

AMSA CHARTER SCHOOL PTO BYLAWS Updated 11/12/19

Article I. Name

The name of this organization is the Advanced Math and Science Charter School (AMSA) Parent Teacher Organization (PTO).

Article II. Legal Status

The PTO is a separate legal entity from the AMSA Charter School holding its own Employer Identification Number for Tax purposes. The PTO is a non-profit organization and will obtain tax exempt status within the meaning of section 501©(3) of the Internal Revenue Code.

Article III. Purpose

The purpose of the PTO shall be to assist the school in any way deemed advisable by the trustees, administration, faculty or parents to promote the welfare and educational needs of the students and the AMSA community.

Article IV. Membership

Each parent or legal guardian of a student currently enrolled in the school and all teachers employed at the school can be members of the PTO. Each member is entitled to attend and to vote at all meetings of the PTO.

Article V. Meetings and Procedures

PTO meetings shall be held at least five times a year on school premises. The dates of these meetings shall be listed in the official school calendar for that year.

Special meetings of the PTO may be called whenever the Executive Committee of the PTO (see below) considers it necessary or as otherwise required by law. All members of the PTO shall be notified of special meetings by e-mail or by mail at least seven days prior to said meeting.

The regular meeting of the PTO held in May of each year shall be designated the Annual Meeting and shall be the last meeting of the PTO held during each school year. At this meeting, members of the PTO will vote on the proposed slate of officers. At least seven days prior to this meeting, PTO members will be notified of the Annual meeting and will receive a slate of proposed officers for the coming year.

All matters to be voted upon at PTO meetings shall be passed by a majority of those present which we define as a quorum. Any member of the PTO may vote at all meetings. Items that may be voted on include things such as the election of new officers at the Annual Meeting; the approval of the proposed budget at the Annual Meeting; any changes to the budget that exceed \$3,000; Each member of the PTO shall have one vote. Any matter may also be voted without a meeting when all members have been notified in writing and the required number of affirmative votes has been received in writing.

The AMSA Charter School Executive Director or her/his designee (hereinafter, the “Administration Representative”) shall serve as a liaison and main contact with the PTO.

Article VI. Officers

The officers of the PTO are Co-Presidents, Co-Vice Presidents, Treasurer and Secretary. All officers must be members of the PTO and must be CORI checked by the AMSA school administration. No officer may hold more than one office at any one time during the year. The duties of these officers are described in the following sections.

The officers of the PTO comprise the Executive Committee. The Executive Committee shall administer all PTO activities. Specifically, the Executive Committee is responsible for: (1) creating the annual plan including an annual budget and compiling the annual report of PTO programs and activities; (2) supervising and supporting all activities of the PTO; (3) defining the agenda and schedule of PTO meetings; (4) calling special meetings of the PTO as needed.

The Co- Presidents shall: (1) preside at all meetings of the Executive Committee and the PTO; (2) be responsible for maintaining open communication between the PTO and the school administration, faculty, parents, students, and trustees; (3) meet regularly with the school administration; (4) appoint all PTO committee chairs; (5) serve as an ex officio member of and support the activities of the PTO committees.

The Co-Vice Presidents shall: (1) assist the Co-Presidents as required; (2) in the Co-President’s absence, preside at all meetings of the Executive Committee and the PTO; (3) along with the Co-Presidents, meet regularly with the school administration; (5) maintain open communication between Student Government, Student Events committee and administration.

The Secretary shall: (1) attend the meetings of the PTO; (2) record the minutes of such meetings and prepare them for distribution (3) prepare and submit the PTO Weekly Update (4) work together with the Co-Presidents to maintain the PTO website & create the agenda for PTO & Executive Committee meetings and perform other duties as necessary. In the case of the absence of the Secretary, a temporary secretary will be appointed by the Co-Presidents or Co-Vice Presidents.

The Treasurer shall: (1) be responsible for all financial matters of the PTO; (2) prepare and administer the annual budget; (3) provide regular reports to the membership and the school’s Business Manager concerning the sources and uses of funds; (4) perform other duties as necessary.

