

**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 education of all children (K-8) attending Sigsbee Charter School by fostering relationships among parents, teachers and staff, and by raising funds to maintain and enhance Sigsbee Charter School’s programs and facilities.

Article III – Membership

Section 1. Eligibility. Teachers and Staff of SCS and any parents or guardians of a student enrolled at SCS may be a member and shall have voting rights. The Principal is a non-voting member of the organization.

Section 2. Dues. SCS PTO does not charge membership dues.

Article IV – Officers and Elections

Section 1. Executive Board. The officers of SCS PTO shall consist of a President, Vice President, Secretary and Treasurer. A teacher may also be elected to serve as a co-president. 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 so that the purpose of the organization is served.
- 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 takes and records detailed minutes at every PTO meeting. Minutes must be emailed to the Executive Board for approval, and placed on SCS's website for General 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. Nominations for all officers will be held at the April membership meeting. 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. New officers will resume office in June on the final day of school.

Section 4. Eligibility. All SCS PTO members (except the Principal) are eligible for all Offices if they have attended previous meetings and are in good standing with the SCS.. 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. Officers can be removed from office with 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. 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 6:00 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 10 members of the SCS PTO.

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.

Article VI – Committees

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

Section 2. Standing Committees. Committees can be formed to assist teachers and staff with events and special program, and for all spirit and fundraising events. A new committee must be approved by the Principal, Executive Board and General Membership.

All committees, events, and fundraisers must be approved by the Principal and Executive Board, and must represent Sigsbee Charter School's goals and ideals. The Principal has the right to veto any PTO activities and fundraisers that do not meet the school's mission statement.

Section 3. 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. Request for funds must be done in writing and submitted prior to a membership meeting so the request may be placed on the agenda. 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—Fundraisers

Any group looking to raise funds for a classroom event, such as a field trip, or for an enhancement program, such as music or sports, must do so under these bylaws. All solicitations for donations in the community must be approved by the Principal and Executive Board.

All events and fundraisers must have an Event Form approved and on file. The Event Form is available on our website at <http://sigabeecharterschoolpto.yolasite.com>.

X - Parliamentary Authority

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

Article X - Bylaw Amendments

These Bylaws may be updated or amended by the Executive Board at any time. After Executive Board approval, any amendments can be approved by a two-thirds vote of those present at the next general membership meeting, assuming a quorum.

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