

**PSD Global Academy PTO Bylaws (Proposed amendments Fall 2016 are *highlighted and italicized*. For Summary, see pages 9-10)**

**Article I - Name**

The name of this non-profit organization shall be Poudre Global Academy Parent Teacher Organization, also known as PGA PTO.

**Article II - Purpose**

The purpose of the PGA PTO shall be to:

- serve the interests of the students at PSD Global Academy
- promote a sense of community among students, parents and staff by hosting family events
- Support and encourage parental involvement and volunteerism
- foster an atmosphere of cooperation and open communication between itself and all members of the PSD Global Academy community.
- disburse funds to support the school and students of PSD Global Academy

**Article III - Members**

Any parent, guardian, learning coach or other adult standing in loco parentis for a student at PGA may be a member and shall have voting rights. The principal and any faculty and or staff employed at the school may be a member and have voting rights.

**Article IV - Officers and Election**

**Section 1. Officers.**

The officers shall be a president, a vice president, a secretary, and treasurer. In the event there are not enough nominated officers to fill these positions, the vice president and secretary duties may be assumed by the president and treasurer. Required offices are treasurer and president.

*Officers shall be added to or removed from the board as needed, by amending these bylaws.*

**a. President.**

The president shall:

- preside over meetings of the PTO
- serve as the primary contact for the principal
- represent the organization at meetings outside PTO
- serve as an ex officio member of all committees except the nominating committee
- coordinate the work of all the officers and committees so that the purpose of the organization is served.
- *be a check signer on the PTO bank account, along with the treasurer.*

#### **b. Treasurer.**

The treasurer shall:

- receive all funds of the organization
- keep an accurate record of all receipts and expenditures
- pay out funds in accordance with the approval of the PTO
- present a financial statement at every meeting and at other times of the year when requested
- make a full report at the end of the year
- *be a check signer on the PTO bank account, along with the president.*

#### **c. Secretary**

The secretary shall:

- record minutes at all PTO meetings
- ensure all PTO meeting minutes are *published to PTO website one week before the next regularly scheduled meeting (labeled as "Draft"), and then again after (labeled as "Final.") delivered to Communications Committee for publishing to the PTO website*
- ensure that a PTO distribution list is compiled and sent to membership.

#### **d. Vice President**

The vice president shall:

- coordinate with the president to ensure that all PTO agendas are compiled and posted as required
- serve as the president when the president is absent
- ensure that Robert's Rules of Order are followed for all meetings

- ensure that PTO bylaws are followed for all PTO actions.

## **Section 2. Nominations and Elections.**

Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

## **Section 3. Eligibility.**

Members are eligible for office if they are members in good standing.

## **Section 4. Terms of Office.**

Officers are elected for one year. Each person elected shall hold only one office at a time.

## **Section 5. Vacancies.**

If there is a vacancy in ~~any office the office of the president, a new officer in that position president~~ will be elected at the next regularly scheduled meeting. ~~If there is a vacancy in the office of treasurer, a new treasurer will be elected at the next regularly scheduled meeting.~~

## **Section 6. Removal from Office.**

Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

## **Article V - Meetings.**

### **Section 1. Regular Meetings.**

The PGA PTO will meet monthly during the school year. Time and place will be sent to all PTO members and posted on PTO website and bulletin board. 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.

## **Section 2. Special Meetings.**

Special meetings may be called by the president, any two members of the executive board or five general members by submitting a written request to the president. All members will be notified at least 24 hours prior to the meeting.

## **Section 3. Parliamentary Procedure.**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's by-laws. All PGA PTO meetings shall follow an agenda that has been set and prepared by the PGA PTO President. The agenda will be posted on the PGA PTO Bulletin Board, PGA PTO website and emailed to PGA PTO email list. A copy of the agenda shall be made available to all attending the meeting. The agenda and meeting format shall be as follows:

Agenda to follow the established order of business:

1. Call to order
2. Officers' reports including treasurer and staff
3. Reports of standing committees
4. Reports of special committees
5. Unfinished Business
6. New Business
7. Announcements
8. Approval of current meeting's minutes (Requires at least three members including President, Treasurer and members in good standing)
9. Adjournment

Robert's Rules of Order

1. Member addresses president
2. President recognizes member
3. Member states motion, "I move...."
4. Another member seconds the motion
5. President repeats motion and asks for discussion
6. Members discuss motion, ask questions, etc.
7. An amendment may be made to the original motion "I move to amend..."

8. President asks for a second
9. President asks for discussion
10. President calls for vote
11. Vote is taken (voice, show of hands)
12. President announces results of vote

## **Article VI - Committees**

### **Section 1. Standing Committees.**

The following committees shall be held by the PGA PTO: Fundraising, Communications, and Social and Hospitality.

### **Section 2. Additional Committees**

The board may appoint additional committees as needed.

