**Coral Academy of Science Centennial Hills PTO Bylaws.**

**06-01-2023**

**Article I. Name**

The name of this organization shall be Coral Academy of Science Las Vegas Centennial Hills Parent Teacher Organization aka CASLV Centennial Hills PTO.

**Article II. Purpose**

The CASLV PTO has the following objectives:

1. To foster a sense of community within Coral Academy of Las Vegas Centennial Hills.
2. To promote clear communication between parents, teachers, and school administration, regarding fundraising.
3. To enhance the educational experience of the students of Coral Academy of Las Vegas Centennial Hills by raising funds for supplemental equipment, supplies, or programs that fall outside of the school budget.
4. To advocate for increased student safety and security regarding PTO events and fundraising.

**Article III. General Membership:**

1. Membership is open to all parents and legal guardians of Coral Academy Centennial students and to all staff of Coral Academy Centennial Hills.
2. All members may require an annual fee after the first year. To be determined by PTO board.
3. PTO members and volunteers are required to be fingerprinted and background checked. The school will pay a percentage of the cost.
4. Members in good standing are defined as families who have paid the annual membership fees and volunteered for at least one PTO activity. PTO board members, teachers, and staff are considered members in good standing and are exempt from any membership annual fees.

**Article IV. Officers and Elections:**

1. The elected Executive Officers shall be a President, Vice president, Secretary, Treasurer. Campus Board includes: a Communication director and Event coordinator. A Teacher representative and Committee chair leaders are determined by the board and as needed.
2. A minimum of 3 PTO Board members are required to manage a PTO organization.
3. Campus Board positions and Chair titles may be added, deleted, or renamed to fit job duty requirements necessary for the current PTO board.
4. The term of office shall be a minimum of one full year; The elections are in April. Officers will take office in June effective the last day of the calendar school year and serve until June, the effective last calendar school year the following year. Once the new board has been announced and introduced the officers elect will shadow the current officers to learn the procedures of the office and prepare for the next school year.
5. To be considered for a PTO elected board position you must have served as a PTO member prior whenever possible.
6. A PTO board member may hold their current position for no more than (2) two consecutive years. Unless agreed upon and voted for a longer term.
7. A vacancy on the Board shall occur when a board member is absent from (2) two PTO meetings without valid cause. At that time the President shall appoint a replacement for the vacant position to finish the remaining term of office. In the event of vacancy in the office of President, the Vice President shall resume this office. If this is not valid then an Executive member of the board may resume the duties for the remainder of the term.
8. A PTO elected board officer may not hold office while simultaneously being employed by Coral Academy.
9. For the safety and security of each PTO officer, No PTO officer or member is to be alone at any event to include set up and tear down of events; (2) Two officers must be present at all times. Additionally, all PTO Executive officers and Campus officers need to be fingerprinted and in compliance with Coral Academy Centennial Hills policy.
10. A PTO officer may not hold office while another family member simultaneously holds office on the PTO; Therefore only (1) one PTO officer per family.
11. Newly elected board members or committee leaders will have a 30-day trial period; this gives both parties time to evaluate their ability to perform their job duties, team compatibility, and level of commitment.
12. All board members will be required to participate in all events including the set up and tear down of the event.
13. Each Board member will be appointed to be a liaison for the Committee chairs.
14. If at any time a PTO board member is not upholding their duties, volunteering as required, or following the bylaws. They may be removed from office by vote.

**Article V. Duties of the officers:**

1. **President:**
2. President is responsible for running and managing all aspects of the PTO.
3. Chairs all PTO meetings; Keeps them on task maintains minutes and adjourns meeting.
4. Sets the agenda for each meeting to prioritize and address the ongoing issues facing the organization.
5. Delegates responsibilities.
6. The President serves as the main point of contact. All information must go through the president including emails; President will maintain general PTO email and correspond accordingly.
7. Maintains communication between all parties including administrators.
8. Make sure all officers and committees operate within the organization’s bylaws and are in compliance with state and federal statutes. If an officer is in violation of the bylaws, the President will bring the issue to the next PTO board meeting and the board will vote on termination of that position; Majority vote (2/3 vote) is necessary to terminate a position.
9. Is the designated official to act as a secondary signer on the organization’s bank account.
10. Reviews monthly financial statements two signatures are required on each statement.
11. Works towards meeting the objective and goals of the PTO.
12. President must have served as a member of the PTO board for at least one year prior whenever possible.
13. In charge of directly overseeing two (2) PTO events throughout the school year. Will have general oversight of all the PTO events and must approve events in writing.
14. If a position opens on the board or committee the president must seek a replacement or delegate, the duties to another member on the board or themselves until the position is filled for the remaining term.

