

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,” “ERA 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, teachers, and administrative staff of Eagle Ridge Academy are members of the PTO. Meeting attendance is not a requirement for membership.

3.2 Non-Discriminatory Membership. Membership in the PTO 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, but it is not required to be a member. 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 fiscal year (July 1- June 30).

3.5 Voting Eligibility. Any member is eligible to vote on any motion at the general meetings of the PTO. All Members can 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. Motions must follow parliamentary procedures. Voting by proxy is prohibited.

3.6 Resignation. Any member may withdraw from the PTO 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 ERA 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 Board Insurance. The ERA PTO will hold its own board insurance.

4.8 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-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 during the first July meeting. This budget shall be used to guide the activities of the Executive Board during the year. Any substantial deviation in excess 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 8% from budgeted expenses or allocation of revenues.

5.3 Obligations. The Executive Board may authorize any elected 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.

5.4 Loans. No loans shall be made by the Eagle Ridge Academy PTO to its officers or members.

5.5 Commercial Paper. The Treasurer, Vice-President or President shall sign all checks, drafts, or other orders for the payment of money on behalf of the Eagle Ridge Academy PTO.

5.6 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.

5.7 Capital Expenses. Any expenditure over \$500.00 for fixed assets or enhancements must be approved by a majority vote of the membership at a general meeting.

5.8 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 informal audit committee.

5.9 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 without receipts will not be processed for reimbursement. Expenses will be handled on a reimbursement basis only; no cash advances will be given.

5.10 Deposit Guidelines. All monies raised for the ERA 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 elected officer must be a member of the PTO. An elected officer must have a child currently enrolled in Eagle Ridge Academy or must be a member of Eagle Ridge Academy staff or an ERA teacher.

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 cochaired.

Article VII - Election of Officers

7.1 Election Announcement. All board positions that have completed their term and are open for election shall be announced during the March General PTO Meeting. Open positions will also be announced to the general membership via electronic communication within 7 days of the completion of the March General meeting.

7.2 Nominations. Nominations for open elected positions should be forwarded to the Executive Board via electronic methods at least ten (10) days prior to the April election meeting.

7.3 Election Ballots. An election ballot will be developed to include nominations for each open 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 via electronic methods to the members at least five (5) days before the April general election meeting.

7.5 Election Ballot Submission. Voting can only be completed at the election meeting. Each member may submit only one ballot and all ballots must be submitted in person. All written ballots must be received by the end of the April general meeting. The Secretary shall count all the ballots received during the April meeting.

7.6 Election Meeting. The elections will be held at the April Meeting. Voting for open positions shall be done by written ballot. The person receiving the majority of votes for each open elected position will become the next term'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 PTO as defined in Article V. A term is defined as two fiscal years for the President, Vice-president, Secretary, and Treasurer. The positions of President and Secretary will be up for election every odd year. The Vice-President and Treasurer positions will be up for election every even year. The Corresponding Secretary, Teacher/Staff Liaison and Volunteer Coordinator will have terms 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 a PTO 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, and a new Vice-President will be elected. If the Vice-President is unwilling or unable to serve for any reason, the PTO Executive Board shall announce and conduct a special election.

7.9 Special Elections. If necessary, a special election can be called during the term to fill the vacancy of President or Vice-President. The open office will be announced immediately via electronic message to the general membership. Nominations for a special election will be accepted up to five (5) days before the next scheduled general meeting. The vote for President or Vice-President will be done at the next scheduled general meeting, all voting must be done in person. The secretary will tally the written votes.

Article VIII - Officers' Duties

8.1 General. 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;
- 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, including electronic folders belonging to the PTO shall be turned over to the Treasurer without delay.

- 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, electronic or otherwise, 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 term.
- e) Any PTO member (executive board or general member) who has access to the ERA PTO bank account will need to pass a background check. The background check will be conducted by Eagle Ridge Academy.

8.2 President. The President will:

- a) Preside at all Board, General and Special meetings;
- b) Cooperate with the Eagle Ridge Academy liaisons;
- c) to maintain a supportive relationship between the school and the PTO;
- d) Guide the group in compliance with and pursuit of its mission and goals;
- e) Appoint special committees when needed;
- f) Sign checks on behalf of the PTO in the absence of the Treasurer, when needed;
- g) Provide a written term-end report.

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) Provide a written term-end report.

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, minutes will be available electronically on the ERA PTO website;
- d) Keep attendance records for all meetings;
- e) Provide a written term-end report.

8.5 Treasurer. The Treasurer will:

- a) Handle all funds of the PTO and give a financial report of the collections and expenditures and call attention to any unusual items at each General and Board meeting;
- a) Provide a written Year-to-Date and annual financial statement at each PTO general meeting;
- b) Sign checks on behalf of the PTO;
- c) Maintain an accurate account of all receipts, disbursements and other pertinent financial information as it pertains to events and purchases sponsored by the PTO;
- f) Disburse funds approved by the Board, following the policies outlined herein;
- g) File required tax forms by the end of the fiscal year;

- h) Provide a written term-end report.

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;
- a) Maintain written contact with parents and staff;
- b) Provide a written term-end report.

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) Disperse volunteer lists to appropriate committee chairs;
- c) Recruit chairs and volunteers as needed for the PTO committees and events;
- d) Maintain updated list of committees and coordinator positions and responsibilities related to each;
- e) Provide a written term-end report.

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

- a) Act as advisor and liaison between faculty/staff and the PTO;
- b) Help maintain open lines of communication between parents and teachers;
- c) Report on current Teacher/Staff activities within Eagle Ridge Academy;

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 PTO Annual family contribution and Teacher Appreciation 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 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. Four 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 who are present at the meetings. Voting by proxy is prohibited. A standing rule may be implemented to limit the amount of time spent on each motion.

Article XI – Committees

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

Article XII – Amendments

11.1 Bylaw review. Bylaws will be reviewed at the beginning of each President's term to determine if changes or amendments are necessary. If changes are needed, the President will appoint a bylaws committee.

11.2 Bylaw Change. 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 seven (7) days prior to the vote.