



ARTICLE I - NAME

The organization shall be named Global Paradigm International School Parent-Teacher Organization (PTO); herein referred to as the PTO.

ARTICLE II - MISSION STATEMENT

The PTO is organized for the purpose of supporting and enhancing the educational experiences of the School's students by:

1. providing an organization through which the parents, school, and teachers can work cooperatively; and
2. providing financial support for programs funded outside of the annual school budget; and,
3. providing support and assistance with student-centered extra-curricular activities, events, programs and projects; and,
4. providing an organization through which parents may voice ideas regarding school policy and procedures in pursuit of mission and value.

ARTICLE III - POLICIES

Section 1: The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The policies of the PTO are established to maintain a tax-exempt status.

Section 3: The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO.

Section 4: The PTO may cooperate with other PTOs in other schools, both public and private, that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

Section: Any person volunteering at a PTO event or serving in an official PTO position must have an approved check by the school administration prior to volunteering.

ARTICLE IV - FISCAL YEAR

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.



ARTICLE V - MEMBERSHIP & DUES

Section 1: Membership. Parent or guardian of a student at the School, the Principal, or any teacher currently employed at the School may be invited to become a PTO Member.

Section 2: Each parent member must have met all required financial obligations with the school in conjunction with his or her student's tuition and fees or be in written agreement with the school to meet those obligations. Only members in good standing shall be eligible to vote or to serve as an officer.

Section 3: Vote. Each individual, paying member shall have one vote. Voting may take place by voice or, upon request, by written ballot.

ARTICLE VI - OFFICERS

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer. The position of President, may be a shared position between two individuals, thus acting equally as Co-Presidents.

Section 2: Eligibility. Only Members in good standing shall be eligible to serve in any Officer position.

Section 3: Nominations & Elections. Nominations for Officers' positions shall be submitted at the May PTO meeting by the Nominating Committee (beginning school year 2016-17). At this meeting, additional nominations may also be made by the PTO membership.

Section 4: Term of Service. Voting shall take place by e-ballot after the May PTO meeting when members' names have been submitted in nomination. Officers shall be elected for a term of one calendar year (beginning July 1st and ending on the following June 30th) by the general PTO Membership. An individual may not serve more than two consecutive years as an Officer. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees.

Section 5: In the event the PTO fails to fill all Officer positions at the May PTO meeting, the school may select a parent member to fill the vacant position.

Section 6: All Officers shall act in the best interest of the PTO.

Section 7: Compensation. No Officer shall be compensated by the PTO for their service.

Section 8: Attendance. Each Officer shall attend the Executive Board and monthly PTO meetings.



Section 9: Committee Service. Each Officer is expected to serve on a minimum of one committee.

Section 10: Contracts & Purchases. No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members and without the approval of the school. Any approved purchases must be made within the budgetary restrictions the PTO.

Section 11: Removal from Office. Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

Section 12: Each Officer shall assist in the nomination of incoming Chairpersons of the Standing Committees.

ARTICLE VII - OFFICER DUTIES

Section 1: President

The President(s) shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda.
3. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
4. Represent the PTO at city-wide meetings or other meetings outside of the organization.
5. Assist in the total coordination of all committees and the PTO as a whole.
6. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
7. Authorize checks, notes, etc. in the absence of the Treasurer.
8. Appoint Special Committees as needed.
9. Announce PTO meetings to the School population at least one week in advance of that meeting.

Section 2: Vice President

The Vice President shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Assist the Principal with the preparation and distribution of the School handbook.
3. Research, write, and solicit educational grants.
4. Act as Chairperson of the Fundraising Committee

Section 3: Secretary

The Secretary shall:

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Executive Board and PTO and forward copies to each Executive Board member within two weeks of the recorded meeting.
3. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting
4. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
5. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
6. Hold a copy of the PTO Bylaws, Parliamentary Procedures, and current Membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
7. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.
8. Oversee the Publicity and Web Communication Chair.
9. Coordinate all of the aforementioned with the School's PTO liaison and Head of School.

Section 4: Treasurer

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.
6. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
7. Submit all requested/required financial data relating to PTO operations to the Finance Audit Committee Chair within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the Finance Audit Committee.



ARTICLE VIII - EXECUTIVE BOARD

Section 1: Executive Board. The Executive Board shall consist of the Officers, the School Principal or his designee, a Teacher Representative, and the Chairpersons of any Standing Committees.

Section 2: Principal & Teacher Representative. The Owner or designee, the Principal or designee and the Teacher Representative shall each have one vote. The Principal or designee acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representative acts as liaison between the School teachers and the PTO.

Section 3: Duties. The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings.

ARTICLE IX - MEETINGS

Section 1: Regular Meetings of the PTO - Shall be held monthly, except during July and August, at the School, on a date and time pre-established by the Executive Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

Section 2: Executive Board Meetings - Shall be held no less than quarterly on a date mutually agreed upon by the Officers.

