

BYLAWS OF THE DAVINCI ACADEMY OF ARTS AND SCIENCE PTO

Article I

Name of Organization

The name of this organization is DaVinci Academy of Arts & Science PTO (Parent Teacher Organization). Hereinafter known as DVA PTO.

Article II

Mission

DVA PTO strives to support educational opportunities at DaVinci Academy through volunteer efforts and through fundraising to provide money for needed projects and materials. We will strive to keep open the communication, cooperation and involvement of the community. DVA PTO provides opportunities for parents and staff to be directly involved in issues that affect the success of our school and students. **“Together we teach, we learn, we grow”**.

Article III

Policies

- The DVA PTO shall cooperate with the School Administration and Board.
- The DVA PTO shall not endorse any candidate or local issue.
- The DVA PTO shall sponsor programs, which shall be educational, family friendly and/or community building.
- The DVA PTO shall sponsor fund raising projects and utilize the monies raised to further the objectives of the DVA PTO.
- The DVA PTO shall be non-commercial, non-sectarian, non-partisan and non-profit.

Article IV

Membership

SECTION 1. VOTING MEMBERSHIP Any parent or legal guardian with a child enrolled in DaVinci Academy who is interested in the goals of the DVA PTO and is willing to uphold its policies and procedures may become a voting member of the DVA PTO. In order to vote on policy, procedures, etc., an individual must be present and signed in at the public meeting where a vote is called.

SECTION 2. MEMBERSHIP DUTIES AND RESPONSIBILITIES To support educational opportunities that benefit students at DaVinci Academy of Arts & Science. To act as advisors on pertinent matters to staff on behalf of the general parent population. To evaluate the effectiveness of the DVA PTO and of its various sponsored functions.

Article V

Meetings

- Public meetings shall take place a minimum of eight times per school year.
- Public meetings will be held at DaVinci Academy unless notified of any changes.
- Executive Board meetings may be held off-site at the discretion of the President.
- All meetings shall use Roberts Rules of Order for conducting a productive and organized meeting.
- The Secretary shall record all minutes of all meetings of the membership or Executive Boards.

Article VI

Officers and Responsibilities

SECTION 1 - President - Duties

- a. Preside at all meetings.
- b. Prepare the agenda for the General Membership meetings with the assistance of board and administration.
- c. Present any new business.
- d. Be the official spokesperson for the organization.
- e. Act as custodian of all prior year records of the organization.
- f. Recruit committee chairpersons.
- g. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- h. Create and publish the annual DVA PTO calendar by the first DVA PTO meeting of the school year in conjunction with the other board members and school administration.
- i. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

SECTION 2 - Vice President - Duties

- a. Aid the president.
- b. Perform the duties of the president in the event of that officer's absence or inability to serve.
- c. Act as liaison between committee and project chairs with the Executive Board.
- d. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- e. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

SECTION 3 - Secretary - Duties

- a. Prepare any materials needed for distribution or reference at General Membership meetings.

- b. Take minutes at Executive Board and General Membership meetings.
- c. Finalize minutes, obtain necessary approvals, and post minutes in a timely manner.
- d. Keep the files of communications, papers, and documents belonging to the organization.
- e. Shall deliver to the successor in office, all records in his/her possession by fiscal year end.
- f. Shall submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- g. Shall be primary board member in charge of social media/web presence on behalf of DVA PTO.
- h. Shall act as custodian of all current year records of the organization, including inventory of property, equipment and supplies.

SECTION 4 - Treasurer - Duties

- a. Be custodian of all organization funds, and shall be authorized to disburse funds on behalf of the DVA PTO.
- b. Give written monthly financial reports for approval at General Membership meetings.
- c. Provide a monthly cash-flow report at Executive Board Meetings.
- d. Prepare a year-end financial report by fiscal year end.
- e. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- f. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

Article VII

Standing Committees

The chairperson of an event committee shall submit an event plan to the Executive Board and keep them informed of the activities of his/her committee. Each chairperson shall work within the approved budget and may request additional funds as needed for specific projects. Requests for budget increases will be subject to Executive Board and/or membership vote depending on the dollar amount.

Article VIII

Executive Board

SECTION 1 The Executive Board shall consist of the DVA PTO Officers and may be referred to as "Executive Board" or "Board" in this document. The duties of the Executive Board shall be to transact necessary business between DVA PTO meetings, to approve the plans of work of the standing committees, appoint appropriate committees and to conduct such other business as may be referred to it. Meetings of the Executive Board may be called by the President or a majority of the Board.

SECTION 2 The Executive Board, by the beginning of the school year, shall establish a list of goals to be accomplished during the school year, in conjunction with a budget, and present it at the first DVA PTO public meeting for approval.

SECTION 3 The Executive Board shall meet monthly to review financials per insurance guidelines.

