

Bylaws of East Early College High School PTO
A Non-profit Parent Teacher Organization

ARTICLE I NAME AND PURPOSE

Section 1.01. Name. The name of this organization shall be **East Early College High School PTO**. Herein referred to as **EECHS PTO**.

Section 1.02. Purpose. The organization is organized and operated for the charitable and educational purposes of East Early College High School and its students. By encouraging parents to assist with various school activities/functions/services, provide financial assistance where needs are identified, foster a community atmosphere, and support the mission and vision of the school and school district.

ARTICLE II MEMBERSHIP

Section 2.01. Qualification. Memberships in EECHS PTO shall be open without discrimination to anyone who believes in and supports the mission and purpose of EECHS PTO. All students, parents, guardians, or other persons with a child enrolled and attending East Early College High School, alumni, community(77003) and members of the licensed teaching staff shall be considered members of the organization. The Principal shall be non-voting, advisory member of the organization.

Section 2.02. Dues. Each family shall pay annual membership dues of TEN DOLLARS (\$10.00) to EECHS PTO. Licensed teaching staff may join for a nominal fee of FIVE DOLLARS ((\$5.00). Only members in good standing (who have paid their annual dues at least 14 calendar days prior to a meeting) shall be eligible to vote. Dues paid shall be good through the current fiscal year of the EECHS PTO which shall end on May 30th.

Section 2.03 Rights and Responsibilities. The members shall have the right and responsibility to attend meetings and events sponsored by the organization and serve on committees. Voting members shall have the right to vote for the officers, review and approve the annual budget, and approve amendments to these bylaws. Only members with students attending East Early College High School may be nominated and elected to office.

Section 2.04. Quorum. The members present at any membership meeting of the organization, provided at least five (5) members be present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In that event, any matter brought before the membership at a meeting, at which a quorum is not present, the matter shall be discussed at the following general meeting.

Section 2.05. Meetings. There shall be at least one (1) general meeting of the membership by the end of October, at which time the yearly budget is approved and a general meeting in May at which time the officers are elected to their position for the upcoming fiscal year, beginning their term on the 1st of June. Such additional business or special meetings may be held alone or in conjunction with an event sponsored by the organization as determined by the Executive Board.

ARTICLE III EXECUTIVE BOARD

Section 3.01. Membership. The Executive Board shall consist of the elected officers of the organization. The Principal of the School shall be a non-voting advisor to the Executive Board and this advisory position at the Board meetings is non-delegable.

Section 3.02. Authority. The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans of work standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

Section 3.03. Meetings. The Executive Board shall meet 2 weeks in advance to prepare for general membership meetings and to conduct the affairs of the organization. Only members of the Executive Board may vote at these meetings.

Section 3.04. Quorum. A quorum of the Executive Board for the conduct of business shall consist of at least three (3) officers in attendance.

Section 3.05. Action without a Meeting. Any action required or permitted to be taken at a meeting of the Executive Board (including amendment of these Bylaws) or of any committee may be taken without a meeting if all the members of the Executive Board or committee consent in writing to taking the action without a meeting and to approve the specific action. Such consent shall have the same force and effect as a unanimous vote of the Executive Board or of the committee as the case may be.

Section 3.06. Participation in Meeting by Conference Telephone. Members of the Executive Board may participate in a meeting through use of conference telephone or similar communications equipment, so as members participating in such meeting can hear one another.

Section 3.07. Reimbursement. Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation to the treasurer(s) in accordance with the organization's financial policies, and with prior approval.

ARTICLE IV OFFICERS AND THEIR ELECTIONS

Section 4.01. Officers. The officers of this organization shall include one President, one Vice President, a Secretary and 2 Treasurers and any number of committees. Committees may be elected or appointed by the Executive Board from time to time.

Section 4.02. Eligibility. Only Members with students attending East Early College High School and alumni may be nominated and elected to office provided they are in good standing (who have paid their annual dues at least 14 calendar days) prior to the monthly PTO meeting.

Section 4.03. Election. A nominating committee composed of the current President, at least one additional officer and two members, shall begin seeking nominees for President, Vice President, Secretary, and Treasurer in April of the year in which the candidates will be elected and develop a slate of candidates. The candidates shall be announced to the membership as soon as possible. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. Officers shall be elected at the May meeting of the organization by the members present. Officers shall assume their official duties on the 1st of June following their election.

Section 4.04. Term. Officers shall serve a one-year term. Officers may be elected for up to two consecutive terms in the same office, unless there are no nominated candidates for the office.

Section 4.05. Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

ARTICLE V DUTIES OF OFFICERS

Section 5.01. President. The President shall be the principal executive officer of the organization and, subject to the control of the Executive Board shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Board or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.