Section 3: Special Meetings of the PTO - May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.

Section 4: Quorum. At least 10% of the PTO Membership shall constitute a quorum. A quorum must be met in order for any vote to take place.

Section 5: The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget..

Section 6: The final PTO meeting shall take place in June, prior to the close of school.



ARTICLE X - FUNDS

Section 1: Use. PTO funds shall be used for programs, events, and items that directly benefit the students of the School; with the exceptions of the annual Teacher Appreciation Luncheon and School Alumni Scholarship award.

Section 2: Income. All funds raised for 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 established through the school's business department within 4 days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer and the school's business office. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail and approved by Executive Board and the school's business. All unused funds must be returned to the PTO Treasurer for deposit into the PTO bank account immediately following the purchase along with receipts for the purchase.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 1 week prior to the vote.

Section 5: Reporting. An updated financial report shall be made available in printed form to each PTO member at each PTO meeting and submitted to the school's business office.

Section 6: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed \$10,000.

ARTICLE XI - COMMITTEES

Section 1: Standing Committees. The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: Fundraising, Enrichment, Social, Hospitality, Nominating, Publicity, Web Communication, Room Parent, Playground, Fifth Grade Activities, and Finance Audit. Additional Special committees may be formed at any time either at the request of the President or by a majority vote of the PTO membership.

Section 2: Chairpersons. Chairpersons of Standing Committees shall be elected annually by the PTO membership. Nominations shall be submitted at the April PTO meeting. Elections shall take



place at the May PTO meeting. An Officer may also act as Chair of up to two Standing Committees.

Section 3: The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Section 4: Committee Members. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 5: Contracts & Purchases. No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members and approval by the school's business office. Any approved purchases must be made within the budgetary restrictions.

Section 6: Term of Service. A person may not serve as the Chairperson of the same committee longer than two (2) consecutive years.

Section 7: Attendance. Committee Chairpersons shall attend Executive Board and monthly PTO meetings to report on the activities of his/her committee.

Section 8: Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

ARTICLE XII - COMMITTEE DUTIES

Section 1: Fundraising Chair

The Fundraising Chair shall:

1. Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.
2. Prepare and execute fundraising projects as approved by the Executive Board.
3. Solicit volunteers to assist with each Fundraiser.
4. Report all Fundraising activities, expenses, and profits at each monthly PTO meeting.
5. Maintain confidential records of all contributions.
6. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
7. Oversee and execute the Savings Programs.

Section 2: Activities Chair

The Social Chair shall:

1. Plan and implement all not-for-profit social activities for School students and their families; including, but not limited to, the Ice Cream Social, Spirit Days, and Student Holiday Workshop.



2. Coordinate a monthly not-for-profit Fun Event for the students.
3. Coordinate after-school programs (i.e. An Introduction to Sign Language; Crafts & More: Lego Engineers; Responsible Babysitting; etc.)

Section 3: Hospitality Chair

The Hospitality Chair shall:

1. Plan and serve refreshments at the monthly PTO meetings and other PTO functions.
2. Coordinate the Teacher Appreciation luncheon, New Parent Breakfast, and Welcome Back Cookout.

Section 4: Publicity Chair

The Publicity Chair shall:

1. Attend School functions and events to take photos and write articles for submission to the local newspaper, School newsletter/publications, and School website.
2. Decorate and maintain the PTO bulletin board in the School lobby to reflect a positive and informative display.
3. Coordinate annual parental consent forms necessary for the publication of student photos.
4. Coordinate and execute the School photo to be taken in September each year.

Section 5: Sports Day Chair

The Field Day Chair shall:

1. Assist the Stage Principal and Gym Teacher with the planning and implementing of the School's annual Sports Day.
2. Purchase student Sports Day t-shirts. Coordinate the decoration of the t-shirts.

Section 6: Web Communication Chair

The Web Communication Chair shall:

1. Work closely with the School IT Department to build and maintain PTO information on school website.
2. Work closely with the Publicity Chair to publicize PTO-related School events on the website.

Section 7: School Grounds Chair

The Chair shall:

1. Research and present playground maintenance and improvement plans to administration.
2. Work closely with the Fundraising Chair to coordinate fundraising for maintenance and improvements of the School's playground equipment and grounds.
3. Work with ART and Maintenance Department to develop action plans implement aesthetic improvements to school grounds.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Section 1: Rules. The rules contained in **Robert's Rules of Order**, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

Section 2: Bylaws Committee. A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTO meeting.

Section 3: Bylaws Amendment. These Bylaws may be amended under the following conditions:

- Either the Bylaws Committee or at least 5 PTO Members shall submit the revision request to the Secretary; and
- At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting; and
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

ARTICLE XIV - DISSOLUTION

Section 1: Dissolution. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
2. the remaining funds be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.