



BYLAWS

Article I – Name

The organization shall be named Coral Academy of Science Las Vegas Cadence Parent Teacher Organization (PTO); herein referred to as the Coral Academy of Science Cadence PTO or PTO.

Article II – Mission Statement

To enhance the educational experience of the students at Coral Academy of Science Las Vegas Cadence by providing financial support to the student's needs, as both a facility and as individuals to promote diversity, inclusion, and equity to ensure well-being of all students and family. In addition, help to foster academic growth, preparation for college and career, and unify a community with a diverse student body by sponsoring social gatherings and events.

BYLAWS OF CORAL ACADEMY OF SCIENCE LAS VEGAS CADENCE PARENT TEACHER ORGANIZATION

The name of the organization is CORAL ACADEMY OF SCIENCE LAS VEGAS CADENCE PARENT TEACHER ORGANIZATION. The organization is organized in accordance with the Revised Nevada Statutes, Chapter 82, as amended. The organization has not been formed for the making of any profit, or personal financial gain. The assets and income of the organization shall not be distributable to, or benefit the trustees, directors, officers or other individuals. The assets and income shall only be used to promote corporate purposes as described below.

Nothing contained herein, however, shall be deemed to prohibit the payment of reasonable compensation to employees and independent contractors for services provided for the benefit of the organization. This organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax. The organization shall not endorse, contribute to, work for, or otherwise support (or oppose) a candidate for public office. The purpose of the organization is the following:

To enhance the educational experience of the students at Coral Academy of Science Las Vegas Cadence by providing financial support to the students' needs, as both a facility and as individuals and to promote diversity, inclusion, and equity to ensure well-being of all students and family. In addition, helps to foster academic growth, preparation for college and career, foster relations between the school and surrounding community and unify a community with a diverse student body by sponsoring social gatherings and events.

The organization is organized exclusively for purposes pursuant to section 501(c)(3) of the Internal Revenue Code.

Article III – Policies

Section 1:

The PTO shall operate for charitable, educational, non-partisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2:

The policies of the PTO are established to maintain tax-exempt status as defined by section 501(c)(3) of the Internal Revenue Code.

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 may cooperate with other parent and teacher organizations under the direction of the same Board of Directors that have similar goals and interests but ***shall not interfere with the administration of these schools or seek to control its policies.***

Section 5:

Any person volunteering at a PTO event or serving in an official PTO position is subject to a criminal background check prior to volunteering.

Section 6:

The vote of a majority of the PTO Board present at a properly called meeting at which a quorum is present shall be the act of the Board unless the vote of a greater number is required by law or by these bylaws for a particular resolution. An officer of the organization who is present at a meeting of the PTO Board at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless their dissent shall be entered in the minutes of the meeting. The Board shall keep written minutes of its proceedings in its permanent records.

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:

Any parent, guardian, or direct family member of a student at the school, the principal, or any teacher currently employed at the school may become a PTO member.

Section 2 - Registration:

Only registered members in good standing shall be considered members of the PTO (eligible to vote or serve on the PTO Board). Members must register every school year and membership lasts through June 30th to be considered in good standing. Registered membership can be removed by a majority vote of the Board if the member violates the CASLV Cadence PTO code of conduct.

Section 3 - Vote:

Each registered member shall have one vote. Voting may take place by voice in-person or, upon request, by written ballot. Votes taken by written ballot will be sent to all PTO members in good standing.

Section 4 - Legal:

PTO Board Members must complete all required paperwork and be cleared to volunteer through the Coral Academy of Science Las Vegas volunteer program (e.g. fingerprinting and background checks). PTO Board Members are responsible for any fees not covered by the school.

Article VI – Officers

Section 1 - Officers:

The officers shall consist of a President, Secretary, Treasurer, Director of Membership & Volunteers, Director of Communications, Director of Fundraising, and Director of Logistics. The position of the President may be a shared position between two individuals, thus acting equally as co-president. Any assignment of co-president or vice president must be proposed by a current board member and approved by majority vote of the board.

Section 2 - Officer Requirements:

Elected candidates must complete the duties for their position as listed in Article VII. All officers shall act in the best interest of the PTO and follow the CASLV Cadence PTO Code of Conduct.

Section 3 - Officer Eligibility:

To run for any board position, members must be a member of the Coral Academy of Science Las Vegas Cadence PTO in good standing and must have participated in the planning of at least one PTO event and/or been a volunteer at least one PTO event in the past school year. Nominees must be familiar with the operations of the Coral Academy of Science Las Vegas Cadence PTO and Coral Academy of Science Las Vegas Cadence Policies. Members that have been removed from the board by the process laid out in Article VI, Section 5 are not eligible to run for board positions.

