

**Sigsbee Charter School  
Parent Teacher Organization**

**Bylaws**

**Article I – Name**

The name of the organization shall be the “Sigsbee Charter School Parent Teacher Organization”. (SCS PTO)

**Article II – Purpose**

SCS PTO is organized for the purpose of supporting and enhancing the educational experience of all students attending Sigsbee Charter School.

**Article III – Membership**

Section 1. Eligibility. All teachers and staff of Sigsbee Charter School and all parents or guardians of a student enrolled at Sigsbee Charter School are eligible to be a member and shall have voting rights. The Principal of Sigsbee Charter School is a non-voting member of SCS PTO.

Section 2. Application. Membership applications must be submitted to the Secretary in order to be placed on the Roll of Members.

Section 3. Dues. There are no required membership fees or dues.

**ARTICLE IV- Meetings**

Section 1. Meeting Times. All membership meetings will be held on the second Tuesday of each month during the school year term with the first meeting of the year beginning in August. The meeting time shall be 5:30 P.M. and the meeting location will be at Sigsbee Charter School.

Section 2. Quorum. In order to take any action or conduct any business at a membership meeting, a quorum must be present. A quorum shall consist of no less than 5 members of the SCS PTO.

## **Article V – Executive Board**

Section 1. Executive Board. The officers of SCS PTO shall consist of a President, Vice President, Secretary and Treasurer. *Officers must attend all membership meetings.*

Section 2. Executive Board Duties.

- a. President. The President shall preside over membership meetings of SCS PTO, serve as the primary contact for the Principal, represent SCS PTO at school and community events, serve as an ex-officio member of all committees, and coordinate the work of all the officers and committees.
- b. Vice President. The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve. The Vice President serves as the Chair of the Finance Committee. The Vice President may represent the PTO at school and community events, and may serve as an ex-officio member of all committees.
- c. Secretary. The Secretary records the minutes at every membership meeting, prepares the agendas for all membership meetings, maintains the Roll of Members and Committee Membership Roll, and serves as the officer for communications to the membership.
- d. Treasurer. The Treasurer receives all funds, keeps an accurate record of receipts and expenditures, disburses all approved expenditures, reports the financial condition of SCS PTO to the membership at each and every membership meeting, reports the financial condition of SCS PTO to the Finance Committee, and reports the financial condition of SCS PTO to the Executive Board when requested by any other Executive Board member.

Section 3. Elections. Elections for all officers will be held at the membership meeting in May. Voting shall be by voice vote if a slate is presented. If more than one person is running for one particular office, the election shall be by a secret ballot.

Section 4. Eligibility. All SCS PTO members (except the Principal) are eligible for all offices. Any SCS PTO member may nominate any other member for an office. All nominees for any office must accept their nomination, and their acceptance must be recorded in the minutes in order to be elected.

Section 5. Term of Office. The term of office shall be for one school year term. Each person elected shall hold only one office at a time. Each officer is limited to holding a particular office to no more that two consecutive terms.

Section 6. Vacancies in Office. If there is a vacancy in the office of President, the Vice President will immediately assume the office of President. At the next scheduled membership meeting following the vacancy, a new Vice President will be elected by secret ballot. Any other office vacancy shall be filled at the next scheduled membership meeting following the vacancy.

Section 7. Removal from Office. Any officer can be removed from their office by a three-fourths vote of the membership present at a membership meeting.

## **Article VI - Committees**

Section 1. Standing Committees. The standing committees of SCS PTO shall consist of the following committees: Executive Board, Finance, Fall Festival, An Island Affair, Garden, Green Team, Literacy, Middle School Social, Parade, Sailfish Pride, Sailfish Shuffle, Snack Shack, Spirit Store, Staff Appreciation.

Section 2. Ad Hoc Committees. *Ad hoc* committees may be formed to assist with events or special programs or with any area that serves the purpose of the SCS PTO. All *ad hoc* committees must be approved by the membership at a membership meeting.

Section 3. Committee Membership. All general members are eligible to participate in any committee(s) he or she desires and must apply to the Secretary and the particular committee chair to become a member of that committee.

Section 4. Committee Chair. Each committee chair must be chosen by a majority of the members of that committee. All committee chairs must attend the membership meetings to report on the activity of their committee to the membership. If a committee chair is unable to attend a membership meeting, he or she must designate another committee member to report at the membership meeting.

## **Article VII - Finances**

Section 1. The Treasurer will keep detailed financial records of **all** financial transactions. Any member may request access to the records by written request to the Treasurer and Secretary.

Section 2. All members who are requesting funds from the SCS PTO must present that request at a membership meeting for pre-approval by the membership. All members are cautioned that personal expenditures in the expectation of reimbursement by the SCS PTO, may not be approved.

Section 3. Any SCS PTO funds expended by any member must be documented with written receipts that **must** be provided to the Treasurer.

Section 4. On any occasion where funds are handled during an event, there must be at least two members who will attest that the funds collected were accurately reported and transferred to the Treasurer as soon after the event as possible. The Treasurer will provide the members with a receipt of funds.

Section 5. Any expenditure that cannot be pre-approved at a membership meeting due to time constraints, may be approved by a majority of the Executive Board. Such expenses cannot exceed \$100.00 in total for the month and must be presented at the next general membership meeting.

Section 6. The Finance Committee and the Treasurer shall prepare a written, joint financial statement, detailing the finances for the preceding school year, to be presented to the membership for approval at the May membership meeting.

Section 7. Two authorized signatures shall be required on all checks over the amount of \$2,500.00. Authorized signers shall be the Treasurer and Principal.

#### **Article VII - Conflict of Interest**

Any member that has a personal, professional, or business relationship with any vendor or proposed vendor, must disclose the relationship at the membership meeting where any action is to be taken with respect to that vendor.

#### **Article VIII- Purchases**

When items are to be purchased for PTO purposes it is recommended that the party put together three price quotes for the merchandise. Local preference is preferred to stay community based.

#### **Article IX - Parliamentary Authority**

*Robert's Rules of Order* shall govern membership meetings when they are not in conflict with the bylaws.

#### **Article X - Bylaw Amendments**

The bylaws of SCS PTO may be amended by a two-thirds vote of the members present at a membership meeting.

Approved 10/7/13