



Article I – Name

The name of this organization shall be Eagle Ridge Academy Parent Teacher Organization, hereinafter also referred to as “Parent Teacher Organization,” “Eagle Ridge Academy PTO,” or “PTO.”

Article II – Purpose

The Eagle Ridge Academy PTO is organized exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended, including, for such purposes, the making of distributions to organizations that also qualify as Section 501(c)(3) exempt organizations. To this end, *the Eagle Ridge Academy Parent Teacher Organization shall strive to strengthen our children’s education and development through the collaborative effort of parents, teachers and administrators to:*

1. *Foster communication and a sense of community among parents, students, teachers, and administrators;*
2. *Promote volunteer programs and resources for Eagle Ridge Academy; 3. Provide support for Eagle Ridge Academy teachers, students and staff; and,*
4. *Raise funds as required to provide for all of the above objectives.*

All funds, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.

Article III – Membership

- 3.1 **Membership Structure.** All parents and guardians of Eagle Ridge Academy students and teachers and administrative staff of Eagle Ridge Academy are eligible for membership in the Parent Teacher Organization. Meeting attendance is not a requirement for membership.
- 3.2 **Non-Discriminatory Membership.** Membership in the Parent Teacher Organization will be available regardless of race, color, creed, national origin or gender to all people.
- 3.3 **Membership Fees.** An annual contribution may be requested from members. Membership fees will be determined by the Parent Teacher Organization’s Executive Board at the first Executive Board meeting following their election at the annual election meeting.
- 3.4 **Membership Year.** The membership year will correspond with the school year.
- 3.5 **Voting Eligibility.** Any member is eligible to vote on any motion at the general meetings of the PTO. All Members have the opportunity to make motions, debate, vote, serve on committees,



and run for office. Making motions, debating, and voting are limited to members who are present at the meetings, with the exception of voting during annual or special elections as described in Article VII.

- 3.6 Resignation.** Any member may withdraw from the Parent Teacher Organization after giving written or verbal notice of such intention to the President or to another officer of the PTO. There shall be no refund of annual family contributions if a member leaves the PTO or withdraws from Eagle Ridge Academy.

Article IV – Policies

- 4.1 Non-partisan.** The Eagle Ridge Academy Parent Teacher Organization shall be noncommercial, non-sectarian, non-partisan and non-political and will not endorse a commercial enterprise or candidate.
- 4.2 No Direction Over School.** The PTO will seek neither to direct the administrative activities of the school nor to control its policies.
- 4.3 Cooperation with Other Organizations.** The PTO may cooperate with all other organizations that support Eagle Ridge Academy with similar interests.
- 4.4 Funds Benefit Students.** The PTO funds will not be used for any items, programs or events that do not directly benefit the Eagle Ridge Academy community or supporting PTO infrastructure.
- 4.5 Special Monetary Requests.** Special monetary requests for non-budgeted items must be submitted to the Executive Board of the PTO for discussion at an Executive Board Meeting. Approval of the request will be made by majority vote of the Executive Board.
- 4.6 Tax-Exempt Status.** The Eagle Ridge Academy PTO will only take part in those activities that are permitted of an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.
- 4.7 Dissolution.** Upon dissolution of this PTO, after paying or adequately providing for, the debts and obligations of the PTO, the remaining assets shall be contributed to Eagle Ridge Academy to be used for the benefit of Eagle Ridge Academy students. If Eagle Ridge Academy is no longer in operation, the funds shall be distributed to another nonprofit fund, foundation or organization, which has established their tax exempt status under Section 501(c)(3).



