



BYLAWS



Article I – Name

The organization shall be named Pinecrest Academy of Nevada Cadence Parent Teacher Organization (PTO); herein referred to as the PTO.

Article II – Mission Statement

To enhance the educational experience of the students at Pinecrest Academy of Nevada Cadence by providing financial support to the students' needs, as both a facility and as individuals. 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: PINECREST ACADEMY OF NEVADA CADENCE PTO

The name of the organization is PINECREST ACADEMY OF NEVADA CADENCE PTO. 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, or 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 Pinecrest Academy of Nevada Cadence by providing financial support to the student's needs, as both a facility and as individuals. 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.

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 no.

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 PTO's 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 Executive 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 Executive 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 and Dues

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. When a

family pays dues, the membership shall be good for each household of the child/children enrolled at Pinecrest Cadence. If other family members want to join the PTO, they must pay their own dues separately.

Section 2 - Dues:

Only members in good standing shall be eligible to vote or serve on the Executive Board. ***Dues paid shall be good through the current Board year NOT fiscal year of the PTO***, which shall end on May 31st.

Board year of the PTO will begin on June 1st and end on the following May 31st.

Section 3 - Vote:

Each individual, paying member shall have one vote. Each paying member shall have one vote per parent and child/children attending Pinecrest Academy of Nevada Cadence. Voting may take place by voice or upon request, by written ballot.

Section 4 - Legal:

PTO Board members must do fingerprinting and badging for the school. The fees shall be covered for fingerprinting by personal funds.

Article VI – Officers

Section 1 - Officers:

The Officers shall consist of a President, and up to four Vice Presidents, Secretary, Treasurer, Director of Membership, Director of Volunteers, Director of Fundraising, and Board Assistant. The position of the President or Vice President may be a shared position between two individuals, thus acting equally as co-president or vice president. The President may not serve concurrently as a Vice President.

Section 2 - Eligibility:

Only members in good standing shall be eligible to serve in any officer or board position.

Section 3 - Appointment of Initial Officers:

Upon the initial formation of Pinecrest Academy of Nevada Cadence PTO, the principal shall appoint Officers for their initial term. Thereafter, Officers must be nominated and elected following the rules set forth in sections 4 and 5.

Section 4 - Nominations & Elections:

The Elections Committee shall submit nominations for Officers' positions at **the May PTO meeting**. At this meeting, additional nominations may also be made by the PTO membership. The Elections Committee must be chosen on or before the general meeting prior to this May PTO meeting.

Section 5 - Term of Service:

The Officers elected will serve up to a ***two-year term***. Co-Presidents will serve alternating years during tenure. An Officer may serve a second term if elected, but no more than two consecutive terms in the same office. Vice Presidents and Directors may serve for an unlimited number of consecutive terms. The President, Secretary and Treasurer are not included in the unlimited number of consecutive terms and must abide by the terms already established for their positions. In the event that no qualified nominee can be found to fill an existing Officer's expiring term, the current Officer may continue to perform their duties for another term, if the members of the organization agree to an exception of Section 5.

Section 6 - Officer Requirements:

Executive Officer requirements are as follows: Nominee is a member of the Pinecrest Academy of Nevada Cadence PTO, must have served as a board member for at least one school year, been actively involved in at least one committee, and must be familiar with the operations of the Pinecrest Academy of Nevada PTO and Pinecrest Academy of Nevada Cadence Policies. Elected Executive Officers cannot be Executive Officers of any other PTO/PTA concurrently. If a non-board member chooses to run, the Executive Board may vote to make an exception to these requirements.

Section 7:

In the event that the PTO fails to fill all Officer positions at the May PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in the same official position for more than two additional years.

Section 8:

All Officers shall act in the best interest of the PTO and adhere to the Code of Conduct.

Section 9 - Compensation:

The PTO shall compensate no Officer for their service monetarily, but 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.)

Section 10 - Attendance:

Each Officer shall attend the Executive Board and PTO meetings.

Executive Board Members - May **ONLY** be absent one meeting per semester.

Assistant Board Members - Are required to attend the first meeting of the semester.

Section 11 - Committee Service:

Each Executive Vice President is ***required*** to co-chair a ***minimum of one event***.

Each Executive Board member is expected to chair a ***minimum of one committee***.

Each Board Assistant is expected to co-chair a ***minimum of two events and/or committees.***

Section 12 - Committees

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

Section 13 - Removal from Office: or Vacancy

Any Officer can be removed from office: with or without cause, by an Executive Board majority vote, at a regular PTO meeting. Advance notice of the vote shall be given to the PTO membership and Executive Board at least one week prior to the meeting. The removal of Officers must be documented twice for reasons that are detrimental to the PTO not to be used as a personal vendetta.

Reasons include but are not limited to:

1. Absence from 3 or more meetings.
2. Combative towards other members or school administration.
3. Undermining Board decisions with a personal agenda with intent to harm PTO.
4. Escalation requires a third-party mediator from the admin to avoid escalation.

The Executive Board shall have the power to remove an Officer or agent of the organization. Any vacancy that occurs for any reason may be filled by the Executive Board.

