

Excelsior Academy Parent Teacher Organization Bylaws

Article I. Name

The name of this organization shall be the Excelsior Academy Parent Teacher Organization hereafter referred to as the PTO.

Article II. Mission Statement/Objectives

The PTO's mission is to involve parents and families in promoting Excelsior Academy's goal of helping scholars acquire a life-long love of learning. To accomplish this mission the PTO shall:

1. Plan programs and activities that provide scholars a place of exploration, creativity, discovery and growth.
2. Enhance communication between administration, faculty, staff, Board of Trustees, students and parents.
3. Lend volunteer, financial and any other support to the Academy as may be deemed beneficial by the PTO Board.
4. Raise funds to assist in running its programs and activities.

Article III. Membership & Dues

1. All parents or legal guardians with a child enrolled in and attending Excelsior Academy are members of the PTO.
2. Each member of the licensed teaching staff working at Excelsior Academy, the Director, and Administrative Assistant are members of the PTO.
3. All PTO members are encouraged to attend the PTO General Board meetings. Concerns may be addressed during these meetings, provided the issue has been placed on the agenda prior to the meeting.

4. Each PTO member may make motions and/or serve on committees.
5. No dues are required for membership in the PTO.

Article IV. PTO Officers

1. The PTO Executive Board shall consist of a President, President-elect, and Secretary, and shall operate under the direction of the Academy's Director.
2. The General Board shall consist of Excelsior Academy's Director, the PTO representative on the Board of Trustees, the PTO Executive Board, all Committee Chairs, and any others deemed necessary by the Executive Board.
3. Board members shall serve on a volunteer basis for a term of one year (July 1st through June 30th) and serve no more than two consecutive terms in the same office. A person shall hold no more than one elected PTO position at a time.
4. For Excelsior Academy's start-up year of 2009-2010, the PTO President shall be appointed by the Academy's Director. The President-elect, Secretary, and Committee Chairs shall be appointed by the PTO President.
5. For each year following the start-up year, the PTO Executive Board positions shall be filled by a majority vote in an election held at a General Board meeting in May.
6. In the case of a vacancy in the office of President, the President-elect shall become President and the PTO General Board shall select a new President-elect. For a vacancy occurring in the positions of President-elect, or Secretary, replacements shall be appointed by the remaining PTO General Board. In the event that both the offices of President and President-elect are vacated at the same time, the remaining PTO General Board may assume the responsibilities of the two offices until replacements are selected.

Article V. Elections

1. The PTO General Board shall function as a nominating committee for the PTO Executive Board elections.
2. Nominations from the nominating committee must be posted by April 30th.
3. Any member of the PTO general membership may submit additional nominations, in writing, to the PTO President 14 days prior to the General Board meeting in May. Such nominations need to be signed by the nominee, and must be posted 7 days prior to the meeting.
4. In the absence of a candidate for any position, an opportunity shall be given for nominations from the floor. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor.
5. Elections shall be done by ballot.
6. The newly elected Executive Board members shall assume their official duties on July 1st and serve in their respective capacities until June 30th of the following year.
7. With the exception of the start-up year, the office of President shall be filled by a person who has served for at least one year on the PTO Executive or General Board. It is also suggested that they first serve as President-elect for one year.

Article VI. Duties of Officers

The President shall:

1. Preside over all PTO Executive and General Board meetings and call those meetings to order.
2. Receive reports from the Secretary, and Committee Chairs.
3. Report to the PTO Representative on the Board of Trustees.
4. Oversee activities, events and plans of all PTO committees.
5. Coordinate with the Academy's Business Manager regarding all PTO finances.

6. Review all information distributed by PTO committees prior to approval by the Academy's Director.
7. Appoint special committees as necessary, with the approval of the Executive Board.
8. Cast the deciding vote, in the case of a tie, at all General or Executive Board meetings.
9. Perform other duties as may be assigned by the Academy's Director or Board of Trustees.

The President-elect shall:

1. Assist the President as needed and perform the duties of the President in his or her absence or inability to serve.
2. Prepare to become the President for the following year.
3. Perform other duties as may be assigned by the PTO President.

The Secretary shall:

1. Record and keep minutes of all PTO Executive and General Board meetings.
2. Present a copy of the minutes to each Executive Board member prior to the next Board meeting and post a copy for the General membership on the PTO blog or web page.
3. Coordinate with the PTO President to prepare the agendas for all Executive and General Board meetings.
4. Post the date, time and agenda of all PTO board meetings.
5. Keep all volunteer records.
6. Keep the PTO blog or web page updated.
7. Maintain a current calendar of events for the PTO.
8. Perform other duties as may be assigned by the PTO President.

Article VII. Meetings

1. General Board Meetings shall be held monthly. The President or President-elect must be in attendance. All PTO members are

- invited to attend. General Board meeting times must be posted at least 24 hours in advance.
2. The General Board meeting in May shall include the elections for the new Executive Board for the following school year.
 3. Special meetings may be called by the PTO President as needed. The meeting time must be posted at least 24 hours in advance.

Article VIII. Basic Policies

1. The PTO Executive Board shall be the policy/procedure-making body of the organization.
2. The PTO shall neither seek to direct the administrative activities of the school nor control its policies.
3. The PTO shall be non-commercial, non-sectarian, and non-partisan. The name of the organization or names of any members in their official capacities shall not be used to endorse or promote any commercial interest, enterprise, political candidate, or any other purpose not appropriately related to the objectives of the organization.

Article IX. Renewal and Amendment of the Bylaws

1. The bylaws shall be reviewed by the Executive Board at the beginning of each school year. They shall be presented every three years to the general membership to be reaffirmed by a majority vote.
2. Proposed amendments to the bylaws may be presented at any General Board meeting, provided the issue has been placed on the agenda prior to the meeting. The bylaws may be amended by a majority vote of the members present.
3. Approved amendments are to be enacted immediately and may be retroactive where approved and applicable.