Article V - Accounting Procedures

- 5.1 Fiscal Year.** The Eagle Ridge Academy PTO Fiscal Year begins July 1st and ends June 30th. This creates a clear cut-off from one school year to the next. Each Year will coincide with the Treasurer's term of office and each Year-end Financial Statement will be the work of one Treasurer (provided the elected Treasurer serves the full term).
- 5.2 Budget.** The Incumbent Executive Board shall prepare a budget of anticipated revenue and expenses for the upcoming year. The budget must be presented to the membership and approved by a majority vote by July 1. This budget shall be used to guide the activities of the Executive Board during the year. Any substantial deviation from the budget must be approved in advance by a majority vote of the membership at a general meeting. A substantial deviation is any difference greater than \$50.00 from budgeted expenses or allocation of revenues.
- 5.3 Designated Funds.** The assignment of proceeds from specific fundraisers or other revenue sources toward a specific purpose can be authorized by majority vote of members present at a general meeting, assuming a quorum. Any money put into a designated fund shall only be used for that purpose and shall be carried forward to future budgets until that purpose is fulfilled. A majority vote of members present at a general meeting, assuming a quorum, is required to confirm the fulfillment of a designated fund's purpose and to authorize the use of any remaining money toward another fund or activity.
- 5.4 Obligations.** The Executive Board may authorize any officer to enter into contracts or agreements for the purchase of materials or service on behalf of the PTO. The officers shall not have the authority, however, to enter into such agreements on behalf of the school or the Board of Directors of Eagle Ridge Academy.
- 5.5 Loans.** No loans shall be made by the Eagle Ridge Academy PTO to its officers or members.
- 5.6 Commercial Paper.** The Treasurer or Vice-President shall sign all checks, drafts, or other orders for the payment of money on behalf of the Eagle Ridge Academy PTO.
- 5.7 Bank Deposits.** The Treasurer shall deposit all funds of the Eagle Ridge Academy PTO to the credit of the PTO in such banks, trust companies or other depositories as the Executive Board may select and shall make such disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days of the receipt of the funds and/or orders of payment.
- 5.8 Capital Expenses.** Any expenditure over \$50.00 for fixed assets or enhancements must be approved by a majority vote of the membership at a general meeting.



- 5.9 Financial Report.** The Treasurer shall present a financial report at each General PTO meeting and shall prepare a final report at the close of the school year. The Executive Board shall have the report and the accounts examined annually by an auditor or an informal audit committee.
- 5.10 Reimbursement.** Reimbursement for all expenses will be made only after receipts for expenditures have been submitted. Such receipts shall be submitted to the PTO Treasurer within thirty (30) days of when the expense was incurred or the related event took place. Requests made without paper receipts will not be processed for reimbursement. Expenses will be handled on a reimbursement basis only; no cash advances will be given.
- 5.11 Deposit Guidelines.** All monies raised for the Eagle Ridge Academy PTO must be documented and submitted to the PTO Treasurer within ten (10) business days of completion of the fundraiser.

Article VI – Officers

- 6.1 Qualifications.** An officer must be a member of the Parent Teacher Organization must have a child currently enrolled in Eagle Ridge Academy or must be a member of Eagle Ridge Academy staff.
- 6.2 Single Office.** No officer shall hold more than one Officer position at a time and no officer shall serve for more than two full consecutive terms, as defined in Article VII. An officer may continue in their position for one year after their term expires, if a replacement cannot be found.
- 6.3 Executive Board.** The Executive Board of the Eagle Ridge Academy Parent Teacher Organization will consist of: President, Vice-President, Secretary, Corresponding Secretary, Treasurer, Volunteer Coordinator, and a Teacher/Staff Liaison. Any of the offices can be co-chaired.

Article VII - Election of Officers

- 7.1 Election Announcement.** All board positions are open for election each year and shall be announced during the March General PTO Meeting. This election and any special election shall also be announced in the newsletter at least seven (7) days prior to voting.



