

# Learning Lodge Academy PTO Parent Teacher Organization Bylaws (Created April 2017; Approved 05/18/2017)

## Article I – Name

The name of the organization shall be the Learning Lodge Academy PTO

## Article II – Purpose

The purpose of the organization is to support the education of children at Learning Lodge Academy by fostering relationships among the school, parents and teachers.

## Article III – Members

Section 1. Any parent, guardian or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues before November 1<sup>st</sup> to be considered a member in good standing with general meeting voting rights. Any member who pays their dues after November 1<sup>st</sup> will have their general meeting voting rights reinstated for the next general meeting after their payment is received. Any member who pays their dues after November 1<sup>st</sup> WILL NOT have voting rights at the end of the school year for the PTO Board election. Exceptions will only be made for families joining LLA after the school year has begun.

## Article IV – Officers and Elections

Section 1. Officers. The Officers shall be a president, vice president, secretary, assistant secretary, treasurer and assistant treasurer. \*\*\*The officer positions of this organization may be co-chaired at the Board's discretion by no more than 2 people. In the event a position is co-chaired by 2 people, each person will have individual voting privileges.

### a. President: The President shall:

1. Be the principle executive officer of the organization and subject to the counsel of the Executive Board and the direction of the organization.
2. Supervise all of the activities of the organization.
3. Preside at all meetings of the organization and all meetings of the Executive Board.
4. Be an ex-officio member of all committees except the nomination committee.
5. Coordinate, with the Vice President, the establishment of committees in order that the PTO objectives and mission may be promoted.
6. Establish ad hoc committees as needed to fulfill the objectives and

mission of the PTO.

7. Develop agenda for all General Membership and Executive Board meetings and provide to the Recording Secretary at least 3 days in advance of any meeting.
8. Perform such other duties as prescribed in these bylaws or assigned by the organization.

b. Vice President: The Vice President shall:

1. Act as aid to the President and perform the duties of the President in their absence or inability to serve.
2. Work with the President to coordinate the listing of volunteers for each committee, and work with the committee chairs to make sure they understand their duties, PTO objectives, and the PTO mission.
3. Be an ex-officio member of all committees except the nominating committee.
4. Perform such other duties as are assigned by the President or the Executive Board.

c. Secretary: The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of 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.

d. Treasurer/Assistant Treasurer: The Treasurer/Assistant Treasurer shall:

1. Have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks as selected by the Executive Board.
2. Make disbursements as authorized by the membership in accordance with the budget adopted by the organization.
3. Keep an accurate record of receipts and expenditures and present a financial statement at every meeting and at other times when requested by the Executive Board.
4. As the outgoing Treasurer, make a full financial report at the first Executive Board meeting at which new officers officially assume their duties.
5. Request the accounts examined annually or upon change of officer by an auditor or auditing committee of not fewer than three members.
6. Treasurer prepares and presents the preliminary PTO budget, as prescribed in Article IX, Section 1, at the first General Membership meeting and presents any adjustments to the budget thereafter.
7. Be responsible for creating and publishing the monthly report of income and expenses.
8. Perform all duties incident to the office of Treasurer and such other

duties as may be assigned by the President or Executive Board.

- e. All Officers: All officers shall:
1. Attend all PTO meetings. If an officer fails to attend 3 consecutive General Membership meetings or 3 consecutive Executive Board meetings he/she may be removed from office.
  2. Select and appoint the chairpersons of all Standing and Special Committees.
  3. Perform the duties outlined above as well as any other duties prescribed in these bylaws and such other duties as may be delegated to him/her.
  4. Upon expiration of their term of office or in the case of resignation, each officer shall turn over to the President, without delay, and in good order, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.
  5. At least one Executive Board member should strive to oversee major events.

Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the school year. The executive board will appoint a nomination committee to approve nominees, count all votes and announce the incoming board. All votes will be via ballot.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Term of Office.

1. The term of each officer shall begin on the last day of school following such election except for the office of president. All officers shall serve for a term of one year or until their successors have been duly elected.
2. The person elected as vice president shall serve as president-elect and member of the board in the year following such election. The president-elect shall not be eligible for selection as vice-president. The president-elect shall serve as president following a one-year term as vice president.

Section 5. Vacancies. If there is a vacancy in the office of 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.

Section 6. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

#### Article V - Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the third Thursday of each month during the school year at 6 p.m., or at a time and place determined by the executive board at least one week before the 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.

Section 2. 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 7 days prior to the meeting, by flyer and phone calls.

Section 3. Quorum. Half the number of members present plus one constitutes a quorum.

#### Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

## Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Committees. The board may appoint additional committees as needed.

## Section VIII – Finances

Section 1. A tentative budget shall be drafted in the spring for the following school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. The treasurer shall prepare a financial statement at the end of the year, to be audited.

Section 5. The board shall have the authority to approve single purchases under \$1,500 with a majority vote of the board members present.

Section 5. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 6. The fiscal year shall coordinate with the school year. Article IX –

## Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by social media, e-mail, or phone call. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Amanda J. Hart / Amanda Hart 5/18/17  
President Date

LACY STAMPER 5/18/17  
Vice President Date

Nicole Holmes 5/18/17  
Treasurer Date

Kenneth Chiger 5-18-17  
Assistant Treasurer Date

Mentha Glasbrenner 5.18.17  
Secretary Date

Belloni Hew 5-18-17  
Assistant Secretary Date