Section 5 - Term of Service:

The officers elected will serve for a one academic year term ending June 30th.

For the President position, when they end their term, they will continue for one year in the role of Past President to advise the board. In this role, they will attend all PTO board and public meetings but do not have voting rights beyond the rights given to all regular PTO members.

For the Treasurer position, when they end their term, they will continue for six months in the role of Past Treasurer to advise the Treasurer and transfer all legal documents for the PTO into the Treasurer's name. In this role, they will attend all PTO board meetings and any financial meetings but will not have voting rights beyond the rights given to all regular PTO members. The Treasurer and Past Treasurer will both have access to all PTO accounts and will work together with the President and Past President to complete all business paperwork with the State of Nevada and the Internal Revenue Service.

The person serving as Past President or Past Treasurer can serve in another position while serving in that role.

Section 6 - Nominations & Elections:

An officer can run to serve a second term in the same office, but it is recommended that officers serve no more than two consecutive terms in the same office.

No later than the March PTO meeting, the board will select a committee of no less than three and not more than five members to serve as the Nominating Committee. At least one member of the committee should be a parent of a student that will be in Elementary in the next year and at least one member of the committee should be a parent that will be in Secondary in the next year. The committee should select candidates so that parents from secondary and parents from elementary will both be represented.

The Nominating Committee shall submit nominations for Officers' positions to the Board prior to the April meeting. At the April or May PTO meeting the candidates will be presented to the PTO

membership. At that time, additional nominations may also be made and the election and officers shall take place.

In the event that the PTO fails to fill all officer positions, the board can vote for the incumbent of the expiring term to remain in office for one additional school year or until an election of a new official at any regular meeting.

Section 7- Removal from Office or Vacancy:

Any officer can be removed from office by a vote at an open PTO meeting. At the meeting, the reasons for removal must be stated and read into the minutes and two-thirds majority of the PTO members present must vote for removal.

Reasons for removal include but are not limited to:

1. Not fulfilling the duties as listed in the bylaws (example: missing meetings, not following agreed on board procedures)
2. Violating the PTO Code of Conduct.

Written advance notice of the vote and the stated reason for the vote shall be sent to the PTO membership and PTO Board at least one week prior to the meeting.

The PTO Board has the authority to call for a removal vote of any officer using the above process. Any person that believes an officer should be removed should contact the President or the Vice President/Secretary and request the PTO Board vote on whether a removal vote should be held at the next open PTO meeting. The PTO Board should vote on whether the removal vote should be called and whether to call a special meeting for the removal vote or to add the removal vote to the next regularly scheduled open PTO meeting. Both votes are decided by the majority of the PTO Board excluding the officer recommended for removal. The President (or Vice President/Secretary if the removal involves the President) will contact the person that requested the vote to let them know the outcome.

The PTO Board shall be able to remove any non-elected PTO officer or agent of the organization by a two-thirds majority vote of the PTO Board.

If a board member resigns before the end of their term, they are not eligible to return to the board.

Any vacancy that occurs on the PTO Board, whether by death, resignation, removal, or any other cause, the remaining PTO Board Officers shall appoint a replacement by majority vote. An PTO Board Member appointed to fill a vacancy shall serve the remaining term of his or her predecessor, or until a successor has been elected and qualified.

Section 8 - Attendance:

Each officer shall attend the PTO Board and PTO meetings. PTO Board Members may ONLY be absent one meeting per semester and must notify the President of their absence prior to the meeting.

Section 9 - Committees:

To the extent permitted by law, the Board may appoint from its members a committee or committees, temporary or permanent, and designate the duties, powers, and authorities of such committees.

Section 10 - Compensation:

The PTO shall compensate no Officer for their service monetarily however PTO officers have free admission to events but shall pay for their children and additional adults. This includes but is not limited to free events and merchandise. (With the exception of a promotional item to join the PTO when offered.)

Article VII - Officer Duties

Section 1 - President

The President is primarily responsible for administering all board activities and represents the PTO to outside organizations.

