

Bylaws for Arts and Communication Magnet Academy Parent-Teacher Organization (ACMA PTO)

Article 1: Name

1. The name of this organization shall be the Arts and Communication Magnet Academy Parent-Teacher Organization (ACMA PTO).

Article 2: Purpose

The purpose of the ACMA PTO is to:

1. Promote the total well-being of students and enhance their academic, artistic, and cultural experiences.
2. Foster teamwork and collaboration among parents, teachers, staff, and students to support a constructive and inclusive learning environment.
3. Establish and encourage open communication within the ACMA community to strengthen community involvement.
4. Support the mission of ACMA through financial and volunteer contributions.
5. Provide funding and resources for projects beyond the regular school budget.

Article 3: Membership

1. Membership includes all parents, guardians, teachers, and staff associated with ACMA.
2. All members have equal rights, including voting, participation in meetings, and holding office.
3. Members are expected to adhere to the policies and objectives of the PTO.

Article 4: Meetings

1. The PTO shall hold a minimum of three general meetings annually, open to all members. Meetings may be in-person, virtual, or hybrid.
2. All meetings must be held in accessible locations, whether physical or virtual, to ensure participation by the majority of members.
3. The annual meeting, held at the last general meeting of the school year, shall include board elections and budget approval.

4. Meeting agendas and notifications shall be distributed at least 10 days in advance, using the PTO's established communication channels.
5. Decisions shall be made by majority vote where each attending member is entitled to one vote, with quorum defined as 50% of attendees plus one vote.
6. Attendance and participation at all meetings shall be documented to ensure transparency and prevent unauthorized decision-making.

Article 5: Board of Directors

1. The PTO Board of Directors shall consist of the following officers:
 - President (Required)
 - Treasurer (Required)
 - Vice President
 - Secretary (Required)
 - Director of Communications
 - Director of Volunteer Coordination
 - Members-at-Large
2. At a minimum, the Board must include the President, Secretary, and Treasurer. Others positions are optional. Two members of the same family cannot serve as President and Treasurer in the same term.
3. All Board members must be members of the ACMA PTO community as defined in Article 3, section 1.
4. If the PTO is unable to secure three or more officers, it must operate in a limited capacity, restricted to managing essential financial obligations and facilitating efforts to recruit additional board members.
 - Essential financial obligations are defined as:
 - Payment of recurring expenses necessary for the operation of the PTO (e.g., insurance, website hosting, and state filings).
 - Process reimbursements for previously approved expenses.
 - Honor financial commitments made prior to the reduction in board capacity.)
5. Board members shall:
 - Attend meetings regularly and fulfill their designated roles.
 - Oversee PTO activities, budgets, and committees.
 - Establish and dissolve committees as necessary to support PTO objectives and ensure proper oversight of their activities.
 - Ensure compliance with these bylaws and relevant regulations.
 - Fulfill the following specific responsibilities:
 - **President:** Presides over meetings, coordinates board activities, acts as a liaison with school administration, chairs the fundraising efforts, and ensures proper functioning of the PTO.
 - **Treasurer:** Maintains financial records, oversees budgets, handles reimbursements, and ensures regulatory compliance with financial reporting.

- **Vice President:** Supports the President and manages special projects.
 - **Secretary:** Records meeting minutes, manages official documentation, and maintains organizational records.
 - **Director of Communications:** Oversees communication channels, manages newsletters, and ensures transparency through regular updates.
 - **Director of Volunteer Coordination:** Manages volunteer efforts, organizes orientations, and acts as a liaison between volunteers and school staff.
 - **Members-at-Large:** Provides general support to board initiatives and represents the broader membership perspective.
6. The Treasurer may serve a maximum of two consecutive terms in the same role. Other positions do not have a limit. A term lasts from July 1 to June 30 each year.
 7. A board member may be removed for cause, including but not limited to:
 - Failure to fulfill designated duties.
 - Financial misconduct or misuse of PTO funds.
 - Behavior that is unethical or detrimental to the PTO's purpose.
 - Absence from three consecutive board meetings without valid reason.
 - Removal requires a two-thirds vote of the remaining board members, with the subject of removal recused from the vote.
 - Community notice must be given at least 30 days in advance of a vote to remove a board member. Notice shall be distributed through all official PTO communication channels.
 8. Vacancies shall be filled by majority vote of the remaining board members.

