

ARTICLE I - NAME

The organization shall be named The Vanguard School Parent Teacher Organization (PTO); herein referred to as the PTO.

ARTICLE II - MISSION STATEMENT

The PTO is organized for the purpose of supporting the goals of The Vanguard School.

ARTICLE III - POLICIES

Section 1: The ultimate authority of the PTO is to function as an officially sanctioned organization of The Vanguard School and is granted by The Vanguard School Board of Directors, and must bring all proposed changes to the By-laws before the Board of Directors for approval.

Section 2: The PTO is a standing committee of the The Vanguard School Board of Directors.

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.

Section 4: The PTO will post their transaction ledger on the PTO website monthly.

Section 5: The PTO treasurer will present all financial information to the Business Office of The Vanguard School monthly. The Business office will conduct an annual financial audit and report the results to the outgoing and incoming PTO Boards.

Section 6: Definition of Good Standing is defined as having no outstanding PTO debt.

Section 7: The school year is defined as July 1 to June 30.

ARTICLE IV - FISCAL YEAR

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

ARTICLE V - MEMBERSHIP

Section 1: Membership. Parents or guardians of a student at the School, the Principal, or any teacher/staff currently employed at the School are considered PTO Members.

Section 2: Voting. Voting may take place by voice or by written ballot, upon request, by members in good standing. In the event of a tie, there will be one re-vote. If the tie occurs again then the issue is tabled for the current meeting.

ARTICLE VI - OFFICERS

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer.

Section 2: Nominations & Elections. See Article VII, Section 2: Vice President.

Section 3: Term of Service. Voting shall take place by written ballot at the April PTO meeting. Officers shall be elected for a term of one school year by the general PTO Membership. Vacancies occurring during the year shall be filled by a majority vote of the PTO. A person may hold only one officer's position at a time.

It is desirable for the school to appoint the liaison to serve for multiple years, and provide a smooth transition from one liaison to the next.

Section 4: Intent. All Officers shall act in the best interest of the PTO.

Section 5: Compensation. No Officer shall be compensated by the PTO for their service.

Section 6: Attendance. Each Officer shall attend the Executive Board and monthly PTO meetings. Regular attendance at PTO meetings is required for all PTO board members. Attendance can be in person, or via live electronic media. Any member missing two consecutive board meetings, without contacting the Secretary, will be contacted to determine if they still desire to be a board member. If they do not desire to continue, or if absences persist, they may be replaced by a majority vote of the remaining board members.

Section 7: Activity Service. Officers are expected to serve as advisors to each activity coordinator

Section 8: Contracts & Purchases. The PTO will not conduct any business, enter into any contractual agreements, or represent the school in any official capacity without prior discussion with, and approval of the Executive Director or his designee. All PTO purchases must be included in the annual PTO budget, or be approved by a vote as described in Article V Section 2. Only in circumstances where the board can withdraw a contract without penalty should an executive board enter into a contract with a vendor for an upcoming school year. .

Section 9: Removal from Office. Any Officer can be removed from office for a failure to perform the duties outlined in Article VII 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 and added to the agenda for that meeting.

Section 10: Records. All officers shall keep a written record of their activities in a manner that would allow these records to be passed along to future board members.

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 fund raisers
4. Represent the PTO at city-wide meetings or other 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 \$50 on any one item or combination of related items, not included in the budget, without the consent of the general membership. These expenditures must be PTO related, and used only for unforeseen circumstances. President will notify all other board members by email of this expense within three days.
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.
10. Issue a monthly or quarterly newsletter as agreed upon by the PTO Board.

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. Identify and publicize to the PTO membership the availability of the offices, and develop a slate of nominations to be presented to the PTO Board.
3. The Vice president shall preside over nomination and year-end elections.
4. Act as Chairperson of the Volunteer Committee.
5. Coordinate the Volunteers directly or through a Volunteer 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 copies to each Executive Board member within two weeks of the recorded meeting.
3. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting

4. 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.
5. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
6. Hold a copy of the PTO Bylaws, Parliamentary Procedures, and attendance sheet and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
7. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.
8. Update the PTO Page with the Agenda Meeting, PTO Minutes or any other information necessary to keep parents informed about the latest PTO information.
9. Update the bank with PTO information as needed.