- 7.2 Nominations.** Nominations should be forwarded to the Executive Board via email, PTO mailbox at Eagle Ridge Academy, or a phone call to any current Executive Board member at least ten (10) days prior to the election meeting.
- 7.3 Election Ballots.** An election ballot will be developed to include nominations for each board position. Nominees will be notified and may decline his/her nomination and will be removed from the ballot.
- 7.4 List of Candidates.** The current PTO board will provide a written list of candidates to the members at least five (5) days before the election meeting. Ballots will be available at Eagle Ridge Academy and on the website at least five (5) days before the election meeting.
- 7.5 Election Ballot Submission.** Completed ballots may be submitted to the PTO mailbox at Eagle Ridge Academy or the ballot may be completed at the election meeting. Each member may submit only one ballot. To be accepted, the ballot must be submitted in an envelope with the voting member's name written on the outside. The Secretary shall record the names on all envelopes submitted and discard the envelopes before opening and counting the ballots.
- 7.6 Election Meeting.** The elections will be held at the April Meeting. Voting shall be done by written ballot. The person receiving the majority of votes for each position will become the next year's officer in that position. In the case of a tie, the Executive Board will cast the deciding vote.
- 7.7 Terms.** An officer's service date corresponds directly with the fiscal year of the Eagle Ridge Academy as defined in Article V. A term is defined as one fiscal year. The Executive Board Elects will begin shadowing Incumbent Executive Board members for transition upon election.
- 7.8 Vacancies.** A vacancy occurring on the PTO Executive Board can be filled for the unexpired term by an Organization member through appointment by the President. If a vacancy occurs in the office of the President, the Vice-President shall fill the position for the unexpired term. If the Vice-President is unwilling or unable to serve for any reason, the PTO Executive Board shall announce and conduct a special election following the bylaws for elections in Article VII – Election of Officers.

Article VIII - Officers' Duties

- 8.1 General.** Executive Board members should not be a sole chairperson on any committee. Officers shall attend the Executive Board and PTO General meetings. All officers shall:
- a) Perform the duties listed in these bylaws, as well as any other duties delegated to her or him by the President of the Executive Board;



Parent Teacher Organization
OF
EAGLE RIDGE
ACADEMY

BYLAWS

Amended at the meeting of ERA PTO held on
03/13/2014 at which a quorum was present.
Attest: Lisa Eastlack, Secretary

- b) Turn over to the President, without delay, all records, books, and any materials pertaining to the position in the event of resignation, or termination. All funds and financial records or documents belonging to the PTO shall be turned over to the Treasurer without delay; and
- c) At the completion of their term, turn over to the incoming President, all records, books, and any other materials pertaining to the office or belonging to the PTO. All funds and financial documents or records pertaining to the office and/or belonging to the PTO should be turned over to the incoming Treasurer.
- d) A separate Executive Board meeting of Incumbents and Board-Elects must be scheduled prior to the end of April to begin transition, including materials, setting the calendar, and setting the budget for the following year. Any addition about setting the dates for the next year's calendar as this year's boards responsibility
 - a) Vote on March 27th.

8.2 President. The President will:

- a) Preside at all Board, General and Special meetings;
- b) Cooperate with the Director of Eagle Ridge Academy and the school's Board of Directors to maintain a supportive relationship between the school and the PTO;
- c) Guide the group in compliance with and pursuit of its mission and goals;
- d) Appoint special committees when needed;
- e) Provide a summary year-end report of his/her year in office to give the new President.

8.3 Vice-President. The Vice-President will:

- a) Act as an aide to the President, upon request, and assume the duties of the President during his/her absence;
- b) Preside over the membership enrollment, including conducting an active membership campaign throughout the school year;
- c) Sign checks on behalf of the PTO in the absence of the Treasurer;
- d) Provide an inventory of and access to PTO-owned items.
- e) Provide a written year-end report to the new Vice-President.

8.4 Secretary. The Secretary will:

- a) Record in written form all business transacted at each meeting of the PTO;
- b) Submit a copy of the minutes to all officers prior to the next meeting;
- c) Present the minutes for approval at the General meetings;
- d) Keep attendance records for all meetings;
- e) Notify PTO members of special meetings called by the Board at least seven (7) days prior to such meetings;
- f) Provide a written year-end report to the new Secretary;
- g) Maintain email contact with parents and staff.



