

Quail Lake Charter School PTO Bylaws

(Parent Teacher Organization)

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Adopted 9/9/13@ General Membership meeting

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Section I

Name, Purpose & Objectives

Section 1.01 Name: The name of the Organization shall be the QLCS PTO, Inc.

Section 1.02 Purpose: The purpose of the Organization shall be to aid the students of Quail Lake Charter School by providing support for their educational, social and recreational needs and to promote open communication between administration, teachers and parents in an atmosphere that is consistent with the educational philosophy of its Community.

The QLCS PTO is not formed with a view to, or for the purpose of pecuniary gain or profit to its membership.

Section 1.03 Objectives

Promote school spirit and sportsmanship and encourage attendance at all QLCS functions.

Encourage and support the academic endeavors of Quail Lake Charter School students. Provide supplementary financial support for the various groups and needs of QLCS.

Aid and support the school staff in the areas of sports promotion, publicity, events and program development.

This Organization shall be governed by the "Robert's Rules of Order" *see section 8.06*

Section 1.04 Non-profit Status.

Notwithstanding any other provisions of these By-Laws, the Organization shall carry out activities permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

Section II

Membership

Section 2.01 Membership.

Membership in the QLCS PTO shall be open to all adults who support QLCS and agree to abide by the bylaws. The voting rights, privileges, and property of members shall be as stated in these bylaws. There shall be one class of membership in the Organization; the adult members of any household who have paid a current annual membership fee.

Section 2.02 Membership Fee.

A membership fee, established by the Executive Board, shall accompany each application for membership and shall become the property of the Organization. This membership entitles members to vote in elections, propose projects and approve proposed budgets.

- a) The dues of this organization shall be \$10 per annum per person, \$100 for business sponsorship per annum.
- b) Businesses/organizations wishing to join shall be presented with a copy of the current Bylaws, a certificate of membership and their names advertised periodically throughout the school year.
- c) The regular membership season runs from July 1 through June 30 of the following year.

Section 2.03 Members Right to Privacy.

Any personal information gathered or requested by the Organization is for the sole use of the Organization and will not be made available to any other organization.

Section III

Finances/ Request for Funds

Section 3.01 Signatures

The President and Treasurer must sign all checks written on the QLCS PTO account. If one is not available signatures should be by the alternate officer, the Vice President.

Section 3.02 Funds Incurred

Funds raised by the Organization that have a specific advertised purpose, shall be deposited (and separately tracked) in the Organization's general fund to ensure that it is disbursed for the advertised purpose and to safeguard the integrity of the Organization and the School. No vote is required by the general membership unless the advertised purpose has been altered or changed since the project's inception.

No family members related by blood or marriage, or persons living in same household may count cash or checks together, without a third non-related party present.

Cash verification of funds

All signatures on verification sheet must be documented with a minimum of 2 signatures, in the case of family members related by blood or marriage, or persons living in same household, a third non-related person must sign cash verification form.

Section 3.03 Fiscal Year Funds

At the end of each fiscal year, after all fiscal year income and expenses have been recorded: the balance in the account will be rolled over to the starting balance of the next fiscal year.

Section 3.04 Interest Generated Funds

Any interest generated by the investment of the Organization's general funds and/or encumbered funds, in an approved financial institution, will be deposited into the Organization's general fund.

Section 3.05 Request for Funds

Requests to the QLCS PTO for funds and must be done at least one week prior to a monthly meeting. Any request submitted with less time will be reviewed at the following general membership monthly meeting.

A PTO member cannot write their own check.

- A. Purposes of Activity for which funds are being requested must be submitted in writing, and/or a representative must be present at the QLCS PTO meeting to answer questions regarding the request.
- B. Special interest groups requesting funds must have shown support to the QLCS PTO through active participation of the Organization's fund raising efforts.
- C. The QLCS PTO will notify coach/ representative of the decision within 10 days of the scheduled meeting where request was made.

Section 3.06 Unplanned Expense Reserve Fund

The special expense fund in the budget is for the sole purpose of granting unplanned requests from special interest groups within the membership.

