$250 by any certain person or organization within 1 calendar year must receive a written acknowledgement of the donation by January 31st of the following year per IRS requirement.

ARTICLE VI: BYLAWS AMENDMENTS

- A. AMENDMENTS** - Amendments to the bylaws may be proposed by any PTO executive board member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent executive board meeting. Two-thirds (2/3) approval of all executive board members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VII: DISSOLUTION

- A.** The organization may be dissolved with advance notice of fourteen (14) days and a two-thirds vote of those present at the meeting. In the event of dissolution of the PTO, any funds remaining shall be donated to Gateway Science Academy - Smiley after all outstanding bills and balances are paid in full. Should a new PTO not be formed, remaining funds should be split in half -- half of the proceeds going to the Gateway Science Academy Men's Club - Smiley and Gateway Science Academy Athletic Association - Smiley.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

- A.** The authority for this organization shall be Robert's Rules of Order Newly Revised.

These bylaws were adopted on (10/16/17).

Amended (date): 05/08/18