Article IX

Finances

SECTION 1 The DVA PTO shall end the fiscal year with a minimum of 5 percent of the total income for the year-end (or 1000.00).

SECTION 2 The Executive Board is empowered to approve expenditures, up to \$1000 per request, without a vote of the general membership.

SECTION 3 The DVA PTO Executive Board, in conjunction with school administration, shall decide the number of major fundraisers per year. All funds collected will be recorded and delivered to the Treasurer.

SECTION 4 An independent CPA, as appointed by the Executive Board in June, shall review the books and reconcile the bank statements on an annual basis. A report on their findings is to be made by the November DVA PTO meeting after taxes have been filed for the prior year.

SECTION 5 The fiscal year of the DVA PTO shall begin on June 1st and end on the following May 31st.

SECTION 6 The President and Treasurer shall have their names on the checking account and each will be able to write checks and make deposits. Per insurance requirements, a non-named member of the Executive Board shall review and sign off on account statements monthly.

SECTION 7 The DVA PTO shall not make any monetary payments or gifts to the Executive Officers, Committee Chairperson, Committee Members or any other members of the DVA PTO for their volunteer service. Individuals may, however, submit reimbursement requests with proper receipts for expenses incurred for DVA PTO events and business. See section 11 below.

SECTION 8 There shall be no intermixing of the DVA PTO funds with the personal, professional or business accounts of any individual, group or business.

SECTION 9 The net proceeds from any activities or projects are intended to enhance the welfare of all the students of the DaVinci Academy of Arts & Science. Funds will be distributed with the advisement and consent of the members of the DVA PTO.

SECTION 10 Receipts are to be turned in to the Treasurer in order to be reimbursed for all approved expenses.

SECTION 11 The Executive Board shall be prepared and present a budget for the upcoming year. This budget is to be prepared over the summer, at the last meeting for the fiscal year, prior to the start of the new school year. At minimum the budget shall include current balance at the date of the meeting, expected and reasonable expenditures through the remainder of the school year, estimates for fundraising based on past fundraising, and a listing of recommended discretionary expenditures for the next fiscal year.

Article X

Voting

- All **members** of the DVA PTO shall be eligible to participate in the election. Only **members** in attendance shall be allowed to vote.
- A nomination form letter will be made available sent to all parents of DaVinci Academy of Arts & Science in order for them to nominate a person or themselves for election. The candidate for President must serve at least one term on the Executive Board before they can be nominated for President, unless no such individual can be found willing and able.
- The election for each office shall be made by hand written closed ballot unless only one candidate is nominated, in which case a voice vote may be used. A winning office must be obtained by two-thirds vote by voting members in attendance. All voters must be signed into the meeting of the DVA PTO where voting will occur in order to vote.
- Shall an officer resign during their term; they must resign in writing and hand it to the President. The President reserves the right to appoint an officer, with it being approved by the Executive Board, to fill the position for the remainder of the term. If that is not an option, a nomination will take place at the next General Meeting and an immediate vote taken to fill the position.
- Shall the President resign: the Vice President shall assume the responsibility of the DVA PTO President for the remainder of the term. If the Vice President is not interested in remaining President long term, they will only assume the responsibility in the interim until the next monthly meeting where nominations and voting for the position will take place.

Article XI

Property and Supplies

- All property, equipment and supplies of the DVA PTO must be inventoried and kept in a secure location, preferably on school grounds unless no such space can be allocated. Said inventory shall be kept by the secretary and should list where property, equipment and supplies are stored.
- The President and an Administrator of the school shall be in possession of the key to any locked storage area provided by the school.
- All DVA PTO equipment is to be used solely for school events, on school property or field trips. Equipment is not to be removed from school property without consent from an Executive Officer.

Article XII

Dissolution

SHOULD THE DVA PTO BE DISSOLVED FOR ANY REASON, THE FOLLOWING SHALL DICTATE HOW THE REMAINING ASSETS SHOULD BE DISTRIBUTED.

- The Treasurer shall be responsible for ensuring all outstanding debts are paid off and adequate time to clear has passed.
- The Treasurer shall present an inventory of all remaining assets to the Executive Board.
- The DVA PTO shall be dissolved only following a majority vote of the members present at a meeting and publicized for the purpose of dissolution.
- Upon winding up and dissolution of the DVA PTO, after paying debts, the remaining assets shall be donated to the DaVinci Academy of Arts & Science. Activity fund account or a charitable organization to be named at the time of the dissolution meeting.

Article XIII

Amendments

SECTION 1 BYLAW

These Bylaws become effective upon their acceptance by a majority of the membership.

SECTION 2 AMENDMENTS

These Bylaws may be amended by two-thirds vote of the members present at any meeting, providing notice of the proposed amendments was given at the previous regular meeting or communicated to the membership at least two weeks in advance.

President DVA PTO

Date

Vice President DVA PTO

Date