A 10% of funds raised from each non-specific fundraising event (eg. See's Candy Sales, Red Carpet Car Wash,...) will be put in reserve for this account, to ensure partial or full granting of such requests be Special interest groups within the membership.

Finances

- A. **Budget.** The Executive Board shall prepare and provide a budget to the General Membership at the first meeting of the new school year. This budget will provide voting members with information regarding the budget and will provide contact information regarding questions/concerns. Purchases over \$500 must be approved by Association. A minimum of \$5000 shall be rolled over for startup costs for the following school year.
- B. **Records.** The Treasurer shall keep accurate records of any disbursements, income and bank account information. These shall be made available to the membership upon request.
- C. **Expenses.** The Executive Board shall approve all expenses of the organization. Request for payment must be turned in within 30 days after the event.
- D. **Check Signers.** Two signatures shall be required on each check. Authorized signers shall be President, Vice-President, and Treasurer. Only under extreme circumstances may another officer be a co-signer.
- E. **Obligations.** The Executive Board may authorize any officer or officers to enter contracts or agreements for the purchase of materials or services on behalf of the organization.
- F. **Loans.** No loans shall be made by the organization to its officers or members. Cash advances on behalf of Organization for school functions, up to \$500, may be done with the knowledge & approval of at least 2 Board Members & receipts must be submitted within 15 days.
- G. **Financial Reports.** The Treasurer shall present a financial report at each meeting. The report will then be filed for audit. Financial reports and tax information for the most recent three years shall be made available for public review upon request.
- H. **Audits.** The books shall be audited twice per year in January and July. A written report will be presented to the membership. Auditor shall have access to bank records, by being on the bank signature card.
- I. **Fiscal Year.** The fiscal year shall run from July 1st to June 30th.
- J. **Dissolution of Assets.** Upon the dissolution of the organization, any remaining funds shall be used to pay any outstanding bills and obligations. The remaining funds and assets shall be distributed new Parent Organization. In the event a new Parent Organization is not established the funds & assets shall be

distributed to the Quail lake Charter School. If QLCS ceases to exist, remaining PTO funds and assets shall be distributed to one or more 501 (c) (3) organizations in accordance to the IRS Code.

Section IV **OFFICERS**

Executive Board

- A. Membership.** The Executive Board shall consist of officers, teacher representative and school principal. Standing Committee chairs and teachers may be included as needed.
- B. Duties.** The duties of the Executive Board shall be to transact business between general meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve and pay routine bills, and prepare reports and recommendations to the membership & exercise supervision of the affairs of PTO.
- C. Meetings.** Board meetings shall be held monthly, date and time to be determined by the board. Any two board members with a 24-hour notice may call special board meetings.
- D. Quorum.** Five board members constitute a quorum for the transaction of business. Nine members for an association Meeting.
- E. Vacancies.** The Executive Board shall fill any vacancy in office because of death, resignation or inability to serve. In matters of extreme emergency the Executive Board retains the right to appoint a current or previous Executive Board Member to open position, regardless of number of terms served.
- F. Terms.** Officers shall serve for a term of 2 years or until their successors are elected. No officers shall be eligible to the same office for more than one consecutive term or hold more than one elected office at a time. To assure smooth transitions and continuity President, Treasurer and Parliamentarian shall be elected in even years. Vice President, Secretary, Auditor and Historian shall be elected in odd years.
- G. Background Check.** The PTO shall reserve the right to request a criminal background check on any elected officer or committee chair at the cost of the PTO. Any criminal activity disclosed in the background check can be deemed, by a majority vote of the Executive Board, reason for termination of position. District officials may override Executive Board decisions.

Section 4.01 Elected Officers

The elected officers shall be:

- 1. President**
- 2. Vice-President**
- 3. Treasurer**
- 4. Secretary**
- 5. Auditor**
- 6. Parliamentarian**
- 7. Historian/ Communication**

Section 4.02 - Ex-officio Member

The Quail Lake Charter School's Principal is an officer of the QLCS PTO ipso facto and is recognized as the lawful representative of Quail Lake Charter School. He/she shall be an ex-officio member of all committees.

Section 4.03 -Appointed Officers

One teacher and one student representative should be appointed to the executive board upon election by their peers.