Article 6: Board Meetings

1. Board meetings shall be held regularly throughout the year as determined by the Board of Directors.
2. A minimum of seven (7) days' notice is required for any Board meeting. The notice must include the date, time, location (or virtual meeting link), and agenda for the meeting unless otherwise waived in writing by all current Board members.
3. Notice of Board meetings must be provided through official PTO communication channels, including email and website updates.
4. A quorum for Board meetings shall consist of a majority of the current Board members.
5. Any Board member may call a meeting, but the President or Vice President shall preside over the meeting unless unavailable.
6. Board meetings may be conducted in person or virtually. Attendance by virtual means constitutes presence at the meeting.
7. Conflicts of interest must be disclosed by any Board member, and the member with a conflict must recuse themselves from related votes or discussions.
8. Decisions shall be made by majority vote of Board members present, except where otherwise specified in these bylaws.

Article 7: Financial Policies

1. The fiscal year is July 1 to June 30.
2. All funds shall be maintained in insured accounts, with at least two board members authorized as signatories.
3. Reimbursement requests must include original receipts submitted in digital form, a description of the expense, and be submitted within 30 days of the receipt date. Reimbursements submitted after six (6) months may not be approved. All reimbursements must be made via check, PTO debit card, or ACH transfer.
4. All financial transactions must be documented with corresponding receipts and invoices retained by the Treasurer. Receipts must accompany each reimbursement. The PTO shall not reimburse without a receipt or in advance of expenses being incurred.
5. An independent committee, including the incoming Treasurer, shall conduct an annual audit of the PTO's financial records. The audit must be completed by August 31, and a signed report shall be presented to the Board and made available to members.
6. A minimum of \$20,000 shall remain in the general fund at the end of each fiscal year as a contingency reserve.
7. Cash handling for events shall require two (2) unrelated individuals to count and sign off on the funds. Cash deposits shall be made promptly, and records kept for transparency.
8. Non-budgeted expenses shall be approved as follows:
 - Expenses under \$500: May be approved by the Treasurer and President.
 - Expenses between \$501 and \$999: Require approval by a majority vote of the Board.
 - Expenses of \$1,000 or more: Require approval by a majority vote at a general meeting. The proposed expense must be included in the meeting agenda, and notice must be provided to the community at least 14 days in advance through all official PTO communication channels.
9. Budgeted expenses shall be approved through the annual budgeting process. The Treasurer, in collaboration with the Board, shall draft a proposed budget detailing anticipated income and expenses for the upcoming fiscal year. The proposed budget must be presented to the membership at least 14 days prior to the annual meeting for review.
10. The annual budget shall be approved by a majority vote of members present at the annual meeting.
11. Any significant changes to the approved budget during the fiscal year, defined as reallocations or additions exceeding \$1,000, must be approved by a majority vote at a general meeting with at least 14 days' advance notice.
12. The PTO may not make loans, guarantees, or advances to any individual or entity.
13. The PTO may not make cash donations to third-parties.
14. Any member of the PTO community has the right to review the PTO's financial records with at least five (5) days' notice. Arrangements for review shall be coordinated with the Treasurer.
15. The PTO must adhere to all local, state, and federal financial reporting and tax requirements, ensuring timely submission of all required documentation.

Article 8: Committees

1. Committees may be established by the Board of Directors to support PTO objectives.
2. Each committee shall have a designated chairperson responsible for coordinating activities and reporting to the board.

Article 9: Communication

1. The Director of Communications shall oversee all official PTO communications, including newsletters, website updates, and social media.
2. The PTO shall maintain transparency by posting meeting minutes, financial statements, and annual reports online for at least three years.

Article 10: Amendments

1. Proposed bylaw amendments must be approved by the Board of Directors before a membership vote.
2. Amendments require a two-thirds majority of members present at a general meeting.

Article 11: Dissolution

1. In the event of dissolution, all assets shall be distributed according to applicable laws and the decisions of the Board of Directors.

Article 12: Other Provisions

1. **Insurance Coverage:** The PTO shall maintain liability insurance to protect its officers, members, and volunteers from claims related to activities conducted on behalf of the organization.
2. **Record Retention:** The PTO shall retain financial records, meeting minutes, and governing documents for a minimum of seven years for compliance and historical reference.
3. **Conflict Resolution:** In the event of a dispute regarding the interpretation of the bylaws or PTO decisions, a committee appointed by the Board shall review and make a final recommendation.
4. **Diversity and Inclusion:** The PTO is committed to fostering a diverse and inclusive environment. All members shall be treated with respect, and discriminatory behavior will not be tolerated.
5. **Governance:** The PTO shall operate in accordance with all applicable state and federal laws governing non-profit organizations. The Articles of Incorporation and these bylaws shall guide all activities.

6. **Perpetual Succession:** The PTO shall exist with perpetual duration unless dissolved under the provisions of Article 11.

Adopted [Insert Date]

Previous revisions of these bylaws were adopted October 2003, September 2005, September 2012, January 2017, March 2018, and August 2019.