The President shall:

1. Schedule, announce & communicate PTO meetings to the board and school population at least one week in advance of said meeting with assistance from the Director of Communications.
2. Preside over all meetings of the PTO and call for any official votes.
3. Prepare meeting agendas.
4. Serve as the main point of contact between school administration and the PTO.
5. Represent the PTO at all meetings outside of the organization, or delegate someone to represent the PTO at those outside meetings.
6. Oversee the coordination of all committees and appoint committee chairs as needed.
7. Work with PTO Board to set an annual schedule and budget.
8. Get all necessary approvals for PTO activities from the school administration based on the timeline set by the school administration for necessary approvals.
9. Respond to, or delegate response to, parent text, calls, and emails with the assistance of the Director of Communication.
10. Work with PTO board members to ensure they understand their roles and responsibilities and are completing them.
11. Ensure consistent communication within the PTO Board.
12. Be a member of all PTO committees as either a full voting member or an ex officio member.
13. Represent the PTO at all school events open to all parents and attend, or assign a proxy from the PTO board to act in the role of the President for these events.
14. Work to resolve board conflicts and differences.
15. Shall attend, along with the Treasurer and with communication to the board, financial and tax meetings.
16. Other duties as assigned by the Board.
17. Follow the PTO Code of Conduct for PTO Board Members.

Section 2 - Secretary

The Secretary is primarily responsible for recording the official activities of the board, maintaining an archive of these activities, and maintaining communication between the PTO, school administration, and teachers.

The Secretary shall:

1. Ensure that all information about events is approved and communicated to school administration, staff, and teachers.
2. Maintain and organize all non-financial records of the PTO in a secure, shared online location that only Board members can access.
3. Maintain a list of all current teachers' names and room numbers.
4. Keep track of PTO-related website/email sign-in and password info, resetting when necessary.
5. Monitor and respond to emails sent to PTO from school administration, staff or teachers or delegate to the response to the appropriate person.
6. Hold a copy of the PTO bylaws, current membership list, free dress pass template, and events calendar.
7. Record the official minutes of the meetings of the PTO Board and forward copies to each PTO Board member within two weeks of the recorded meeting.
8. Circulate the minutes from the preceding PTO meeting.
9. Attend to gestures of appreciation and sympathy on behalf of the PTO, and thank you cards to vendors.
10. Provide official PTO documentation at any meeting as requested.
11. Provide a printed copy of the bylaws and code of conduct to each newly elected PTO Board member prior to the first regular PTO meeting.
12. In coordination with the Event Chair, gather event records and archive them. These records

- should be kept in a shared electronic location that all current and future board members can access and in a secure location at the school.
13. In coordination with Non-Event Committee Chairs, collect any official records and archive them. These records should be kept in a shared electronic location that all current and future board members can access and in a secure location at the school.
 14. Act as Chair for assigned committees where needed.
 15. Other duties as assigned by the Board.
 16. Follow the PTO Code of Conduct for PTO Board Members.

Section 3 - Treasurer

The Treasurer is primarily responsible for tracking all monetary transactions related to PTO business and presenting that information to PTO members.

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain legal and financial records of the PTO. (e.g. MoneyMinder, online store transactions, expense reports, tax information, SilverFlume.)
3. Receive all funds of the PTO; including but not limited to, donations, dues, and fundraising sales and contributions. If money is collected when at an event that the Treasurer does not attend, the Treasurer should assign a PTO Board member to collect the money and deliver it to them.
4. Provide a written and oral financial report of the receipts and expenditures at each PTO and PTO Board meeting and at other times upon request of the PTO Board.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies.
6. Pay all bills and disperse funds as authorized by the PTO Board.
7. Perform a complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTOs 501(c)(3) status, as applicable, and maintain accurate records of such filings.
8. Complete all financial updates by the close of the fiscal year and provide a full year-end report.
9. Submit all requested/required financial data relating to PTO operations to the PTO Board within two weeks prior to the close of the school year, for the purposes of the Treasurer's accounts being audited by the PTO Board.
10. Shall attend, along with the President and with communication to the board, financial and tax meetings.
11. In coordination with the Director of Communication and the board member assigned Merchandising duties, manage the online sales site and post budget/treasury updates on the website.
12. Act as Chair for assigned committees where needed.
13. Other duties as assigned by the Board.
14. Follow the PTO Code of Conduct for PTO Board Members.

Section 4 - Director of Fundraising

The Director of Fundraising is primarily responsible for coordinating fundraising and events for the PTO.

The Director of Fundraising shall:

1. Reach out to local businesses to solicit corporate financial support and donations of specific items for events and programs and/or identify volunteers to solicit donations from local businesses
2. Coordinate monthly restaurant fundraising events and/or events at local children's entertainment locations (e.g. Flip N Out Extreme, Uptown Jungle, etc.)
3. Pitch potential fundraising ideas to board members and, in the coordination of the PTO President, get approval from admin for these programs.
4. Keep an updated list of all companies that have donated and a list of their donations.
5. Coordinate with board members on sponsorship fulfillment and recognition via social media/newsletters.
6. Manage Box Tops, Smith's, and other donation programs.