Section V

Duties of Officers

Positions. The officers of the organizations Executive Board shall consist of a President, Vice-President, Secretary, Treasurer, Auditor, Parliamentarian, Historian and Quail Lake's Principal. Officers shall serve for a term of 2 years or until their successors are elected. No officers shall be eligible to the same office for more than one consecutive terms or hold more than one elected office at a time. Officers shall assume their duties on July 1st. Elected Officers may be authorized check signers on the organizations financial accounts, if selected by the Executive Board. Check signers cannot be related by blood, marriage or reside in the same household as other authorized signers for the organizations financial accounts. Discretion should be used when participating in activities promoted by the club that could be misconstrued or compromise the QLCS PTO name and reputation. (eg. If you have an 8th Grade student, you should not be on the Scholarship Committee)

President

- 1.) Shall preside at all meetings of the organization.
- 2.) Be available to all applicable committees except the nominating committee.
- 3.) Shall appoint the chairmen of all standing committees, subject to the approval of the Voting membership.
- 4.) Be the official representative for QLCS PTO.
- 5.) Be the official liaison between the organization and the school administration.
- 6.) Perform other duties that may arise.
- 7.) Shall strive to be an active participant in all PTO fundraisers and events.
- 8.) Persons running for President must have served on an executive board of the school or other school PTO/PTA. This allows for presidents to preside who have had experience serving in similar capacities.

Vice-President

- 1.) Shall preside at meetings when the President is unavailable.
- 2.) In the absence of the President, shall perform all Presidential duties.
- 3.) Shall perform any other duties assigned by the President or Executive Board.
- 4.) Shall strive to be an active participant in all PTO fundraisers and events.
- 5.) Attend & report all District Level parent club meetings & activities.

Secretary

- 1.) Keep an accurate record of the proceedings of all meetings of the organization and executive board in a bound book, which is the legal record of this PTO.
- 2.) Record all expenditures in the minutes.
- 3.) Prepare and present minutes from the previous meeting at all executive and organization meetings.
- 4.) Keep a current list of all the Voting Members of the organization provided by the Membership Chairperson.
- 5.) Keep a current copy of the bylaws and standing rules
- 6.) Perform such other duties as may be delegated by the president.
- 7.) Shall strive to be an active participant in all PTO fundraisers and events.

Treasurer

- 1.) Have charge of and be responsible for all funds of the organization.
- 2.) Receive and deposit PTO funds in a financial institution of the Executives Boards choice.
- 3.) Receive and retain a copy of the deposit slips for all deposits made.

- 4.) Keep an accurate record of all receipts and authorizations for payment, for filing with the treasurer's financial records with the organization. These records shall be property of QLCS PTO & shall be available for Auditor.
- 5.) Present a monthly report at executive and organization meetings of all financial activity.
- 6.) Receive and retain monthly bank statements.
- 7.) Prepare checks and authorizations for payments due.
- 8.) Collect receipts and fill out a reimbursement form for all accounts payable.
- 9.) Prepare and mail out notices of bounced checks for collection within 10 days of receipt.
- 10.) Keep the books up to date and ready for audit.
- 11.) Fill out the end of the year tax form 990 and file before leaving office.
- 12.) Shall strive to be an active participant in all PTO fundraisers and events.
- 13.) Persons running for Treasurer must have served on an executive board of the school and have a financial background.

Auditor

- 1.) Audit the books and financial records of the organization twice a year.
- 2.) Prepare a mid-year audit to be completed in January.
- 3.) Present a written report to the executive board by January 31 audit and July for the end of the year audit.
- 4.) Prepare and present a written report for adoption by the organization in February and August.
- 5.) Audit the books resignation of the treasurer and at any other time deemed necessary.
- 6.) Review bank statements monthly.
- 7.) Shall strive to be an active participant in all PTO fundraisers and events.
- 8.) Persons running for Auditor must have served on an executive board of the school and have a financial background.

