

## BYLAWS

### The Keystone Academy Parent Teacher Organization, INC.

#### **Article I Name**

The name of the Organization shall be the Keystone Academy Parent Teacher Organization, also known as TKA PTO.

#### **Article II Mission and Objectives**

*The Mission of the Keystone Academy Parent Teacher Organization is to promote the education and well being of the students, teachers, and families of the Keystone Academy.*

- a) To provide a forum for discussion and foster communication between parents, administrators, educators, and the community.
- b) To sponsor projects and events for the benefit of students at The Keystone Academy.
- c) To raise funds as required providing for all of the above objectives.

#### **Article III Basic Policies**

**Section 1.** The objectives of this parent organization shall be promoted through an educational and social program directed at students, teachers, parents, school administration and the general community. Work shall be accomplished through meetings, event coordination, committees, individual and group volunteering efforts and partnering with businesses, or social agencies.

**Section 2.** This nature and purpose of this organization shall be noncommercial, nonsectarian, and nonpartisan. The name or resources of the organization shall only be used for purposes in support of the school. This organization seeks to be in compliance with all State of Florida and federal rules and regulations pertaining to educational, non-profit organizations.

**Section 3.** This organization does not seek to direct or control the business or mission of the Keystone Academy nor interfere with its policies and operation.

**Section 4.** This organization conducts fundraising activities, recognition programs, educational programs and social events. It disperses funds in support of school activities, programs, technology and events based on student and school needs as identified by our school administration and staff.

#### **Article V Membership**

**Section 1.** Any parent, guardian, or other adult standing in loco parentis for a student at the Keystone Academy may be a member and shall have the right to one vote per household. Any teacher or support staff may be a member and shall have voting rights.

**Section 2.** Yearly Dues will be \$10 per household, or \$5 for teachers and school staff. Dues must be collected at least 7 days before the meeting to be considered a member in good standing with voting rights.

**Section 3.** The membership year will run from August 1<sup>st</sup> through July 31<sup>st</sup> of each year.

**Section 4.** Membership may be revoked at any time for misconduct, theft, or bringing dishonor to the organization.

### **Article VI Officers and Elections**

- a) The Officers of this organization shall be a President, Vice President, Secretary, Treasurer and when applicable the Past Chair.
- b) The Board of Directors will consist of the Officers, the Fundraising Chair, Committee Liaison and an Open Position along with a representative from The Keystone Academy or his/her designee.
- c) Once the PTO Board develops, the Past Chairs will form a Chairman's Circle to provide guidance and insight to the Board as needed and assist in strategic planning.
- d) Any member whose child has spent at least 6 months of the previous school year at The Keystone Academy may be an Officer, but must be a member in good standing as described in Article III, section 2.
- e) All Officers must be in good financial standing with The Keystone Academy.
- f) Officers shall serve a term of 2 year(s) and/or until their successors are elected.
- g) Officers may only serve 2 consecutive terms in office unless no other member in good standing is nominated.
- h) Officers of this organization shall be elected in the following manner:
  - 1. A Nominating Committee shall be formed prior to the March general meeting. The Committee shall consist of 2 parents, 2 teachers, and one neutral school administrator.
  - 2. The nominating committee shall send a nomination form/letter to all PTO members no later than April 15<sup>th</sup> to give them the opportunity to nominate himself/herself or another member as an Officer. The form/letter will have the Election Day listed.
  - 3. All nomination forms must be received by the April general meeting for the nomination to be accepted.
  - 4. The nominating committee shall set an election date that will take place no later than May 15<sup>th</sup>.
  - 5. Votes will be held by sealed ballots and will only be collected by the nominating committee.
  - 6. Each member of the nominating committee will count votes, and the committee must agree on the count before a newly elected officer can be determined. The newly elected officer shall be determined by majority of votes.
  - 7. Elected Officers shall be announced at the May General meeting.
  - 8. Vacancies shall be filled by the appointment of the Board of Directors.
  - 9. Removal from office may occur by a majority vote of The Board of Directors for failure to perform assigned duties, corruption, or any act that brings dishonor to the organization. Removal shall take place after the Board of Directors has met to discuss the problem and all efforts have been made to resolve the problem.

### **Article VII Duties of Officers**

- a) The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees, in order that the objectives and mission may be promoted.
- b) The Vice President shall act as aid to the President and perform the duties of the President in the absence or inability to serve.
- c) The Secretary shall keep a permanent and accurate record at all meetings. He/she shall also keep on file the minutes of all meetings and the bylaws, which will be available to all members upon request.
- d) The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the Bylaws. He/she shall present a financial statement at all meeting and at other times when requested by the Board of Directors, and shall make a full report at the end of the school year.
- e) All officers shall deliver to their successors official materials at the close of their service of office.

### **Article VIII Meetings**

- a) Public meetings will be held on the last Tuesday of every month, with the exception of December, when there will be no public meeting held.
- b) The Board of Directors may change date, and/or time with the proper notice give to members, not to be less than 3 days prior to the new date and/or time.
- c) The Board of Directors can call an emergency meeting as needed with proper notice given to members.
- d) Three (3) members of The Board of Directors present at any meeting shall constitute a quorum for the transaction of business of the organization.

### **Article IX Parliamentary Authority**

- a) The rules of Robert's Rules of Order Newly Revised shall govern The Keystone Academy PTO.

### **Article X Fiscal Year**

- a) The fiscal year of The Keystone Academy PTO shall begin on July 1<sup>st</sup> and end on June 31<sup>st</sup>.

### **Article X Funds/Budget**

- a) Authorized signatures on PTO checks shall include the Treasurer, the President, the Vice President, and the Secretary. The signature on any check cannot be the payee. All checks above \$100 shall require two signatures.
- b) To be reimbursed by the PTO, a reimbursement form along with the receipt must be submitted to the treasurer. If the reimbursement request is not for an item as written in the budget, the expenditure must be approved and signed by two officers and included in the minutes of the PTO board of directors meeting.

- c) All PTO financial information and other pertinent records must be turned over to a new board treasurer within 10 business days from the date of an election meeting. The incoming and outgoing treasurers must make themselves available to sign and record to transfer of bank accounts.
- d) At the end of an event where monies have been collected, at least two PTO members in good standing should count the money and sign and date a cash control slip. The two members shall not be related or reside in the same household. The treasurer will keep one copy of the cash control slip with the deposit slip.
- e) PTO funds should go directly from the school or the site of the event to the bank for deposit. If the bank is not open, monies will be kept in a lockbox with the treasurer until such time that they can be deposited.

**Article XI Amendments**

- a) These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.

**Article XII Dissolution**

Upon dissolution of the organization all remaining funds will be distributed to an agreed upon organization, recognized as exempt under section 501(c)(3) of the Internal Revenue Code to be used exclusively for charitable and educational purposes.

**Article XIII Bylaws**

The bylaws of The Keystone Academy Parent Teacher Organization shall be periodically reviewed. A majority vote by the members of The Board of Directors will constitute their acceptance.

These bylaws are adopted as prescribed on this date

August 10<sup>th</sup>, 2011

\_\_\_\_\_  
Dina B. Parisi, President

\_\_\_\_\_  
Matthew M. Sullivan, Vice President

\_\_\_\_\_  
Mya M. Surrency, Treasurer

\_\_\_\_\_  
Kara M. Golby, Secretary