## **Article VII - Finances**

### **Section 1.**

A tentative budget shall be drafted in the Fall for the school year and approved by a majority vote of members present.

### **Section 2. Bank Statements and Bank Signature Cards**

Bank statements will be reviewed monthly by the treasurer, and he/she will indicate the review by initialing the statement along with the date. The checking account will be reconciled on a monthly basis by the treasurer. Bank signature cards will be updated annually ~~at the beginning of the new fiscal year~~ if there are any changes in ~~the positions which have check signing capabilities~~ president or treasurer.

### **Section 3.**

The board shall approve all expenses of the PGA PTO.

### **Section 4**

Two authorized signatures shall be required on each check. Authorized signers shall be the Treasurer and ~~at least one other parent representative~~ selected by PTO President.

## **Section 5. Treasurer's Report**

The Treasurer's Report shall coincide with calendar months, noting the beginning balance on the first day of the month and ending balance on the last day of the month and all transactions occurring in between.

The Treasurer's Report should include, but is not limited to the following: beginning balance, income, and expenditures, pending transactions and ending balance. All income and expenditures shall be listed as line items. The treasurer shall note in the report and give accurate estimates of any pending transactions. The report will be presented at all monthly PGA PTO meetings and will require approval from the general membership.

## **Section 6**

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 PGA.

## **Section 7.**

The fiscal year shall coordinate with the school year, beginning August 1 of specific school year and ending July 31 of same school year.

## **Section 8. Financial Forms**

The treasurer and committee chairs shall maintain accurate financial records. To do so, executive officers shall set a uniform procedure and create written forms for the following:

1. Check Request *for funds over \$100*
2. Cash Box Request
3. Reimbursement Request
4. *Funding Request*
5. *4. Donation Receipt Event Deposit*
6. *Scrip Form*

## **Section 9. Cash Boxes**

Email a Cash Box Request to the treasurer 3-5 days prior to an event. When cash box is delivered, the treasurer will count all monies aloud to the committee chair, and the Cash Box Request Form will be signed by both

individuals to verify the amount of cash in the box at the time of receipt from the treasurer. All cash box monies should be given directly back to the treasurer and accompanied by a Deposit Form.

### **Section 10. Receipts and Deposits**

For an event with cash boxes or pledged donations, a minimum of two (2) PGA PTO officers, or committee chair and/or parent volunteer must count and verify the amount of money at the conclusion of the event and on a weekly basis for a pledge drive, and sign their signatures on the Deposit Form(s) and the counting machine tape receipt. The counting machine tape receipt should also accompany the deposit slip given to the bank. All Deposit Forms should be processed, given to the treasurer, and deposited into the PGA PTO bank account within five days, or within a reasonable time. If a bank deposit cannot be made the same day of the event or at the end of each week during a pledge drive, then all monies are to be tallied with reports made during the event with reports sent to the President and Treasurer.

### **Section 11. Fundraiser/Event Reports**

The committee chair(s) shall present a Fundraiser/Event Report within 30 days of a fundraiser and/or event. The report shall include, but is not limited to the following: expenditures, income, profit/loss, if possible a previous years' comparison, and any additional Information as deemed necessary for clarity and explanation.

### **Article VIII - Standing Rules**

Standing rules may be approved by the Executive Board and a record shall be kept for future reference.

### **Article IX - Dissolution**

The PGA PTO may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

### **Article X - Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and

then sent to all members of the organization. Notice may be given by email or website posting. Amendments will be approved by a two-thirds vote of those present.



## Proposed Amendments to PGA PTO Bylaws, 2016

Article IV, Section 1. Add, “*Officers shall be added to or removed from the board as needed, by amending these bylaws.*”

Article IV, Section 1. a.-d., formatting.

Article IV, Section 1. a. Add “*be a check signer on the PTO bank account, along with the treasurer.*”

Article IV, Section 1. b. Add “*be a check signer on the PTO bank account, along with the president.*”

Add Article IV, Section 1. d. Amend to read, “ensure all PTO meeting minutes are *delivered to Communications Committee for publishing to the PTO website.*”

Article IV, Section 5. Amend to read, “If there is a vacancy in *any office, a new officer in that position* will be elected at the next regularly scheduled meeting.”

Article VII, Section 2. Amend to read, “Bank statements will be reviewed monthly by the treasurer, and he/she will indicate the review by initialing the statement along with the date. The checking account will be reconciled on a monthly basis by the treasurer. Bank signature cards will be updated annually if there are any changes in *president or treasurer.*”

Article VII, Section 4. Amend to read, “Two authorized signatures shall be required on each check. Authorized signers shall be the Treasurer and *President.*”

Article VII, Section 8. Amend to read, “The treasurer and committee chairs shall maintain accurate financial records. To do so, executive officers shall set a uniform procedure and create written forms for the following:

1. Check Request
2. Cash Box Request

3. Reimbursement Request

4. *Event Deposit*"