Historian/Communications

- 1.) Be responsible for publicity for PTO events.
- 2.) Act as a liaison between the school and the media.
- 3.) Keep the official history of the organization
- 4.) Keep an annual record of all activities of the organization.
- 5.) Shall strive to be an active participant in all PTO fundraisers and events

Parliamentarian

- 1.) Attend all meetings of the organization and the executive board and give necessary parliamentary procedure when requested.
- 2.) Keep meetings running in a smooth and timely manner
- 3.) Chair the nominating committee.
- 4.) Chair the bylaws committee and review bylaws and standing rules annually.
- 5.) Shall strive to be an active participant in all PTO fundraisers and events.

Removal of Officers

An officer may be removed from office for failure to fulfill their duties of office. Removal of an officer will require a 2/3's majority vote of the executive board OR in cases where the principal feels that the organization is at risk or the elected position creates a hostile environment for the board, he or she may remove the individual from office.

Section VI

Election of Officers

- A. **Procedure.** The elections of officers shall take place prior to the end of each school year. All of the membership will be provided nomination forms. The election committee will verify that each nominee accepts the nomination. A general election will take place prior to the end of the school year. An election for general membership will take place by ballot on a designated date and time set by the election committee. Nominations will also be taken from the floor. All voting members in good standing may participate.
- B. **Nominating Committee.** The Nominating Committee shall consist of Parliamentarian & 3 others selected by the Board & be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are voting members and otherwise eligible to serve in the office.
- C. **Selection.** The nominee with the most votes shall become the new officer. In the event of a tie a run-off will be held immediately.
- D. **Vacancies.** The Executive Board shall fill any vacancy in office because of death, resignation or inability to serve. In matters of extreme emergency the Executive Board retains the right to appoint a current or previous Executive Board Member to open position, regardless of number of terms served or position(s) held.

Section VII

Standing and Special Committees

- A. **Standing Committees.** The following activities will have standing Committee chairs and committees; Art Docent, Garden Docent, and Scholarship, Box Tops for Education, Membership, Volunteer, Hospitality, Teacher Rep, Fundraising and Special Events. Only voting members may serve as chairpersons. The chairperson of each committee shall report the plans and activities of the committee to the Executive Board before the event, which must approve all such reports. Term of office for standing committee chairs is July 1st to June 30th.
- B. **Special Committees.** The President and/or the Executive Board may create special committees. Special committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on June 30th, whichever occurs first. Only voting members may serve as chairpersons. The chairperson of each committee shall report plans and activities of the committee to the Executive Board, which must approve all such reports.

Section VIII

Meetings

Section 8.01 General Membership Meetings

General Membership Meetings shall be held monthly unless otherwise specified by the Executive Board and reasonable notice is provided to the General Membership. Meetings shall be open to all interested persons. If necessary, the Executive Board can conduct close session meetings as needed.

Section 8.02 General Meeting Voting

All members who have paid a membership fee for the current year may vote, except on matters for which it is appropriate to ensure equal representation. All members must have a paid membership thirty days prior to being eligible to vote.

Section 8.03 Special Meetings

The President for the purpose of transacting specific business of a non- monetary nature may call a special meeting of the membership, Executive Board, or committees at any time.

Section 8.04 New Executive Board Planning Meetings

Following the election of new officers, the President shall call a special meeting of the Executive Board and Executive Board- elect for the purpose of organizing, appointing, and planning activities for the upcoming year.

Section 8.05 Quorum

Five board members constitute a quorum for the transaction of business. Nine members for an association Meeting.

Section 8.06 Robert's Rules of Order

Robert's Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Organization, its Executive Board, and its Representatives.

Section 8.07 Regular Scheduled QLCS PTO Meeting

The order of regular QLCS PTO meetings shall be:

1. Call to order
2. Reading of minutes from previous meeting and actions thereon
3. Report on correspondence
4. Treasurer's report
5. Representative report
6. Unfinished business
7. New Business
8. Adjournment

Section 8.08 Regular Meeting Vote

Unless otherwise stated in these bylaws, a simple majority vote of members in attendance is required for each proposal placed before the membership.

Section IX

Amendment of these Bylaws

Section 9.01 Amendment of These By-laws

Bylaws shall be reviewed by Parliamentarian & 2 Board members, once a year. Bylaws must be approved by Membership.