7. In coordination with the Secretary, send thank you emails to vendors.
8. In coordination with the Director of Communication, promote all fundraising events through PTO social media.
9. In coordination with the Treasurer, collect budget information on all fundraising events.
10. Act as Chair for assigned committees where needed.
11. Other duties as assigned by the Board.
12. Follow the PTO Code of Conduct for PTO Board Members.

Section 5 - Director of Communications

The Director of Communications is primarily responsible for organizing all official communication from the PTO.

The Director of Communications shall:

1. At the first board meeting of the year, ensure all board members know how to monitor PTO email and respond, or delegate response, to all emails sent to that account.
2. Manage the official PTO social media accounts.
3. Update the PTO website, including posting PTO meetings/recordings, sponsorships, event calendars, and more.
4. At the first board meeting of the year, ensure all board members know how to monitor known social media groups associated with CASLV Cadence and respond as needed to posts in these groups.
5. Communicate with the President and/or appropriate PTO Board members regarding any social media alerts, parent concerns, or feedback received by checking email and social media messages every weekday.
6. Send email reminders for sales, events, and volunteer opportunities as requested.
7. Promote PTO and events on social media accounts (Facebook, Website, Instagram, etc), at least once weekly and 24 hours prior to an event.
8. Prepare and distribute the PTO Newsletter and monthly calendar of events.
9. Provide yearbook committees photos of PTO events as requested.
10. Take pictures or collect pictures from all PTO events and post them to PTO social media. If you cannot attend an event, delegate this duty to another PTO member.
11. In coordination with the Treasurer the board member assigned Merchandising duties manage the online sales site.
12. Act as Chair for assigned committees where needed.
13. Other duties as assigned by the Board.
14. Follow the PTO Code of Conduct for PTO Board Members.

Section 6 - Director of Membership & Volunteers

The Director of Membership and Volunteers is primarily responsible for organizing the recruiting and assignment of PTO volunteers.

The Director of Membership & Volunteers shall:

1. Keep accurate records of all PTO volunteers and members.
2. Coordinate the Board Buddies volunteer program.
3. In coordination with Chairs, recruit volunteers from the PTO membership for PTO committees and PTO events.
4. Keep an organized database that is accessible to other committees and ensure that all members that have volunteered are given the opportunity to help.
5. In coordination with the Director of Logistics, assist Event Chairs in overall event volunteer coordination.
6. In coordination with the Director of Logistics, assist Event Chairs in preparing direct communication with volunteers in each area of every event.
7. Shall encourage and recruit parent involvement throughout the year by way of volunteering.
8. Work alongside school administration for volunteer needs for events not organized by PTO.
9. Work alongside the Director of Communication to ensure sign-ups are included in the monthly newsletter.

10. In coordination of Event Chairs, communicate with all PTO volunteers in advance of any event to explain their duties during the event.
11. Attend all events with PTO volunteers or assign another PTO member as the volunteer coordinator for the event.
12. Act as Chair for assigned committees where needed.
13. Other duties as assigned by the Board.
14. Follow the PTO Code of Conduct for PTO Board Members.

Section 7 - Director of Logistics

The Director of Logistics is the primary person responsible for CASLV PTO on-campus support.

The Director of Logistics shall:

1. Track fulfillment of all merchandise in coordination with the board member assigned Merchandising duties.
2. Facilitate on-campus delivery of orders in coordination with the board member assigned Merchandising duties.
3. Track and maintain inventory of PTO merchandise and provide details to appropriate board members. Inventory checks should be completed at the beginning and end of the school year, after each sale event and as requested by the Board.
4. Facilitate volunteer check-in for events in coordination with the Director of Membership and Volunteers.
5. Meet vendors at school as needed.
6. Run the swag and information table at all school or PTO events with a PTO information or swag table, or delegate a proxy to run the table for that event.
7. In coordination with the event chair, identify the inventory needed for all events with a PTO swag table in advance of the event.
8. In coordination with the Director of Membership & Volunteers, recruit and train needed volunteers.
9. Act as Chair for assigned committees where needed.
10. Other duties as assigned by the Board.
11. Follow the PTO Code of Conduct for PTO Board Members.

