



PTO Bylaws

Article I – Name

The name of the organization shall be North Star Academy Parent Teacher Organization (PTO).

Article II – Purpose

The PTO is organized for the purpose of supporting the education of children at North Star Academy by fostering relationships among the parents, teachers, administration and students.

Article III – Members

Any parent or guardian of a student at the school may be a member and shall have voting rights. The principal/director and any teacher employed at the school may be a member and have voting rights.

Article IV – Officers and Elections

Section 1. Executive Board. The executive board shall consist of a president, middle school vice-president, elementary 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/director, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, prepare agendas, oversee the committees they are assigned and coordinate the work of all the members and committees so that the purpose of the organization is served.

b. Middle School Vice-President. The middle school vice-president shall assist the president, oversee the committees they assigned, work with the middle school student body officers under the direction of the advisor and carry out the president's duties in his or her absence or inability to serve.

c. Elementary Vice-President. The elementary vice-president shall assist the president, oversee the committees they are assigned and work with the elementary student body

officers under the direction of the advisor.

d. Secretary. The secretary shall keep all records of the organization, take and record minutes, handle correspondence, prepare thank you notes and send notices of meetings to the membership. The secretary also oversee the committees they are assigned, keep a copy of the minutes, bylaws, membership list, the PTO binder and any other necessary supplies and brings them to meetings.

e. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, pay out funds in accordance with the approval of the executive board and reconcile the bank account. He or she will present a financial statement when requested by the PTO executive board and make a full report at the end of the year. They will also oversee the committees they are assigned.

f. President Elect. The president elect may be a member of the executive board or as a separate position. They will ideally shadow the president for a year before taking office as president.

Section 2. Board Selection. Board selection will be held at the second to last meeting of the school year. If more than one person is running for an office, a voice or ballot vote may be taken.

Section 3. Terms of Executive Board Office. Executive board members are selected for one year and may serve no more than three (3) consecutive terms in the same office, but may be extended with approval from the entire PTO board. Each person selected shall hold only one office at a time, except the president elect.

Section 4. Vacancies. If there is a vacancy in the office of president, the middle school vice-president or president-elect will become the president. At the next regularly scheduled meeting, a new middle school vice-president will be selected if needed. If there is a vacancy in any other office, members will fill the vacancy at the next regular meeting.

Section 5. Removal From Office. An executive board member may be removed from office by a two-thirds vote of those present at a regular meeting where previous notice has been given.

Article V – Meetings

Section 1. Executive Board Meetings. The executive board meetings shall be within a week before the regular meetings during the school year at a time and place determined by the executive board. They will also attend an annual planning meeting at a time and place to be determined by the North Star Academy Board of Directors.

Section 2. Regular Meetings. The regular meeting of the organization shall be during the first week of each month during the school year at a time and place determined by the executive board at least one month before the first meeting. The secretary will notify the members of the board in an email at least four days prior to the meetings.

Section 2. Attendance at all meetings is expected of the executive board. Attendance at the

regular meetings is expected of all board members and all committee chairs and co-chairs.

Article VI – Executive Board

Section 1. Membership. The PTO Executive Board shall consist of the president, middle school vice-president, elementary vice-president, secretary and treasurer.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create and oversee committees, prepare and submit a budget to the membership, develop the agenda and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board.

Article VII – Committees

Section 1. Membership. Committees may consist of members and executive board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following positions shall be held by the organization: maturation/health, teacher appreciation, SEM support/day of service, marquee, volunteer coordinator, student directory, inspirations, family fun, red/green week, field day coordinator, book fair, concessions/box tops and additional positions/committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

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.

Section 4. Two authorized signatures shall be required on each check. Authorized signers shall be the president, treasurer and other authorized executive board members.

Section 5. The treasurer shall prepare a financial statement at the end of the year to be reviewed, with the most recent bank statement by the entire PTO board.

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 the school.

Section 7. The fiscal year shall coordinate with the school year.

Article IX – Parliamentary Authority

Robert's Rules of Order, including making motions, seconding motions and put to a vote by members, shall govern meetings when they are not in conflict with the organization's bylaws.

Article X – Bylaws

Bylaws will be approved by the entire PTO board and the secretary shall keep a record of the bylaws for future reference.

Article XI – Amendments

These bylaws may be amended at any regular meeting, providing that previous notice was given in writing at the prior meeting and then sent by e-mail to all members of the organization by the secretary. Amendments will be approved by a two-thirds vote of those present.

Article XII – Conflict of Interest Policy

Section 1. Duty To Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest to the members of the PTO who are considering the proposed transaction or arrangement.

Section 2. Procedures for Addressing the Conflict of Interest. If a more advantageous transaction or arrangement is not reasonably possible, the executive board shall determine whether the transaction or arrangement is in the organization's best interest, is fair and reasonable. It shall make its decision as to whether to enter into the transaction or arrangement.

If the executive board determines that a member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Compensation.

A voting member of the board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.