

# **PAPA PTSO Bylaws as passed October 2, 2008 (Includes January 5, 2010 amendment)**

## **Article I – Name**

These bylaws establish the PAPA Parent Teacher Student Organization (PTSO)

## **Article II – Purpose**

**Section 1. Purpose.** The PTSO is organized for the purpose of supporting the education of children at the Public Academy for the Performing Arts by

- A. fostering relationships among students, parents, teachers, staff, and the governing council;
- B. maintaining and improving the PAPA environment;
- C. providing input to the principal and governing council;
- D. providing volunteer support to the school; and
- E. Collecting and expending funds and other resources in support of the school.

**Section 2. Limitations.** The PTSO is maintained exclusively for charitable, scientific, literary and education purposes as defined in Section 501(c)(3) of the Internal Revenue Code. The organization shall be nonsectarian and nonpartisan. Neither the organization nor its officers in their official capacities shall be used in connection with any partisan purpose nor shall they participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office or attempt to influence legislation by propaganda or otherwise.

## **Article III – Membership and Dues**

**Section 1. Membership.** Any parent, guardian, or other adult standing in loco parentis for a student, hereafter referred to as a "parent member," and any student at the school may be a voting member. The principal, staff, and any teacher employed at the school may be a member and have voting rights. The principal shall appoint a faculty and student representative to the PTSO. The membership year and budget year shall be from August 1 to the following July 31. Members may join at any time.

**Section 2. Dues.** Dues shall be assessed annually on parent members. For the 2008-9 school year, dues shall be a suggested \$20 donation per family with a minimum \$5 donation. In subsequent years, dues shall be set by majority vote at the annual meeting. Parent members are only voting members if their dues are paid.

## **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 nominating 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.

c. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, maintain the membership list,

and send notices of meetings, minutes, and other communications to the membership. The secretary shall also maintain the official copies of the minutes, bylaws, and membership list and make these available to members and at meetings.

d. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement quarterly and at other times of the year when requested by the executive board, and make a full report at the end of the year. The treasurer shall be responsible for any additional financial reporting of the PTSO, including any tax reports or reports to parent organizations.

**Section 2. Nominations and Elections.** For the 2008-9 school year, nominations for officers shall be taken at the October meeting and elections shall be held at the November meeting. For subsequent years, elections will be held at the annual meeting and the nominating committee shall propose a candidate or candidates for each office and present the slate of candidates at a meeting held at least two weeks prior to the election. At that meeting, nominations may also be made from the floor. If more than one person is running for an office, a ballot vote shall be taken. If there is only one candidate for an office, voting may be by voice vote. The nominating committee shall create ballots if necessary, administer the balloting, count the votes, and adjudicate the election.

**Section 3. Eligibility.** Members are eligible for office if they are parent members in good standing on the date nominations are finalized and they are not themselves nor are they married to or cohabiting with members of the Governing Council.

**Section 4. Terms of Office.** Officers are elected for one membership year and may serve no more than two (2) full consecutive terms in the same office.

**Section 5. Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 6. Removal from Office.** Officers may be removed from office by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## **Article V – Meetings**

**Section 1. Regular and Special Meetings.** The executive board shall establish and publish a schedule of meetings at the beginning of the school year. The executive board may change meeting times and call special meetings. Special meetings and changes to meeting locations, or times, or changes to the agenda that add votes on nominations, dues, or budgets shall be communicated to members in a timely fashion. At least seven days' notice shall be provided to the membership of meetings in which votes on nominations, elections, annual dues and budgets will be taken. Any written notice (including e-mail) or posting at the school shall be acceptable.

**Section 2. Annual Meeting.** The annual meeting will be held at the April regular meeting. Dues shall be set and officers elected for the following year at the annual meeting.

**Section 3. Quorum.** A quorum shall consist of 5 or more voting members of the Organization which must include 3 Executive Board members and 2 members

## **Article VI – Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the officers, faculty representative, and the student (non-voting) representative.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing and temporary committees, approve the plans of work of committees and officers, prepare and submit a budget and dues recommendation to the membership, approve routine bills, and report to the membership.

**Section 3. Meetings.** Regular meetings shall be held as necessary to be determined by the board. Special meetings may be called by any two voting board members with three days' notice to other board members. Any PTSO member may attend an executive board meeting. Meetings may employ Robert's Rules of Order Revised as appropriate for entire meetings or any part thereof to be determined by the chairperson of the meeting.

**Section 4. Quorum.** Three voting board members constitute a quorum. Board members may provide their proxy to other board members.

## **Article VII – Committees**

**Section 1. General.** Committees may consist of members and board members, with the president acting as an ex officio member of all committees except the nominating committee. The board may appoint standing and ad hoc committees as needed.

**Section 2. Nominating Committee.** The board shall establish a nominating committee of at least three voting members by February 10th each year. The president shall not serve on the nominating committee and no more than one board member may serve on the nominating committee. The nominating committee shall recommend a slate of officer candidates at the general meeting in March. Nominating committee members may not be candidates.

**Section 3. Auditing Committee.** The board shall establish an auditing committee of at least three voting members, none of whom may be board members. The treasurer shall provide a financial statement to the auditing committee at the end of the year. The auditing committee shall review organization expenditures and report its findings in the fall.

## **Article VIII – Finances**

**Section 1.** A budget shall be drafted for each school year and approved by a majority vote of the members present. Expenditures and budget changes shall be reported at regular meetings at least quarterly.

**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. Expenses in any one budget category may not exceed budgeted amounts by more than five percent of the total PTSO budget for that year without approval by a majority vote of a quorum of PTSO members.

**Section 4.** Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the officers.

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

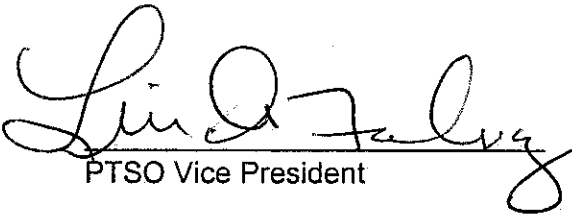
**Section 6.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and the remainder shall be donated to the PAPA Foundation.

**Section 7.** The fiscal year shall be August 1 to July 31.

**Article IX – Amendments**

These bylaws may be amended by two thirds vote of a quorum at any regular or special meeting, providing draft changes and notice are provided seven days in advance.

  
\_\_\_\_\_  
PTSO President                      2/10/10  
Date

  
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PTSO Vice President                      2/10/10  
Date