Section 8 - Floating Duties

In addition to the above duties, a board member will be assigned additional duties as outlined below:

1. Vice President - Vice President duties will be assigned as needed by the PTO President. The board member with Vice President duties will temporarily act in place of the President.
2. Merchandising - The board will assign the following duties to a member of the board at the first meeting of the new board. The assigned board member is the primary person responsible for CASLV PTO branded merchandise.
 - a. Facilitate the creation and approval of all PTO swag designs per PTO board policy.
 - b. Identify new products that might need to be added or discontinued from the PTO store.
 - c. Identify appropriate vendors, get quotes per PTO Board policy, and place orders for new products as needed.
 - d. Track fulfillment of all merchandise.
 - e. Maintain records of all final product designs.
 - f. In coordination with the Treasurer and Director of Communication, manage the online sales site.

Section 9 - Secondary/Elementary Board Representation:

While not assigned to any specific role, it is recommended that there be at least one Board member who has an Elementary School student, at least one Board member with a Middle School student and at least one Board member with a High School student.

ARTICLE VIII - PTO Board

Section 1 - PTO Board:

The PTO Board shall consist of the President, Vice President/Secretary, Treasurer and Directors.

Section 2 - Duties:

The PTO Board shall conduct necessary business in preparation for the regular PTO meetings and shall prepare a proposed budget to be voted on by the PTO membership at the first regular PTO meeting of the fiscal year.

Article IX - Meetings

Section 1 - Regular Meetings of the PTO:

Shall be held a minimum of quarterly, except during June and July at the school, on a date and time pre-established by the PTO Board. The President at the first regular meeting of the school year shall present the date(s) and time(s) of the upcoming meeting(s).

Section 2 - Board Meetings

Shall be held no less than monthly on a date mutually agreed upon by the PTO Board members. Procedure for the formal votes and other meeting procedures of the board will be set and mutually agreed upon by all PTO Board at or before the first Board meeting.

Section 3 - Special meetings of the PTO:

Special meetings 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 a special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.

Section 4 - Majority Quorum:

A majority of the PTO Board in attendance constitutes a quorum for all meetings. A quorum must be met in order for any vote to take place.

Section 5:

The newly elected PTO Board shall meet at least once between the end of the school year and the first PTO meeting of the upcoming school year for the purpose of preparing a balanced budget proposal which shall be presented at the first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting to either accept or amend the PTO Board's proposed budget. At this first Board meeting, a tentative calendar for the year shall be set for approval by the Coral Academy of Science Las Vegas Cadence Administration.

Section 6:

The final PTO meeting shall take place in the last 30 days prior to the close of the school year.

Article X - Funds

Section 1- Use:

PTO funds shall be used for programs, events, and items that directly benefit the students of Coral Academy of Science Las Vegas Cadence, with the exceptions of the Annual Teacher Appreciation Luncheon, Volunteer Appreciation Event, Holiday Gifts, and Staff Pick Me Ups as needed throughout the year. The total of these items should not exceed 20% of annual funds or leave the PTO account with less than \$5,000.00.

Section 2 - Income:

All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. The Treasurer must deposit all funds received by the Treasurer into the PTO bank account within four days of receipt. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3 - Expenses:

Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Board. Reimbursement requests should be submitted to the PTO Treasurer within 10 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 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:

Any PTO member in good standing may submit monetary requests for non-budgeted items to the PTO at any quarterly PTO meeting. The President should notify the PTO Board to vote on adding the request to the next public PTO meeting agenda. A vote for approval of the change in the annual budget shall be taken at the next scheduled meeting of the PTO if a quorum of PTO board members are present at the meeting. Advance notice of the upcoming vote shall be publicized to the PTO membership at least one week prior to the vote. All approved amendments shall become effective immediately and be recorded by the Secretary.

Article XI - Amendment to Bylaws

The bylaws may be amended, altered, or repealed by the PTO Board by a majority of a quorum vote at any regular or special meeting where quorum has been met. The text of the proposed change shall be distributed to all board members at least 48 prior to the meeting.

Bylaws should be reviewed by the board at least once a year prior to the creation of the nomination committee.

Article XII - 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 and the request is approved by a majority vote of all those present.

All liabilities and obligations shall be paid, satisfied, and discharged, or adequate provision shall be made, therefore. Assets not held upon a condition requiring return, transfer, or conveyance to any other organization or individual shall be distributed, transferred, or conveyed, in trust or otherwise, to a charitable and educational organization, organized under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, of a similar or like nature to this organization, as determined by the Board of Directors.

History:

Initial Approval by PTO Board October 18th, 2022

Amended and Approved by PTO Board February 9th, 2023

Amended and Approved by PTO Board January 10th, 2024

Amended and Approved by PTO Board August 16th, 2024