

William Bishop Owen Scholastic Academy Parent Teacher Organization Bylaws

Article I – Name

The name of this organization shall be the William Bishop Owen Scholastic Academy Parent Teacher Organization hereafter referred to as Owen PTO

Article II – Purpose

The purpose of the Owen PTO shall be to:

1. Promote, support, provide and enhance the education experience of the students of Owen Scholastic Academy.
2. Promote the welfare of youth in school, home, and community.
3. Promote the concept of parent involvement by providing:
 - a) Partnership between home and school.
 - b) An arena for discussion of issues important to staff and parents.
 - c) A forum for parents to network with other parents
 - d) Parent education and volunteer opportunities.
4. Engage in fundraising that is dedicated to offering the school & students educational and social opportunities that are not available through school budget allocations.

The Owen PTO is organized exclusively for charitable, scientific, literary, and educational purposes and will only carry out authorized activities within the meaning of Sections 501©(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Article III – Basic Policies

1. The Owen PTO shall be non-commercial, non-sectarian, and non-partisan.
2. The Owen PTO name and/or the names of any member in their official capacities shall not be used to endorse or promote a commercial concern, nor can any member profit from any Owen PTO sponsored event.
3. The Owen PTO shall not directly or indirectly participate or intervene in any political campaign or attempt to influence legislation by propaganda or otherwise.
4. The Owen PTO shall work with the school to provide quality education for all children and youth. It shall seek to participate in the decision making process establishing school policy. The Owen PTO recognizes that the Board of Education and the Local School Council has been delegated the legal responsibility to make decisions.
5. No part of the net earnings of the Owen PTO shall inure to the benefit of, or be distributable to its members, officers, or private persons. The Owen PTO shall be authorized and empowered to pay reasonable compensation for services rendered.
6. Upon the dissolution of the Owen PTO, after paying all debts and obligations, the remaining assets shall be distributed to one or more non-profit organization that has established their tax exempt status under section 501©(3) of the Internal Revenue Code.

William Bishop Owen Scholastic Academy Parent Teacher Organization Bylaws

Article IV – Membership and Dues

1. Owen PTO membership is open to all Owen Scholastic Academy school staff, teachers, parents, guardians, and other adult family members of enrolled students, wishing to promote the goals of the organization without regard to race, color, creed, or national origin.
2. The Owen PTO shall conduct annual membership enrollment. Individuals may be admitted to membership at any time.
3. Owen PTO membership year shall be from September 1 to August 31. Each member shall pay annual dues as set by the Owen PTO at its last regular meeting of each school year.
4. Only Owen PTO members in good standing may vote in general meetings, have the privilege of making motions, and serve in elected or appointed positions.

Article V – Officers and Governance

The Officers of this organization shall consist of a President, (2) Vice-Presidents, Secretary, Treasurer, appointed Teacher Representative, and an appointed Member-At-Large.

Duties of Officers:

1. Establish the goals and general plan for each school year prior to the school year starting.
2. Present the goals and general plan at the 1st Owen PTO meeting of the year for discussion and input.
3. Maintain the Owen PTO bylaws and accountability to the bylaws & established policies and procedures.
4. Transact necessary business between regular meetings that may arise.
5. Review and approve tentative budget to be proposed to the general membership for adoption.
6. Approve routine expenditures within the limit of the budget.
 - a) Expenditures above \$100.00 must be pre-authorized by the officers of the Owen PTO.
 - b) Expenditures under \$100.00 may be authorized by the president and treasurer.
7. Create committees and appoint Chairs/Co-chairs to said committees.
8. Approve plans of work of the committees.

Duties of the President:

1. Preside at all meetings of the Owen PTO, and the executive board.
2. Be a member ex-officio of all committees.
3. Appoint members to special committees.
4. Be responsible for other duties as may be assigned them by the Owen PTO, or the executive board.
5. Coordinate and delegate the work of the Owen PTO to officers and committees as may be appropriate in order that the objective may be promoted.

Duties of the 1st Vice President:

1. Coordinate the membership drive.
2. Maintain a membership list for the entire year.
3. Report the progress of Owen PTO membership enrollment.
4. Promote and provide membership materials at all Owen PTO meetings.

William Bishop Owen Scholastic Academy Parent Teacher Organization Bylaws

Duties of the 2nd Vice President:

1. Oversee all standing committees and submit all necessary forms to said committees.
2. Be liaison to LSC.
3. Create, maintain, and provide volunteer list.
4. Promote and provide volunteer information at all Owen PTO meetings.

Duties of the Secretary:

1. Record the minutes of the Owen PTO and Executive Board.
2. Prepare agendas.
3. Maintain custody of current copy of bylaws.
4. Conduct correspondence of the Owen PTO as directed.
5. Post a copy of the monthly meeting minutes.