Section 5.02. Vice-President. The Vice-President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Board.

Section 5.03. Secretary. The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall manage and keep an accurate tally of the volunteer records and in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

Section 5.04. Treasurer. There will be two (2) Treasurers to serve and will be members of the Executive Board. The Treasurer shall have charge of and be responsible for all funds of the organization in accordance with the organization's financial policies. The Treasurer shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Board. The Treasurer shall make disbursements as authorized by budget as approved or amended by the Executive Board. The Treasurer shall present a written financial report prepared in acceptable accordance with the organization's financial policies, at each General Membership Meeting of the membership and at other times as requested by the Executive Board.

ARTICLE VI FINANCES

Section 6.01. Budget. The Executive Board shall present to the membership at the first regular meeting of the membership after the officers have been elected, in May or as soon thereafter as practical, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any deviation of the 11% or more from the budget must be approved in advance by the Executive Board with a minimum of three (3) Executive Board members present.

Section 6.02. Obligations. The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organizations.

Section 6.03. Loans. No loans shall be made by the organization to its officers or members.

Section 6.04. Checks. All checks, drafts or other orders for the payment of money on behalf of the organization shall be signed by the two (2) Treasurers. Checks of FIVE HUNDRED DOLLARS (\$500.00) or more shall have prior approval by a minimum of three (3) Executive Board members.

Section 6.05. Banking. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Board may select and shall make such disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made as soon as practical upon receipt of the funds and/or orders of payment.

Section 6.06. Financial Controls. The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that minimally:

- (a) All expenses must be approved by the Executive Board by way of approval of an annual budget, or amendments thereto.
- (b) All checks must be endorsed by the two (2) Treasurers
- (c) President and Vice President without check signing authority shall review all bank statements.
- (d) A committee of at least two (2) persons without check signing authority shall annually audit all corporate finances, or hire and supervise an outside accountant or auditing firm to conduct a review of organization financial records.

Section 6.07. Financial Report. The Treasurer shall present a financial report at each membership meeting of the organization and shall prepare a final report at the close of the year. The Executive Board shall have the report and the accounts examined annually. If the organization grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The internal audit committee shall consist of two or more board or voting members of the organization who are not involved in the routine handling of the organization’s finances, including not having signature authority on bank accounts or approval authority over disbursements. If the organization grosses \$100,000 to \$200,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee to perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceeds \$200,000.

Section 6.08. Fiscal Year. The fiscal year of the organization shall be from June 1 to May 31 but may be changed by resolution of the Executive Board.

Section 6.09. Record Retention. All records of the organizations shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows:

Record	How to Store	Period of Time
Year-end Treasurer’s financial report/statements	Store in organization record book.	Permanent
Treasurer’s reports, periodic	Compile & file records on yearly basis	Three Years , Store with financial records. Destroy after three years.
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile & file records on a yearly basis.	Seven Years , Store with financial records. Destroy after seven years.

ARTICLE VII CONFLICTS OF INTEREST

Section 7.01. Existence of Conflict, Disclosure. Officers of the Organization should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Organization. A conflict of interest may exist when the direct, personal, financial or other interests of any voting officer competes or appears to compete with the interests of the Organization. If any such conflict of interest arises, the interested person shall call it to the attention of the Executive Board for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Board, excluding the person who is the subject of the possible conflict.

Section 7.02. Nonparticipation in Vote. The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

Section 7.03. Minutes of Meeting. The minutes of the meeting of the Executive Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

Section 7.04. Annual Review. A copy of this conflict of interest statement shall be furnished to each officer who is presently serving the organization, or who hereafter becomes associated with the organization. This policy shall be reviewed annually for information and guidance of officers. New officers shall be advised of the policy upon undertaking the duties of their office.

ARTICLE VIII IDEMNIFICATION

Every member of the Executive Board, officer of the Organization may be indemnified by the organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Executive Board, or officer in connection with any threatened, pending or completed action, suit or proceeding to which he/she may become involved by reason of his/her being or having been a member of the Executive Board, or officer or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of his/her duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Executive Board approves such a settlement and reimbursement as being in the best interest of the organization. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Executive Board or office is entitled.

ARTICLE IX AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the membership by a majority vote of the members present, provided that at least thirty (30) days' notice of the proposed amendments has been made to the membership, or alternatively the membership in a majority vote waives the required notice.

ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's Bylaws.

CERTIFICATION OF SECRETARY

I certify that I am the duly elected and acting secretary of the EECHS PTO and that these Bylaws constitute the corporation's Bylaws. The Bylaws were duly adopted at a meeting of the Executive Board held on June 12, 2018.

Dated:

Secretary