

## **Banning Lewis Ranch Academy Parent/Teacher Organization By-Laws**

### **Article I - Name**

The name of this organization is hereby called the Banning Lewis Ranch Academy Parent/Teacher Organization, hereafter known as PTO, a local association affiliated with Falcon School District 49. The PTO is hereby authorized to use the BLRA name; the PTO is not authorized to represent BLRA or use the BLRA logo without prior written permission.

### **Article II - Purpose**

The purpose of this organization is to foster a positive working relationship among students, parents, school personnel and the community. The PTO will promote united efforts between home, school and community to provide a variety of educational and fun experiences and the development of academic excellence. The PTO will help to create school pride in students, parents, teachers and the community.

### **Article III - Members**

**Section 1. Membership.** Membership shall consist of:

- a. Any parent, guardian, or other adult standing in loco parentis for a student of Banning Lewis Ranch Academy.
- b. Staff of Banning Lewis Ranch Academy.

**Section 2. Dues.** Dues will be determined by the executive board at the regular July meeting.

### **Article IV - Officers and Elections**

**Section 1. Officers.** The officers shall be a President, Vice President, Secretary, and Treasurer.

- a. **President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nomination committee, 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, be an ex-officio member of all committees, except nominating, and perform other duties as assigned by the president.
- c. **Secretary.** The secretary shall keep all records of the organization, take silent roll call at all board meetings, take and record minutes, prepare the agenda, handle correspondence as directed by the President, gives notice of time and place of general meetings to the PTO members, and performs other duties as assigned by the President. The secretary also keeps a copy of the minute's book,

bylaws, rules, committee chairpersons list, membership list, and any other necessary supplies, and brings them to meetings.

- d. **Treasurer.** The treasurer shall receive all funds of the organization, which shall be deposited in an account at (Choice of bank), keep an accurate record of receipts and expenditures, participate in budget planning meetings, and pay out funds in accordance with the approval of the executive board. The secretary will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report, following the audit, at the end of the year.

**Section 2. Nominations and Elections.** Elections will be held annually in April. All nominations shall be presented in writing to the PTO board by the March general meeting. A list of all nominations will be presented to the PTO members before the April meeting, and will be made available for review at the April meeting prior to the vote. At that meeting, nominations may also be made from the floor. Voting shall be by the card holding members raise of hands. If more than one person is running for an office, a ballot vote shall be taken.

**Section 3. Eligibility.** To be an elected officer you must have a child in school at Banning Lewis Ranch Academy.

**Section 4. Terms of Office.** Officers are elected by PTO voting members with no term limitations.

**Section 5. Vacancies.**

- a. In the event that a President resigns his/her position, the Vice-President will fill the vacancy until ratification. The appointment must be ratified by a majority vote at the next scheduled general meeting.
- b. In the event that an Officer resigns his/her position, other board members will assume those responsibilities until ratification. The appointment must be ratified by a majority vote at during a scheduled general meeting.

**Section 6. Removal from Office.**

- a. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.
- b. Any officer missing more than three (3) meetings without notification to another officer with reason for absences will be removed from office. An election will be held to fill the vacant position. Officers missing meetings should contact the Secretary for updates on previous meetings.

## **Article V – Meetings**

**Section 1. Regular Meetings.** The regular meeting of the organization shall be on the first Wednesday of each month during the school year at 6 p.m., or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings by email and/or in a flyer sent home with the students at least one week prior to the meeting.

**Section 2. 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. Special Meetings may not be held without the President, or Vice President present. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer, email, and phone call.

**Section 3. Quorum.** The quorum shall be 3 members of the executive board, when requiring a board vote, or 5 members of the organization for a general vote.

### **Section 4. General Membership Voting.**

- a. Only those who have registered with the PTO, paid dues, and received their PTO membership card and present it during the regular PTO meetings will have the right to vote at that meeting.
- b. Any decision of the officers may be overridden by a two-thirds majority vote of those members present at any general membership meeting.
- c. An absolute majority vote will be required for all other voting purposes, unless specified differently in this document.
- d. All will be done by a show of hands, unless written votes are required.

## **Article VI – Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the officers, the fundraising chairperson, principal, and two Banning Lewis Ranch teachers.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

**Section 3. Meetings.** Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

**Section 4. Quorum.** 3 board members consist of a quorum. No board member may submit a vote by proxy, mail, or email ballot unless the decision is made in writing and is unanimous.

#### **Article VII – Committees**

**Section 1. Membership.** Committees may consist of members and board members, with the president and/or vice-president acting as an ex officio member of all committees.

**Section 2. Standing Committees.** The following committees shall be held by the organization: Fundraising, Volunteer, Room Parents, Membership, Hospitality, Event, phone, and Auditing.

**Section 3. Additional Committees.** The board, Fundraising Chairperson, and Volunteer Chairperson may appoint additional committees as needed.

#### **Article VIII – Finances**

**Section 1.** A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The board shall approve all expenses of the organization.

**Section 4.** The President and Treasurer will be allowed to sign checks, although only one signature at a time is required. Any amount over \$200.00 will need two signatures.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

**Section 6.** The treasurer shall maintain a reserve in the account of no less than \$500.00 for the purpose of operation expenses at the beginning of each school year.

**Section 7.** No indebtedness or obligation of more than \$100 shall be incurred in the name of or on behalf of the PTO unless by vote of the general membership.

**Section 8.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school. If the membership does not vote to spend all funds, any remaining funds will be turned over to the Banning Lewis Ranch Academy School Board to be held for future PTO reestablishment, or to be spent as the school board sees fit.

**Section 9.** The fiscal year shall coordinate with the school year.

**Article IX – Emergency Family Fund:**

**Section 1.** (When funds become available) PTO keeps a reserve fund that can be used for emergency family situations in the amount of \$500.00 per semester. This fund will assist families in need financially.

**Section 2.** This fund will be used only by the President as he/she sees fit, with the approval of the executive board.

**Section 3.** The fund will be maintained through fundraisers set up by the PTO.

**Section 4.** Recipients' anonymity and privacy will be respected.

**Article X – Parliamentary Authority**

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

**Article XI – Standing Rules**

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

**Article XII - Dissolution**

The organization may be dissolved with previous notice (14 calendar days) stating the purpose of the meeting, and a two-thirds vote of those present at the meeting. Two or more interested parties may keep this organization alive, one being the President, the other being the Treasurer. In the event of the dissolution of the organization, its assets shall be transferred to Banning Lewis Ranch Academy, under the control of the CAO. In the event of non-compliance with these by-laws, the Banning Lewis Ranch Academy Board may direct that all assets be transferred to Banning Lewis Ranch Academy under the control of the CAO.

**Article XIII – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at least 20 days prior to the next meeting and sent to all members of the organization by the secretary. Notice may be given by postal mail, email, fax, or fliers sent home with students. Amendments will be approved by a two-thirds vote of those present, assuming a quorum. Proposed amendments of these by-laws may be submitted to the Banning Lewis Ranch Academy Board for approval by a two-thirds majority vote of the PTO members present and voting.