

BYLAWS OF THE SANDIA VIEW CHRISTIAN SCHOOL

PARENT-TEACHER ORGANIZATION

ARTICLE I: NAME

The name of this organization is the Sandia View Christian School Parent-Teacher Organization (PTO).

ARTICLE II: MISSION STATEMENT

The Sandia View Christian School (SVCS) PTO is a nonprofit parent teacher organization whose membership includes all parents, legal guardians and staff at SVCS.

The PTO's mission is to establish a close relationship between home and school by advancing opportunities for all parents to become involved in the SVCS community.

The PTO sponsors assistance to teachers in the classroom setting, raises funds for supplemental educational materials and experiences that are outside the schools operating budget, supports school and family social interaction, and provides a non-biased public forum for sharing information on issues that impact our children.

It is our belief that the team effort of a parent teacher organization offers the best possible learning environment for our children.

ARTICLE III: POLICIES

Section 1: Purpose

The PTO shall be noncommercial, nonpartisan and non-profit.

The PTO 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 a purpose not appropriately related to the promotion and purposes of this PTO.

All funds earned through the PTO by fundraising, donations or grant writing shall be used to enrich, support or promote the academic, social or emotional well being of SVCS students and staff.

Section 2: Request for Funds

Any individual, club or organization requesting money, greater than \$300, from the PTO must make their request in writing. All requests for funds will be reviewed by the PTO executive board based on cost, number of students predicted to benefit from the item of request, and longevity and usage of the item/service. After a request is received and determined by the PTO executive board to be in line with the PTO's mission statement, a vote will be taken of all parents and teachers to determine the outcome of the funding request. The length of time for PTO members to vote shall be one week. PTO members may vote by e-mail or by paper ballot, which will be made available at SVCS. A simple majority is required to pass the funding request.

ARTICLE IV: MEMBERSHIP

The membership of the PTO shall consist of all interested parents/guardians of SVCS students, and all educators and staff of SVCS who subscribe to the objectives and policies of the PTO. Membership in the PTO is available to anyone without regard to race, color, religion, or national origin.

ARTICLE V: COMMITTEES

Section 1: Executive Committee

The Executive Committee is the President, Vice President/President-Elect, Secretary, and Treasurer. The Teacher Liaison and the Principal of the school shall serve as voting members of the Executive Committee.

Section 2: Standing and Special Committees

The Executive Committee shall create committees as are deemed necessary to promote the mission and carry on the work of the PTO. Each chairperson or representative of each committee shall be responsible for carrying out PTO duties. Those failing to meet the qualifications or to fulfill the responsibilities of their positions shall be removed according to the policies of the Executive Board.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1: General Powers

The business and affairs of the PTO shall be managed by its Officers or appointed designee. All Officers shall share substantially in all duties, which must be performed.

Section 2: Number

The number of Officers of the PTO shall be at least Five (5). The Officers of the PTO shall consist of a President, Vice President/President-Elect, Secretary, and Treasurer. A person may not hold more than one office at a time, unless it is deemed necessary to maintain PTO activity and only until the vacant position can be filled.

Section 3: Annual Election

Officers shall be elected near at the start of the school year, usually at the regularly scheduled September meeting. Members shall elect officers by majority vote.

Section 4: Term of Office

Each officer shall hold office for the term for which he/she was elected and until his/her successor is elected. The Officers shall be elected for a one (1) year term and shall be eligible for reelection.

Section 5: Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by a majority vote of the members for the unexpired portion of the term of his/her predecessor.

ARTICLE VII: DUTIES OF THE OFFICERS

Section 1: President

The primary duty of the President shall be to oversee the business and affairs of the PTO and to coordinate PTO activities with the other Officers, special committees/chairpersons, and the Principal of Sandia View Christian School. The President will set the agenda and preside over all regular and special meetings; serve as the liaison to the Principal; and serve as the primary contact of the PTO. The President shall in general perform all duties incident to the office of the Presidency and such other duties as from time to time may be assigned to him/her by a vote of the members.

