

ACADÉMIE LAFAYETTE

PARENT TEACHER ORGANIZATION BYLAWS

Effective 2019-2020 School Year

MISSION AND OBJECTIVES

The purpose of this organization is to bring together parents to encourage relationships and cooperation within the school community, between parents, students and teachers/staff, so that all work together for the success of our children of Académie Lafayette for the following purposes:

- To facilitate communication between parents, Académie Lafayette administrators, teachers, students and community.
- To support student activities at Académie Lafayette.
- To acquaint new parents and students with Académie Lafayette.
- To use all funds collected for the administration of the organization in the benefit of Académie Lafayette.
- To promote the education, health, safety and general welfare of all Académie Lafayette students.

POLICIES

* The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.

* The organization shall not directly or indirectly participate or intervene on behalf of, or in opposition to, any political campaign or any candidate for public office.

* As an advisory board, we shall work with Académie Lafayette to provide quality education for all the children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal authority to make final decisions are the responsibility of the Executive Board of Académie Lafayette.

MEMBERSHIP

* Any Académie Lafayette household shall be eligible for membership upon enrollment and acceptance within the school. Members are entitled to receive all benefits of the organization. Each individual member of the PTO will have one (1) vote in the organization's elections.

* Membership in this organization shall be without regard to race, gender, color, creed, religion or national origin, sexual orientation, gender identity, socioeconomic class, marital status and disability.

* Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of present membership at a regular meeting where previous notice has been given.

MEETINGS

Meetings shall be held during the months school is in session, as established by the Executive Board of Académie Lafayette PTO. Members will be notified by school communication of the dates and times of the meetings, including any special meetings called by the President or three (3) members of the Executive Board of Académie Lafayette PTO.

Special meetings shall have a minimum of seven (7) days notice given to the membership.

VOTING

Each individual is a PTO member and shall be entitled to one vote on any issue presented at any meeting and put forth by the executive board on an open ballot. There will be one vote per person on the Executive Board of Académie Lafayette PTO to include the EIP chairperson and one teacher, making 13 votes.

Regular business and special business brought before the membership shall be approved by a majority vote of those voting.

Items that must be put forth for voting by parents include, but are not limited to, the following:

- All budget related items
- Elections for the PTO Board
- Changes to existing organizational structure

The 13 members who make up the AL PTO Executive Board will vote on all other items.

AL PTO EXECUTIVE BOARD

- The Executive Board of Académie Lafayette PTO shall consist of thirteen members. Four parent members will be elected from each campus, and one teacher will be elected by his/her peers.
- Once the thirteen have been elected, those members will vote on the officers of their Board. The officer positions are as follows: President, the Vice President of Oak Campus, the Vice President of Cherry Campus, the Vice President of the Armour Campus, the Vice President of Communications, the Secretary, the Treasurer, the Volunteer Coordinator(s), and a Gratitude officer. More than one individual may fill a position and they will serve as co-members, but will only have one vote.
- School board members are not eligible to be on the AL PTO Executive Board coincident with their term on the Board of Education.
- The Student Body President is also welcome to participate on the executive board. The student representatives are non-voting members.
- The Executive Board of Académie Lafayette PTO shall consist of the officers and the Committee Chairperson of Evening in Paris.
- The building principal, head of school, or his/her representative, shall be an ex-officio member of the Executive Board.
- The new members of the Executive Board of Académie Lafayette PTO shall take office on June 1st of the year and will conclude on May 31st of the following year.
- Members of the Executive Board of Académie Lafayette PTO shall serve no more than two (2) consecutive terms in the same office without special approval of the general membership.
- The Executive Board of Académie Lafayette PTO shall have the authority to conduct business and carry out the objectives of the organization.
- Any member of the Executive Board of Académie Lafayette PTO may resign at any time upon written notice to the Académie Lafayette PTO.
- Any vacancy occurring on the Board of Académie Lafayette PTO shall be filled by appointment of the President, or in his/her absence by one of the vice-presidents, with the approval of the Executive Board of Académie Lafayette PTO. In the event that the position of President should become vacant, it shall be filled by one of the vice-presidents with the approval of the Executive Board of Académie Lafayette PTO.
- If a committee needs to be added or deleted, a discussion will be held at a general meeting. A motion will then need to be made and voted on by those thirteen members of the Executive Board.