Duties of the Treasurer:

1. Be the custodian of all the funds of the Owen PTO, including an accurate account of receipts and expenditures.
2. Place all monies in a depository approved by the Executive Board.
3. Make disbursements in accordance with the budget as approved by the membership and authorized by signed Vouchers.
 - a) Vouchers (request for funds) shall be signed by two persons.
 - b) Checks shall be signed by the Treasurer, the President, and the School Principal shall also have a signature.
4. Provide an account of all transactions and financial statement of the Owen PTO at every regular meeting and at other times as requested by the Executive Board.
5. Post a copy of the financial report monthly.
6. Provide the checkbook, all bank statements, canceled checks, voided checks, deposit slips, record book, receipt book, vouchers, and invoices to the principal when requested.
7. Treasurer's books shall be examined semi-annually.
 - a) In January and June when all bills have been paid.
 - b) By a committee of not less than three members.
 - c) Auditing committee shall be appointed by the president with approval of the Executive Board.
 - d) Auditing committee will verify that the Treasurer's final report is correct by signing a statement at the end of the report certifying its correctness.
 - e) Auditing committee will report at the September and February meetings.

Duties of the Teacher Representative:

1. Shall serve as a liaison between the faculty and the Owen PTO providing general information about Faculty needs.
2. Shall be "the voice" of the faculty and shall be responsible for polling their peers about relevant issues and reporting these views to the Owen PTO.

Duties of the Member-At-Large:

1. Shall be "the voice" of the Owen PTO general membership body and shall be responsible for polling the members about relevant issues and reporting these views to the Owen PTO.
2. Shall perform other duties as directed by the Owen PTO.

William Bishop Owen Scholastic Academy Parent Teacher Organization Bylaws

The Executive Board shall consist of the officers of the Owen PTO, the Principal, and the standing committee chairs.

Duties of the Executive Board:

1. The Board shall review the tentative budget for recommendation as a proposed budget to the general membership for adoption.
2. The Board shall create standing and special committees as necessary.
3. The Board shall review and approve the work plans of the committees.
4. Present reports and recommendations at the Owen PTO monthly membership meetings, as necessary.
5. The Board shall approve routine expenditures within the framework of the budget.

Regular meetings of the Board may be held prior to the monthly membership meeting. A simple majority of the Board members shall constitute a quorum. If a vote needs to be counted, each committee gets one vote.

Special meetings of the Board may be called by the President or by a quorum of the Board, provided that members received three days notice.

Any appointed Board member not performing duties as outlined in the bylaws, may be removed by the affirmative vote of two-thirds of the Board members present and voting, provided prior notice having been given.

Any appointed Board member absent for three consecutive meetings without prior notice being given shall automatically forfeit his/her place on the Board and be so notified.

Article VI – Committees

1. Committees may be formed and structured as deemed necessary to promote the objectives of the Owen PTO.
2. Each committee will have an appointed Chair/Co-chair.
3. Chair/Co-chair shall be appointed by the Owen PTO.
4. Any member of the PTO, including an officer, may serve as a committee chair.
5. Chair/Co-chairs shall arrange and oversee all details and implementation of their committee/activity.
6. Chair/Co-chairs must approve expenditures that are part of a committee budgetary allotment before the expense is submitted to the treasurer for payment.
7. Monies collected by committee activities shall be counted and documented by two people and turned over to the treasurer for deposit.
8. Chairpersons are responsible for giving a verbal or written report on their committee's activities at Owen PTO meetings.
9. All chairpersons are responsible for keeping a notebook of their plans, activities, and related records.
10. Committee Chair/Co-chairs shall receive a written copy of the policies and procedures of the Owen PTO.

William Bishop Owen Scholastic Academy Parent Teacher Organization
Bylaws

Article VII – Meetings

1. Regular scheduled meetings of the Owen PTO shall be held on the third Thursday of each month.
2. The May meeting shall be the annual meeting at which time annual reports shall be given.
3. The Owen PTO may call special meetings with two days notice having been given.
4. The voting members present at a regular Owen PTO meeting (minimum of eight including two officers) shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

Article VIII – Elections

1. There shall be a nomination meeting in April with the elections to take place in May.
2. Nominations for Owen PTO officer positions will be accepted from the floor. If there is only one nominee for any office, upon motion from the floor, the election may be the voice.
3. No one may be eligible for election that has not been a member of this organization for at least thirty days.
4. To be eligible to vote in any election a person must have been a member for at least thirty days.
5. Officers elected will be installed and assume their positions at the June meeting.
6. Officers shall serve for a term of two years or until their successors are elected and assume their duties.
7. A person shall not be eligible to serve more than two consecutive terms in the same office.
8. Elected offices of the Owen PTO will be President, 1st & 2nd Vice President, Secretary, and Treasurer.
9. Appointed offices of the Owen PTO will be Teacher representative and Member-At-Large.

Article IX – Parliamentary Authority

The Owen PTO shall try to reach consensus on all issues presented for discussion. If consensus cannot be reached in a reasonable period of time, a member may request a vote. If a vote is taken, Robert’s Rules of Order Revised shall govern.

Article X – Amendments

1. These bylaws may be amended by presenting the proposed changes to the Owen PTO membership for a vote at a monthly meeting. Proposed changes must be given to all members thirty days in advance of the regular meeting at which the amendment is to be considered...
2. Amendments will become effective after approval of a two-thirds vote of the members present and voting, a quorum being present.
3. Adoption of a revised set of bylaws shall be the same as in the case of the amendment.

Adopted _____
Date