Amendments to the By-laws are to be submitted in writing at a regular Executive Board Meeting prior to the Annual (First Official meeting of the year) Business Meeting. Notice of the amendments shall be publicized at least two weeks prior to the Annual Business Meeting & be approved by membership.

Section 9.02 Review of Proposed Amendments

Amendments to these Bylaws must be reviewed by the Quail Lake Charter School Principal to assure there is no conflict with school /district regulations. No changes will be made that violate school regulations.

Section 9.03 Adoption of Amendments

Amendments may be adopted at the Annual Business Meeting by a simple majority of present voting members.

Section X

Whistle Blower Policy

Section 10.01 Purpose of the Whistle Blower Policy

The QLCS Parent-Teacher Organization (QLCSPTO) requires its officers and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The purpose of this policy is to encourage and enable volunteers of the QLCSPTO to report any action or suspected action taken within the QLCSPTO that is illegal, fraudulent or in violation of any adopted policy of the QLCSPTO, to a source within the QLCSPTO before turning to outside parties for resolution.

Section 10.02 Reporting in Good Faith

All volunteers of the QLCSPPTO are encouraged to report any action or suspected action taken within the QLCSPPTO that is illegal, fraudulent or in violation of any adopted policy of the QLCSPPTO (each, a "Violation"). Anyone reporting a Violation must act in good faith, without malice to the QLCSPPTO or any individual in the QLCSPPTO, and have reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred.

Section 10.03 No Retaliation

No volunteer who in good faith reports a Violation or cooperates in the investigation of a Violation shall suffer harassment, retaliation or adverse volunteer consequences.

Section 10.04 Reporting

If an individual reasonably believes that a Violation has occurred, the individual is encouraged to share his or her questions, concerns, suggestions or complaints with any person within the QLCSPPTO who may be able to address them properly. In most cases, the QLCSPPTO president is the person best suited to address a concern. However, if an individual is not comfortable speaking with the QLCSPPTO president or if he or she is not satisfied with the President's response, the individual is encouraged to speak directly to the principal or anyone in management he or she feels comfortable approaching

Section 10.05 CONFIDENTIALITY

The QLCSPPTO encourages anyone reporting a Violation to identify himself or herself when making a report in order to facilitate the investigation of the Violation. However, reports may be submitted on a confidential basis by the complainant or may be submitted anonymously by leaving notice in the office. Reports of Violations or suspected Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, to comply with all applicable laws, and to cooperate with law enforcement authorities. Furthermore, the QLCSPPTO will explore anonymous allegations to the extent possible, but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.

Section 10.06 HANDLING REPORTED VIOLATIONS

The board member who receives a report of a Violation from the complainant is required to notify the principal of that report, except as provided below with respect to a report relating to the QLCSPPTO president. The president will notify the complainant and acknowledge receipt of a report of Violation within ten business days, but only to the extent that the complainant's identity is disclosed or a return address is provided. The QLCSPPTO president, or his or her designee, is responsible for promptly investigating all reported Violations. The president will discuss the findings with the executive board officers. The officers will determine the appropriate response to the reported Violation, and whether to consult legal counsel. Any officer or agent who may be implicated in such a reported Violation shall not participate in any discussions or deliberations related to the complaint, except to present information directly to the QLCSPPTO on his or her own behalf. The complainant will be notified about what actions will be taken, to the extent reasonably possible and consistent with any privacy or confidentiality limitations. If no further action or investigation is to follow, an explanation will be given to the complainant.

Section XI

Dissolution of Organization

Section 11.01 Dissolution of the Organization entity.

Should the Quail Lake Charter School PTO cease to operate as a legal entity, all of the Organization assets and cash will be first distributed to current contributing groups according to their open account balances, and remaining funds should go to the new Parent group. In the event there is no Parent Group, the funds will go to the Quail Lake Charter School. Encumbered fund balances for groups no longer active at Quail Lake Charter School will be added to the general fund balance prior to the final distribution in the manner described above.

The Organization may be dissolved with a previous notice (30 calendar days), two meetings and two-thirds majority vote of the voting members present at the meeting.