An Officer shall be subject to removal, with or without cause, at a meeting called for that purpose. Any vacancy that occurs on the Executive Board, whether by death, resignation, removal or any other cause, may be filled by the remaining Executive Board Officers. An Executive Officer elected to fill a vacancy shall serve the remaining term of his or her predecessor, or until a successor has been elected and qualified.

Section 14:

Each Officer shall assist in the nomination of incoming chairpersons of the standing committees. If a chairperson cannot be identified prior to the first meeting of a committee, a chairperson may be appointed at the meeting as long as an Officer is present.

Article VII - Officer Duties

Section 1 - President

The President shall:

1. Preside over all meetings of the PTO.
2. Prepare meeting agendas (or instruct Secretary to do so, if unable.)
3. Be a member, ex officio of all committees.
4. Represent the PTO at all meetings outside of the organization.

5. Assist in the total coordination of all committees and the PTO as a whole.
6. Appoint special committees as needed.
7. Announce and communicate PTO meetings and events to the school population at least one week in advance of that meeting.
8. Respond, or delegate, to parent text, calls, and emails with the assistance of the Vice President of Communications.
9. Set an annual PTO schedule with the admin last week of school.
10. Act as liaison between school administration and the PTO Board.

Section 2 - Vice President of Events

The Vice President of Events shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Act as Chairperson for assigned committees where needed.
3. Assist the Secretary and Treasurer as needed.
4. Be the chair for **every** PTO event.
5. Prepare event files including volunteer sign-ups, checklist, and event breakdown, including event budget. Maintain organized records; gathered from every chairperson, hosted by the PTO. These records should be kept in a secure location at the school and should be made available upon request, to any Committee Chair planning a similar event. They shall be turned over to the next VP of Events that holds this position in the following year.
6. Coordinate with the Treasurer in regard to event budgets.
7. Coordinate with Chairpersons in regard to fundraising events.
8. Attend all PTO events at Pinecrest Academy of Nevada Cadence, or delegate the responsibility to a PTO member, and document each event.

Section 3 - Vice President of Communications

The Vice President of Communications shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Attend all PTO events and fundraisers at Pinecrest Academy of Nevada Cadence and/or delegate responsibility to a PTO member and take photos and document each event.
3. Send email reminders for sales, events, and volunteer opportunities.
4. Assist the yearbook committee with any documentation or photos needed for the Pinecrest Academy of Nevada Cadence Yearbook.
5. Promote PTO and events on social media accounts (Facebook, Website, Instagram, etc). At least once weekly and 24 hours prior to an event.
6. Monitor PTO inboxes and organize incoming emails. Proofread emails prior to mass distribution.
7. Be a member of each grade level's Facebook and post on behalf of the PTO regarding the PTO subjects as needed.
8. Communicate with the President regarding any social media alerts, parent

- concerns, or feedback received through this method of communication by checking messages every day.
10. Shall positively represent Pinecrest Academy of Nevada Cadence PTO in all online platforms.
 11. Answer questions on social media, website, and email or forward to the appropriate Committee Chair for follow-up.
 12. PTO website management including: uploading meeting minutes from the Secretary, current monthly calendar, basic website information, Board Member information, and online store content.
 13. Creating and distributing quarterly PTO newsletter via email.
 14. Keep track of all PTO-related website/email sign-on and password info, resetting when necessary (ex. Executive Board turnover).

Section 4 - Vice President of Elementary

The Vice President of Elementary shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Act as Chairperson for assigned committees where needed.
3. Assist the Secretary and Treasurer as needed.
4. Create and maintain a list of all Elementary clubs/sports and who is the main contact.
5. Create and maintain a list of all Elementary teachers' names and emails.

Section 5 - Vice President of Secondary

The Vice President of Secondary shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Act as Chairperson for assigned committees where needed.
3. Assist the Secretary and Treasurer as needed.
4. Create and maintain a list of all Secondary clubs/sports and who is the main contact.
5. Create and maintain a list of all Secondary teacher's names and emails.

Section 6 - Secretary

The Secretary shall:

1. Maintain all records of the PTO, including non-monetary transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Executive Board and ***forward copies to each Executive Board member within two weeks of the recorded meeting.*** If videotaping or holding meetings on Facebook Live, the Secretary shall still translate into written minutes to be kept on file.
3. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting
4. Maintain organized records, gathered from adventure persons, from the planning

- of any event hosted by the PTO. These records should be kept online and should be made available upon request to any Committee Chair planning a similar event, then turned over to the next Secretary to hold this position.
5. Attend to, but not limited to, gestures of appreciation and sympathy on behalf of the PTO and thank you cards to vendors.
 6. Hold a copy of the PTO Bylaws, current membership list, free dress, and events calendar. Make each form available if requested by any PTO member at any PTO or Executive Board meeting.
 7. Provide a printed copy of the Bylaws to each newly elected Executive Board member prior to the first General PTO meeting.
 8. Maintain and moderate Discord channel (or whatever communication application the Executive Board votes to use) and members.