The Officers of the Board can add positions to the board such as Fundraiser chair when deemed necessary by the board. A vote for any additional positions will be taken at the next PTO meeting.

The Officers of the PTO board shall serve one-year terms, with the option to continue for a second year. No officer shall serve more than two consecutive one-year terms in the same position unless unusual circumstances indicate the need to do so. The Nominating Committee and/or the Executive Committee

will explain to the PTO members of any unusual circumstances prior to any vote to elect the new slate of officers. In the event of a no consensus among the PTO officers, a vote with majority ruling will prevail.

Article VII. Nominations and Appointments

The Nominating Committee shall be a combination of members of the PTO, PTO Executive Committee and the Administration.

Each year the Nominating Committee shall nominate a single slate of candidates for Co-Presidents, Co-Vice Presidents, Secretary, and Treasurer to be filled by members of the PTO. Nominations shall be solicited from the PTO, faculty, and administration at least six weeks prior to presentation of the final slate. The slate will be published at least two weeks before the Annual Meeting.

The chair of the Nominating Committee shall present the proposed slate of officers for a vote at the Annual Meeting of the PTO. The Executive Committee shall appoint officers from the PTO membership to fill any positions that are vacated during the school year. The PTO Executive Committee will nominate a Parent Representative to the Executive Director and Board of Trustees.

Article VIII. Removal and Resignation of Officers

An officer of the PTO may be removed from the office for any behavior or other activities which in the judgment of the other members of the Executive Committee, the Administration Representative or majority of the PTO membership, harms AMSA or its staff or students, or damages the reputation of AMSA, its staff or students. The officer will be given reasonable notice and opportunity to be heard at a special meeting of the PTO board. At the meeting, a majority vote of those present shall be required for removal or suspension.

Any officer may resign by delivering a written resignation to a member of the Executive Committee. Resignations are effective upon receipt unless otherwise specified in the letter of resignation.

Article IX. Activities

After the Annual Meeting and election, in May-June, the current Executive Committee shall prepare an annual report for the current school year. The new Executive Committee with the help of the current Executive Committee shall create an annual action plan of the PTO programs and activities for the next school year. This action plan will include a draft budget to be revisited in September of the following school year.

Article X. PTO Committees

The PTO board may choose to create committees for planning and implementation of its

programs and one-time tasks, such as Fundraising chairs. Each committee shall have a Chair to coordinate all activities of the committee. Each committee will be elected by the PTO board and managed by the PTO board until the completion of the committee's tasks.

Article XI. Use of Funds

Funds raised by the PTO shall be kept under the AMSA Charter School PTO name in a separate bank account. PTO funds shall be used for programs, events, and items that directly benefit the AMSA community which include students, parents, teachers, and AMSA administration. If Fundraising efforts exceed stated goals, then the Executive Committee shall have the option to donate gift(s) to benefit the school. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Committee.

PTO Treasurer shall prepare an annual draft budget and at the end of the year and a final budget for the school year in September. In addition, the PTO Treasurer will provide a financial report that will show income and expenditures of activities of the past school year in September. The budget and the report shall be part of the PTO annual plan and report respectively and shall be approved by the PTO Committee and by the vote of the PTO at the Annual meeting. Major allocations of funds (above \$3,000) will require the vote of all members of the PTO board.

PTO Co-Presidents and Treasurer shall be signatories on all PTO bank accounts.

All financial records of the PTO shall be available at all times for review by the Administration Representative.

No two family members may be on the signature card for the PTO bank accounts.

Article XII. Amendments

These articles of the Bylaws may be amended at any PTO meeting with a vote approved by a quorum of the PTO members.

Article XIV. Nondiscrimination

The PTO shall not discriminate on the basis of race, color, national or ethnic origin, age, sexual orientation or gender in any of its activities or policies.

Article XV. Dissolution

The organization may be dissolved with previous notice (14 calendar days) at a PTO meeting. Upon the dissolution of this corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.