Section 4: Treasurer

The Treasurer shall:

1. Submit the PTO approved budget to the Vanguard School Business Office in the first month of the school year.
2. Meet with the Vanguard School Business Manager at least monthly to reconcile deposits and expenditures.
3. Follow The Vanguard School – PTO Financial Procedure

ARTICLE VIII - EXECUTIVE BOARD

Section 1: Executive Board. The Executive Board shall consist of the Officers, and The Vanguard School Staff Liaison.

Section 2: Staff Liaison. The Staff Liaison acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with school policies and procedures.

The Staff Liaison will be appointed by the Executive Director, shall be an employee of the school whose role is to act as an advisor to the PTO, and will serve as a communication conduit between the PTO and the school's administration. The Staff Liaison shall be allowed to vote in both PTO Board meetings and PTO general meetings. The Staff Liaison shall assist the Vice President on counting the votes during elections. Staff Liaison must attend all Executive PTO and public PTO meetings.

Section 3: Duties. The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

Section 4: Quorum. A quorum consists of a simple majority of the PTO Board members.

ARTICLE IX - MEETINGS

Section 1: Regular Meetings of the PTO - Shall be held as determined by the PTO Board, preferably at the School unless scheduling conflicts arise, on a date and time pre-established by the PTO Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

Section 2: Meetings. Meetings of the PTO Board shall be held as decided by the President or a majority of the PTO Board. There shall be at least six (6) meetings per school year.

Section 3: Special Meetings of the PTO - May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting and the business transacted in the meeting shall be limited to the objective so stated.

Section 4: Voting. A vote may take place at any scheduled meeting of the PTO. A simple majority of all members present will be required for a motion to pass. Members are eligible to vote if they meet the criteria outlined in Article V, Section 2.

Section 5: The newly elected Executive Board shall meet at least once between May 1st and June 15th of the upcoming fiscal year for the purposes of preparing a proposed balanced budget and calendar which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget and calendar.

ARTICLE X - FUNDS

Section 1: Use. PTO funds shall be used for programs, events, and items that directly benefit the students and teachers of the School. The PTO must adhere to the financial policies of The Vanguard School according to the approved budget and any additional voted items.

Section 2: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be submitted to the

Vanguard Business Office within 4 days of receipt by the Treasurer.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented with an expense report and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 1 week prior to the vote.

Section 5: Reporting. An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

Section 6: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the PTO Board. The annual carry-over target will be established in the PTO budget at the start of the school year, and changes to the budget will be voted on by the general membership.

ARTICLE XI –ACTIVITIES

Section 1: The coordinator of each activity shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future chairpersons. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Section 2: Activity Members. Chairpersons may solicit and appoint additional members to serve on their respective activity as necessary.

Section 3: Contracts & Purchases. No Activity Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO Executive board. Any approved purchases must be made within the approved budget.

Section 4: Vacancies. Vacancies occurring during the year shall be filled by the PTO Board.

ARTICLE XII - 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 Secretary and be made available at each meeting.

Section 2: Amendments. Proposed amendments can be approved at any regular meeting of the organization by a two- thirds vote of the members present and voting. Written notice of the proposed amendment shall be given to the PTO Board for review at least two weeks prior, and then will be voted on at the PTO meeting.

Section 3: Amendment Approval. Proposed amendments that have been approved by a 2/3 majority of the PTO must be presented at the next regularly scheduled board meeting of The Vanguard School, and approved by that board. Note: It is recommended that the PTO contact the school board in advance and work through the proposed changes in committee.

ARTICLE XIII - 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, or in the case that all four officer positions are not filled at the end of the school year, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then the remaining funds will be held in escrow by The Vanguard School 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 Executive Director.