Section 7 - Treasurer

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
 - 2a. Access to Square and GoDaddy.
 - 2b. Access to Wells Fargo account and checks upon August 1st of the term.
3. Receive all funds of the PTO; including but not limited to, donations, dues, and fundraising sales and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon the request of the Executive Board. Send an updated income/expense report monthly via the approved communication platform.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is following PTO policies. Pay all bills and disperse funds as authorized by the Executive Board
6. 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.
7. Complete all financial updates by the close of the fiscal year and provide a full year-end report.
8. Submit all requested/required financial data relating to PTO operations to the PTO Board within two weeks prior to the closing of the school year, for the purposes of the Treasurer's accounts being audited by the PTO Board.

Section 8 - Director of Volunteers

The Director of Volunteers shall:

1. Keep accurate records of all PTO volunteers.
2. Responsible for securing volunteers from the membership list for PTO.
3. Keep an organized database that is accessible to other committees and ensure that all members that have volunteered are given the opportunity to help.
4. Assist Chairpersons in overall event volunteer coordination.

5. Assist Chairpersons in preparing direct communication with volunteers in each area of every event.
6. Shall encourage and recruit parent involvement throughout the year by way of volunteering.
7. Work alongside school admin for volunteer needs for events not organized by PTO.
8. Work alongside the VP of Communications to ensure sign-ups are included in the monthly newsletter.

Section 9 - Director of Fundraising

The Director of Fundraising shall:

1. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
2. Keep Smiths and Box Top fliers updated. Work alongside the VP of Communications to post fliers frequently on all social media outlets.
3. Responsible for gathering donations from restaurants and businesses throughout the year for PTO functions.
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. Assist Secretary in thank you letters to vendors.

Section 10 - Director of Membership

The Director of Membership shall:

1. Confirm payment of both previous and new members that have signed up to become a PTO member.
2. Keep virtual membership forms, paper membership forms, and teacher membership forms up to date.
3. PTO membership spreadsheets should be kept updated and online. The spreadsheets should be made available upon request to any committee chair planning an event.
4. Report to the Board on needs, progress, and profits of membership.
5. Help plan membership price structure each year.
6. Ensure technology is available for virtual membership sign-ups at PTO membership drive events (Open House, etc.)
7. Outreach for document payment discrepancies with parents via email or phone call.

Section 11 - Board Assistant

The Board Assistant shall:

1. Assist Executive members and committees where needed upon request.
2. Cochair at least two (2) events/committees in a school year.

ARTICLE VIII - Executive Board

Section 1 - Executive Board:

The Executive Board shall consist of the President, Vice President(s), Secretary, Treasurer, Director of Membership, Director of Volunteering, and Director of Fundraising.

Section 2 - Duties:

The Executive Board shall conduct necessary business in preparation for the General PTO meetings and shall prepare a proposed budget to be voted on by the PTO membership at the first General PTO meeting of the fiscal year. Executive Board members shall also act as Chairs for committees and organize meetings with school administration as needed.

ARTICLE IX - Meetings

Section 1 - General Meetings of the PTO:

Shall be held a minimum of quarterly, except during July and August at the school, on a date and time pre-established by the Executive Board. The President at the first regular meeting of the school year shall present dates and times of the quarterly meetings.

Section 2 - Executive Board Meetings:

The meeting shall be held no less than quarterly on a date mutually agreed upon by the Executive Board members.

Section 3 - Full Board Meetings:

It shall be held no less than quarterly on a date mutually agreed upon by the Officers. General meetings can count as Full Board meetings as needed.

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 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 Executive Board must be present to conduct business. A majority of the Executive Board shall constitute a quorum. A quorum must be met in order for any vote to take place.

Section 5:

The newly elected Executive Board shall ***meet at least once between June 1st 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 General PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting to either accept or amend the Executive Board's proposed budget. At this first Board meeting, a tentative calendar for the year shall be set for approval by the Pinecrest Academy 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 Pinecrest Academy of Nevada Cadence, with the exceptions of the Annual Staff 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 10% of annual funds or leave the PTO account with less than \$5,000.

Section 2 - Income:

All funds raised for the PTO must be documented and submitted to the 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 expenditure have been audited, documented, and approved by the Executive Board. Reimbursement requests should be submitted to the 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 Treasurer immediately following the purchase.

Section 4 - Non-Budgeted Requests:

The Executive Board may submit monetary requests for non-budgeted items to increase/decrease add/remove a school event, pending a vote from the Executive Board. A vote for approval of the change in the annual budget shall be taken at the next scheduled meeting of the Executive Board or approved communication platform. Notification of the resulting vote shall be publicized to the PTO membership no later than one week after the vote took place. Requirements are as follows:

- A quorum is met at the meeting/approved messaging platform and the revision request is approved by a majority vote of those present.

- 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 Executive Board by a majority of a quorum vote at any general or special meeting. The text of the proposed change shall be distributed to all Board members at least ten (10) days before the meeting.

ARTICLE XII - 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, 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.

Section 2 - Remaining Funds:

Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then exclusively for exempt purposes.

1. A vote shall be taken by the PTO membership to spend the remaining funds on an item or items that will benefit the students.
2. The Principal may hold the remaining funds in escrow 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 for the benefit of the students under the discretion of the Principal.