NOMINATIONS AND ELECTIONS

Prior to the annual meeting in May, any person desiring to hold a position on the Executive Board of Académie Lafayette PTO shall notify the President or Executive Board Member of his/her desire. Call for all interested persons will be put out in March and anyone wishing to be placed on a ballot will need to write a letter to the parents stating their qualifications. The letters will be sent to the parents via email as well as placed in the newsletter no later than April. That nominee's name shall be placed upon a ballot and voted upon by online ballot in May. The person desiring to hold a position on the Executive Board of Académie Lafayette PTO shall be elected to their desired position by a majority vote of the organization by online ballot. In the event a position on the Executive Board of Académie Lafayette PTO is not filled during the annual meeting, the Executive Board of Académie Lafayette PTO may appoint a member of the organization to fill that position.

The Executive Board term shall be for a period of two (2) years and serve no more than two (2) consecutive terms in the same position without special approval of the general membership.

The Executive Board shall consist of four (4) parent representatives from each campus and shall be elected to a two-year term. If a member only wishes to serve one year, or if a seat becomes vacant for any other reason, notification must be given to the other members of the Board by April 1st. Then elections for the month of May can be organized for any open seats. If a term is not fulfilled, then the election taking place will be for the remainder of that term. Online voting will occur if we have an open seat. Elections for the Executive Board of Académie Lafayette PTO will be staggered to ensure there is never an entirely new board. Each year, six of the full 12 seats will be up for election. Elections will take place every year in the month of May with letters from each candidate to be distributed to the parent population in the month prior.

The Committee Chair term shall be for a period of one (1) year. Consecutive terms are permissible.

DUTIES

President(s):

- * Shall direct and coordinate the activities of the organization.
- * Shall preside at all meetings of the Membership and the Executive Board of Académie Lafayette PTO.
- * Shall serve as liaison between this organization, Académie Lafayette, Executive Board of Académie Lafayette and other parent organizations.
- * Shall be responsible for programs presented to the Membership. Shall present reports of vice-presidents who are unable to attend meetings.
- * Shall coordinate announcement of general membership meetings.
- * Shall appoint the chairpersons of standing committees and special committees, subject to ratification of the Executive Board of Académie Lafayette PTO.
- * Shall be an ex-officio (voting) member of all committees except Nominating.
- * Perform such other duties as may be prescribed or assigned to him/her by the organization.

Vice President of Oak Campus:

- * Shall exercise all the power and authority to perform all the duties of the President in his/her absence.
- * Shall collect all committee reports from chairpersons reporting to him/her who are unable to attend general membership meetings.
- * Shall attend and assist in coordination of all General Membership meetings, including arranging for food and beverage for families and babysitters for the children during the two-hour meeting time.

- * Shall assist with communications to Room Parents when necessary.
- * Shall be a conduit between the parent community and the greater school organization.

Vice President of Cherry Campus:

- * Shall exercise all the power and authority to perform all the duties of the President in his/her absence and in the absence of the VP of Oak or as agreed to between the parties.
- * Shall collect all committee reports from chairpersons reporting to him/her who are unable to attend general membership meetings.
- * Shall attend and assist in coordination of all General Membership meetings.
- * Shall coordinate and attend Cherry Playground Mixer(s).
- * Shall be a conduit between the parent community and the greater school organization.

Vice President of Armour Campus:

- * Shall exercise all the power and authority to perform all the duties of the President in his/her absence.
- * Shall collect all committee reports from chairpersons reporting to him/her who are unable to attend general membership meetings.
- * Shall attend and assist in coordination of all General Membership meetings, including arranging for food and beverage for families and babysitters for the children during the two-hour meeting time.
- * Shall assist with communications to Room Parents when necessary.
- * Shall be a conduit between the parent community and the greater school organization.