**B. Vice President:**

1. A critical assistant to the PTO president.
2. The vice president acts in place of the president when necessary.
3. Stays up to date with all presidential duties.
4. Is the designated official and acts as a backup signer on the organization’s bank account.
5. In charge of managing the committee chairs
6. Assist with other areas of the PTO when needed.
7. Vice President must have served as a member of the PTO for at least one year prior whenever possible.
8. Must attend all the PTO meetings.
9. In charge of directly overseeing two (2) PTO events throughout the school year and serve as a liaison for a committee chair.

**C. Secretary:**

1. The Secretary records, properly documents, and stores the following:
* Agendas
* Minutes of all meetings
* Meeting attendance
* Current list of PTO membership dues
* Creates and stores list of current PTO members and contact information.
* Records of financial statements
* Keeps copy of bylaws in hand for meetings
* Reports to the PTO board
1. Creates agenda and minutes to the president monthly once approved distributed to PTO members.
2. All monthly agendas must be finalized and sent to the president at least (2) days prior to any PTO meeting.
3. After meeting secretary revises notes and sends to President for review.
4. Once approved the Secretary will make any necessary changes to the meeting minutes and will submit them no later than two (2) weeks after the meeting.
5. Meeting minutes will be distributed to all PTO members.
6. Will assess president and any public relations, assuring that reminders of all meetings and scheduled activities.
7. In charge of directly overseeing two (2) PTO events throughout the school year and serve as a liaison for a committee chair.
8. Responsible for updating PTO Binder on monthly basis. Binder is to be kept in the PTO office to be accessible by any PTO member when necessary.
9. Must attend all PTO meetings.

**D. Treasurer:**

1. Qualifications of a treasure include documented accounting and/or bookkeeping experience.
2. Accurately records funds collected.
3. Sees to the proper distribution of funds for bills the board has approved.
4. Monitors the approved budget of all committees.
5. Is primary signer on the organization’s bank accounts.
6. Balances the accounts monthly to the bank statement. Each statement must be signed by two board members.
7. Provides a monthly financial statement to the members of the PTO board.
8. Must have journal and bank statements available at meetings for review.
9. Ensure that all funds collected are deposited within 48 hours.
10. Make sure all checks are payable to “CASLV PTO CH”
11. Ensures the PTO is in compliance with all state and federal taxes.
12. Ensures that PTO is properly set up as a nonprofit and maintains the status.
13. Make sure taxes are filed properly.
14. Make sure the board and organization are properly insured.
15. Verify organizations bank account information by auditing online bank statements monthly.
16. Ensure the account records are up to date and correct.
17. We’ll ensure that PTO is registered with local businesses as a non-profit organization.
18. In charge of directly overseeing two (2) PTO events throughout the school year and serve as a liaison for a committee chair.
19. Must attend all PTO meetings.

**E. Communications Director:**

1. Is responsible for maintaining up to date information on all PTO media and the PTO bulletin board.
2. Informs PTO media sites of funding that was given to the school by a PTO run events.
3. Will prepare any correspondence and public listed for organizations as needed including meeting announcements and PTO events.
4. Is responsible for giving outgoing information to parents, teachers, and administration.
5. Provides any posts/flyers that are to be posted be sent to the President for approval and to be forwarded to administration.
6. Maintains videos and documentation of events to publish on media sites.
7. Must attend all PTO meetings.
8. In charge of directly overseeing two (2) PTO events throughout the school year and serve as a liaison for a committee chair.

**F. Event Coordinator:**

1. Is responsible for organizing fundraising events inside and outside of the school.
2. Will contact the local businesses directly obtain the necessary information, sign contracts, and get flyers etc.
3. Contracts must be sent to the president.
4. They research and submit fundraising events to the board for approval.
5. Create sign up genius forms for the school events and fundraisers.
6. Overseas execution of all approved fundraisers.
7. In charge of directly overseeing two (2) PTO events throughout the school year and serve as a liaison for a committee chair.
8. Must attend all meetings.

**G. Information Resource Chair:**

1**.** Responsible for grants and pricing research.

2. Communicates with the board.

3. Informs Board of any teacher or staff acquiring about wish list items or help

 needed.

4. Attends general meetings and volunteers at events.

**H. Teacher Representative:**

1. A Teacher representative can be any teacher at CASLV CH.

2. The teacher representative will be approved by the executive board.

3. Must attend PTO general meetings and relay information from the PTO

meetings to all teachers and will bring any concerns and suggestions from the teachers to the PTO meetings.