8.5 Treasurer. The Treasurer will:

- a) Handle all funds of the PTO and will give a financial report of the collections and expenditures and call attention to any unusual items at each General and Board meeting;
- b) Provide a written Year-to-Date and annual financial statement at each PTO general meeting;
- c) Sign all checks on behalf of the PTO;
- d) Maintain an accurate account of all receipts, disbursements and other pertinent financial information as it pertains to events and purchases sponsored by the PTO;
- e) Disburse funds approved by the Board. All members of the Board must be notified of requests for reimbursement of non-budgeted items up to \$50.00 without membership approval. A majority of the Board must approve the purchase;
- f) File required tax forms by the end of the fiscal year;
- g) Provide a written year-end report to the new Treasurer.

8.6 Corresponding Secretary. The Corresponding Secretary will:

- a) Assist the Secretary in preparation of any correspondence and publicity for the organization as needed, including meeting announcements, updates, website updates, and periodic newsletters;
- b) Conduct the fall PTO Drive;
- c) Prepare the Family/School Directory;
- d) Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

8.7 Volunteer Coordinator. The Volunteer Coordinator will:

- a) Develop and maintain a list of volunteers compiled from a PTO questionnaire sent out at the beginning of the school year;
- b) Work with school staff to upload family information into a Volunteer database;
- c) Disperse volunteer lists to appropriate committee chairs;
- d) Recruit chairs and volunteers as needed for the PTO committees and events;
- e) Maintain updated list of committees and coordinator positions and responsibilities related to each;
- f) Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

8.8 Teacher Liaison. The Teacher Liaison (a current Eagle Ridge Faculty member) will:

- a) Attend or send a representative to all general membership PTO meetings;
- b) Act as advisor and liaison between faculty/staff and the PTO;
- c) Help maintain open lines of communication between parents and teachers;
- d) Help coordinate PTO-sponsored activities in the classroom;
- e) Report on current Teacher activities within Eagle Ridge Academy;
- f) Report to teachers on PTO activities.



Article IX - Non-Officer Positions

- 9.1 General.** There shall be other positions designated by the Executive Board that will support the purpose of the PTO in specific ways. These persons will not be elected and will not be required to attend Board meetings.
- 9.2 Fundraising Coordinator.** The Fundraising Coordinator(s), if any, will:
- a) Advertise and promote the fundraising efforts approved by the Executive Board of the PTO;
 - b) Ensure that fundraising activities comply with the purpose, goals and bylaws of the PTO;
 - c) Inform the Executive Board at least monthly of current fundraising activities;
 - d) Attend or send a representative to all general PTO meetings in which fundraising activities will be discussed.

Article X – Meetings

- 10.1 General Meetings.** General Meetings of the Eagle Ridge Academy PTO will be held quarterly at a minimum; the days and times will be determined by the Executive Board prior to the upcoming school year and announced to the membership at least seven (7) days prior to the meeting.
- 10.2 Special Meetings.** Special PTO Meetings may be called by the Executive Board. The membership of the PTO will be informed of time and place via notification in electronic form at least seven (7) days prior to the meeting.
- 10.3 Executive Board Meetings.** Executive Board Meetings shall be held as determined necessary by the Executive Board. Summer meetings will be held at the discretion of the Executive Board. Board meetings are open to the public and shall be announced to the membership at least seven (7) days prior to the meeting.
- 10.4 Quorum.** Two Executive Board members plus one general PTO member present shall constitute a quorum in a general meeting. Three Executive Board members shall constitute a quorum in an Executive Board meeting.
- 10.5 Voting.** A majority vote of the members present, assuming a quorum, shall be required for all action to be taken by the PTO. Making motions, debating, and voting are limited to members



Parent Teacher Organization
OF
EAGLE RIDGE
ACADEMY

BYLAWS

Amended at the meeting of ERA PTO held on
03/13/2014 at which a quorum was present.
Attest: Lisa Eastlack, Secretary

who are present at the meetings, with the exception of voting during annual or special elections as described in Article VII.

Article XI – Committees

Committees may be established by the Executive Board as required to promote the objectives and plan the activities of the PTO.

Article XII – Amendments

The bylaws may be amended or changed by a vote of the majority present at any General meeting of the Eagle Ridge Academy Parent Teacher Organization, assuming a quorum. The amendment must be submitted in writing to the general membership ten (10) days prior to the vote.