Vice President of Communications:

- Has primary responsibility for AL PTO communications, including:
 - * developing and submitting newsletter submissions
 - * managing the AL PTO Website
 - * posting updates to the AL PTO Facebook page
 - * creating Facebook events
 - * preparing necessary handouts or additional communication (Meet the Teacher night, etc.)
- Shall attend all General Membership meetings.
- Shall be a conduit between the parent community and the greater school organization.

Secretary:

- * Shall attend and record the minutes of the AL PTO Executive Board and general membership meetings and will make available the said minutes of those meetings through the website.
- * Shall be responsible for recording written correspondence of the AL PTO.
- * Shall record attendance at all meetings.
- * Shall attend all General Membership meetings.
- * Shall be a conduit between the parent community and the greater school organization.

Treasurer:

- Responsible for preparing a preliminary budget for the upcoming fiscal year, presented to the Executive Board at the April meeting. Following all discussion, prepare a final preliminary budget to be presented to the constituency at the May AL PTO membership meeting. Once approved, provide the approved budget to the AL Business Office.
- During the fiscal year, the business office will maintain, in conjunction with the treasurer, a shared Google Sheets file documenting all revenue and expenditures against budget. The Business Office will also provide monthly bank

statement to the treasurer. The Treasurer is responsible for reviewing the shared spreadsheet regularly and addressing any budget deviations, questions or concerns promptly.

- Treasurer is responsible for communicating with the Business Office who has approval to spend AL PTO funds on its behalf. Additionally, Treasurer is responsible for providing budgetary information to those organizing events/spending funds and in return should receive a budget for the specific event from the organizer. Treasurer should maintain regular communication with event organizers to ensure budgetary limits are maintained. All purchase orders must be signed by Jacque Lane, never by a parent volunteer or Executive Board member, and Jacque Lane will seek confirmation of budget compliance from the Treasurer before signing. All expense overages that would result in less than 10% over total budget should be approved by the Treasurer and Jacque Lane prior to being made; any expense overage which would result in greater than 10% over total budget requires approval by the AL PTO President, the campus Vice Presidents, and the Treasurer.

- Treasurer shall attend all Executive Board and general AL PTO membership meetings, to the best of his/her ability. At all meetings, a budget update shall be prepared and presented. Treasurer is also prepared to share budget deviations of note to the Executive Board promptly.

Volunteer Coordinator(s):

- Shall coordinate with the AL PTO President, Head of School, Vice Principals, and teachers regarding volunteer assignments at the school to support student success.
- Shall collaborate with the board members, teachers and administrators to assess and identify how parents/guardians and community members can get more involved at the school as volunteers.
- Shall oversee volunteer recruitment, training/mentoring and assignments for aligned fundraising and FUNdraising responsibilities for each grade. (Cherry Coordinator is responsible for events involving K-3, and the Oak Coordinator is responsible for the events involving 4-8.)
- Shall promote the goals of the organization, encourage membership, and participate in activities as an AL PTO Board member.
- Shall attend all General Membership meetings.
- Shall be a conduit between the parent community and the greater school organization.

Gratitude Officer:

- Shall coordinate and document meaningful demonstrations of gratitude to teachers, staff, parents, students, volunteers and mentors.
- Shall provide templates, examples, and motivation for demonstrating thankfulness and creating a culture of gratitude within the AL community.
- Shall support teacher and staff appreciation events in conjunction with the campus Vice Presidents.
- Shall attend all General Membership meetings.
- Shall be a conduit between the parent community and the greater school organization.

Chairpersons:

- * Shall maintain a notebook outlining duties, expenses and detailed reports.
- * Shall write an annual Event Report and put a copy of it in the notebook as well as give the AL PTO President a copy.
- * Shall pass on notebook to successor at the end of each year or at their desire to leave their chair position.
- * Shall submit a preliminary budget and plan of work for the following year to the President at the Spring budget review meeting.
- * Shall not undertake any committee work without the consent and approval of the Executive Board.
- * Shall attend meetings of the Membership.

BANK ACCOUNT

The AL PTO bank account is held at Country Club Bank with the AL Business Office maintaining control of deposits, transfers, withdrawals, and balancing.

FISCAL YEAR

The fiscal year of the organization shall begin July 1 and end June 30 of the following year.