4. The teacher representative will recruit teachers and staff to participate in

 volunteering at CASLV CH PTO activities.

**Article VI. Committee Chairperson:**

1. The PTO board at the May meeting shall determine core committees for the upcoming school year. The chairperson shall be appointed, whenever possible, at the annual meeting and beginning of the school year. Additional committees may be added and deemed necessary.
2. Chairpersons shall be appointed on a volunteer basis. In the event of multiple volunteers, the parties may agree to co-chair, or a vote may be taken to determine a single chairperson.
3. Each committee is the direct responsibility of the chairperson.
4. The chairperson is responsible for overseeing and implementing the goals of the committee.
5. The chairperson is responsible for preparing and presenting a status report to their PTO Board liaison monthly.

**Article VII. PTO Board Meetings:**

1. PTO board meetings are held as needed with at least one meeting per month.
2. PTO elected officials are expected to attend all PTO meetings.
3. Agenda items to be addressed by the board shall be given to the president no later than two days prior to any CASLV PTO meetings.
4. Voting:
* Only board members may participate in a formal vote during a PTO board meeting. A majority is necessary for passage.
* When a formal vote is not necessary, a consensus of board members may be taken.
* A quorum for voting purposes is (5) board members. Absentee voting can occur if a board member has a valid excused absence. Votes need to be called prior to or during the vote.

**Article VIII. PTO Board Meetings:**

1. CASLV CH PTO meeting shall take place on the third week of each month, a day needing to be determined by the board via majority vote at the beginning of the school year. This day cannot change until the following year.
2. Specific meetings may be called by the PTO board to address issues that arise, between regular meetings. Notice of these meetings shall be given by phone or email to all PTO members.

 C. PTO will hold a general meeting at least (2) two per calendar school year.

**Article IX. Membership Voting:**

1. Discussion of issues requiring a vote is open to all members present at the PTO meeting.
2. Voting for election of officers shall always be by written ballot unless there is only one nominee for the office to be held. In such case, the President may call for a voice vote to declare the nominee elected by acclamation.

**Article X. Amendments**

Notification regarding proposed amendments to these bylaws will be given to members at least one week prior to the PTO general membership meeting. Passage of amendments shall require 2/3 vote of PTO members present at the meeting.

**Article XI. Dissolution**

If the PTO board determines by a vote that is necessary to dissolve the CASLV PTO CH, after paying all debts, any assets shall be donated to the CASLV Centennial Hills.

**Amendments**

**Amendment I – Death in the immediate family of staff member:**

Death in the immediate family (immediate family includes: parents, siblings, spouses, children, and step children) of a staff member: A card will be presented to the staff member on behalf of the CASLV PTO CH as well as a planter or flower not to exceed $50.00

**Amendment II – PTO Grants:**

CASLV PTO CH will implement a Grant Program to be used by teachers and staff at the Centennial Hills campus. Any wish list items exceeding $50.00 will need to have an Grant application submitted. All grant requests will need to be submitted by the three (3) deadline dates to qualify for their grants. The first date will be September 30th, the second date will be December 30th, and the third date will be March 30th. Teacher or staff members will need to fill out the grant application form and submit it to the administration for review then forwarded to the PTO. PTO will review all applications at their following meeting. CASLV PTO CH will approve grants based on the request type and funds available at that time. Grant program to be implemented at the start of the 2023-2024 school year.

**Amendment III – Funds (A-E):**

1. **Use**: PTO funds shall be used for programs, events/activities, and items that directly benefit the students at the school; with the exception of the annual Teacher appreciation gifts/candy grams and staff holiday gifts.
2. **Income**: all funds raised by the PTO must be documented and submitted to the PTO treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within four days of receipt by the treasurer.
3. **Expenses.** Reimbursements of all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests shall be submitted to the PTO treasurer within 30 days of the incurred expense or by three (3) weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. All receipts must be turned in for any purchases made with the PTO funds (including PTO card). If the receipt is not turned in or is lost, the individual making the purchase is responsible, out of pocket, for the purchases in which a receipt is missing.
4. **Tax Exempt Letter.** Anyone requesting reimbursement must use the PTO Tax Exempt Letter or reimbursement will be total amount minus any taxes paid. If PTO credit card is used without tax exemption, individual making purchase will be responsible for reimbursing PTO any paid tax.
5. **Reporting.** An updated financial report shall be made available at each PTO General Meeting and/or PTO Board meetings. A copy will also be placed in the PTO Binder.