Section 2: Vice President/President-Elect

The Vice President/President-Elect shall assume the duties of the President in case of vacancy from any cause in that office and shall assume the duties of President for such period(s) as that officer for any reason may be unable to perform his/her official duties. When so acting, the Vice President shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall attend all meetings of the PTO and the Executive Committee and serve as liaison to all standing committees. The Vice President shall in general perform all duties incident to the office of the Vice Presidency and such other duties as from time to time may be assigned to him/her by the president of by vote of the members. At the end of the one-year term the person in this position will begin serving his/her full one-year term as President.

Section 3: Secretary

The Secretary shall attend all meetings of the PTO and Executive Committee; keep the minutes of all regular and special meetings; post a summary of each meeting on the Sandia View Christian School's website, <http://sandiaview.org>, and print the summary, upon request, for all parents/guardians and staff; insure that all notices are duly given in accordance with the provisions of these Bylaws including notifying members of upcoming meetings; be custodian of the records of the PTO, including the Bylaws, agendas, meeting attendance records, meeting minutes and correspondence; maintain a current list of members of the PTO and their contact information; conduct PTO-related correspondence as requested by the President and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the president of by vote of the members.

Section 4: Treasurer

The Treasurer shall attend all meetings of the PTO and Executive Committee; have charge and custody of and be responsible for all monies of the PTO; receive and give receipts for monies due and payable to the PTO; and deposit all such monies in the name of the PTO. He/She shall keep an accurate record of receipts and expenditures, and shall pay out funds as authorized by the PTO; prepare and present an annual budget to the membership for their approval at a designated meeting; present a financial

statement at each business meeting of the PTO and at other times when requested by the organization; make an annual financial report to the PTO which includes gross receipts and disbursements for the year. The Treasurer shall in general perform all duties incident to the Office of the Treasurer and such other duties as from time to time may be assigned to him/her by the president or by vote of the members.

Section 5: Past President

The Past President shall assist and advise the Officers of the PTO as needed in performance of their duties. The Past President will ensure the Bylaws are reviewed every other year and ensure necessary revisions are made as a result of that review.

Section 5: Teacher Liaison

Section 6: All Officers

On the expiration of his/her term or in the case of resignation, all Officers shall turn over to their successor, without delay, all records, books and other materials pertaining to the office or position.

ARTICLE VIII: MEETINGS

Section 1: Regular Meetings

Meetings of the members shall be held seven times a year. The meetings shall be held in September, October, November, January, February, April & May of each year. However, the President may suspend meetings in the event there is no business to conduct. The most convenient times and days for meetings shall be determined at the beginning of each school year and modified as necessary. Currently meetings are held the second Thursday of the month at 6:30 p.m.

Section 2: Special Meetings

Special meeting of the members may be called at the discretion of the President and any two other Officers. Special meetings will be utilized to conduct business of the PTO that must be addressed prior to the next regularly scheduled meeting.

Section 3: Notice of Meetings

A notice will be sent out to all parents/guardians stating the place, day and hour of the meeting. The notice will be given in the most efficient and least expensive manner not less than seven days before the date of the meeting, or an annual schedule of the years' PTO meeting dates will be distributed near the beginning of each school year.

Section 4: Quorum of Members

A quorum shall consist of three (3) members of the Executive Committee. A quorum is required for all financial votes and changes to the bylaws.

Section 5: Conduct of Meetings

A standard agenda will be used for the conduct of all meetings and consist of the following elements:

Introductions of Board Members & new PTO members

Principal's Report

Treasurer's Report

Committee Member's Reports, when applicable

Old Business

New Business

Open Forum, when applicable

Create Next Meeting's Agenda

Closing Prayer/Adjournment

Section 6: Executive Committee Meetings

The Executive Committee shall communicate not less than one week prior to each scheduled PTO meeting to discuss the agenda of the upcoming meeting via email or telephone.

Last Updated: September 26, 2011. Approved by Lynn Kelly (President) & Lisa Lopez (Vice Pres).