

**Bylaws**  
**of**  
**Bear Creek Community Charter School's**  
**Parent Teacher Organization**

- I. **NAME**: The name of the organization shall be the Bear Creek Community Charter School Parent Teacher Organization, also referred to as "BCCCS PTO".
  
- II. **PURPOSE**: The primary purpose of this organization is to support the academic and intellectual growth of our children. We will work together as a group to foster a spirit of cooperation and communication between parents, school administrators and the teachers. It is our goal to continually improve and expand the opportunities for our children to have educational, cultural as well as recreational experiences that would complement activities provided for in the school corporation's budget. We will raise funds through donations, contributions and school sponsored events to facilitate the implementation of new programs and activities. We will promote and support the school as well as a sense of pride and enthusiasm as we strive to develop an interactive relationship between BCCCS and its community.
  
- III. **MEMBERSHIP**
  - A. **Eligibility**: Membership in the BCCCS PTO is open to all regardless of race, color, creed, or national origin.

Membership is limited to all parents or guardians of students in the BCCCS and members of the professional staff currently employed by BCCCS.

All eligible persons who wish to become members of the BCCCS PTO are required to complete an enrollment form. Enrollment forms will be distributed at the beginning of each academic year, accompanied by a letter of encouragement for families to join the BCCCS PTO. Eligible persons may enroll at any time during the academic year and enrollment will be valid until the end of the academic year.

Membership of any one parent or guardian automatically includes membership of that person's spouse/partner.

Each active member, defined as those current in the payment of annual dues, has one vote. These active members have the right to vote on all issues before the membership, to elect officers, and to hold office.

- B. **Annual Dues**: Suggested annual dues will be \$5.00.

#### IV. MEETINGS

##### A. General Membership Meetings

A regular meeting of the organization shall be held monthly, September through June, with the President preparing and posting the agenda prior to the meeting. The May meeting shall be the annual meeting at which officers will be elected. If any meeting is scheduled on a night there is an unscheduled school closing, that meeting will be postponed or cancelled.

The privileged of holding office, introducing motions, debating and voting shall be limited to members of the organization with one vote per member.

A majority vote of the members present at any meeting shall be required for any action to be taken by the organization.

The Chief Executive Officers and the Board of Trustees will be extended an open invitation to attend all General Membership meetings acting as a liaison for the purpose of ensuring that the decisions made by the organization complement the rules and regulations set forth by the Board of Trustees.

The minutes of all General Membership meetings must be made available to the general members of the organization at the earliest subsequent General Membership meeting.

##### B. Executive Board Meetings

Regular meetings of the Executive Board shall be held a minimum of four times per year. The exact date of these meetings will be voted upon by the Executive Board.

A majority of the Executive Board members shall be present in order to transact business.

##### C. Special Meetings

Additional Special Meetings of the organization may be called, either by vote of the Executive Board or by petition of a majority of the general members. The time and place of all special meetings shall be announced at least seven days prior to the meeting.

A majority vote of the voting members present at any meeting shall be required for all action to be taken by the organization.

The minutes of all Special Meetings must be made available to the general members at the earliest subsequent General Membership Meeting.

The Chief Executive Officer of Bear Creek Community Charter School is extended an open invitation to attend all Special Meetings acting as a liaison for the purpose of ensuring that the decisions made by the organization complement the rules and regulations set forth by the Board of Trustees.

- D. Quorum: Those people present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to vote and take action on behalf of the organization.

V. OFFICERS

- A. President: The President shall be the principle executive officer of the organization and preside at all meetings of the organization and of the Executive Committee; shall in general supervise and control all the activities of the organization, and shall coordinate the work of the officers and the committees of the organization in order that the objectives are met. The President will be the primary contact for the Chief Executive Officer and/or school administration, shall plan all General Meeting agendas prior to each meeting, and shall appoint the chairpersons of all standing and special committees.
- B. Vice-President: The Vice-President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Committee. The Vice-President shall set the expectations for committee chairs and oversee the progress of each committee. The Vice-President shall oversee membership, and receive/maintain an accurate list of voting members.
- C. Secretary: The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the meetings, conduct correspondence, and maintain the official record of the proceedings and actions of the organization.
- D. Treasurer: The Treasurer shall be a member of the Executive Committee. 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 approval of the executive committee. He/she shall present a financial statement at every meeting of the organization. The Treasurer shall be responsible to ensure that the annual tax filings are completed. He/she shall collect all membership dues as established by the organization and shall certify an accurate list of voting members to the Vice-President.

VI. ELECTIONS:

- A. Officers: The officers of this organization shall be President, Vice-President, Secretary, and Treasurer.
- B. Procedure

The election of the officers shall take place during the May General Membership meeting of each year. All voting members of the organization may participate in the election. The Nominating Committee shall present all eligible nominees for election in the April General Membership meeting, at which time further nomination may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

C. Term of Office

The term of each office shall be one year, beginning on July 1<sup>st</sup>, and ending on June 30<sup>th</sup> of each year. No officer shall serve for more than two consecutive terms. One that has served more than one-half of a term shall be considered as having served that term.

D. Nominating Committee

The Nominating Committee shall consist of at least three PTO members, appointed by the Executive Board. Members of this committee shall not be barred from becoming nominees for office. The committee shall elect its own chairperson. The nominating committee shall distribute nomination forms to all parents to be sent home in their students' communications folders, and establish an ending date for submitted forms. They shall verify that those nominated have each signified their consent to serve. The Nominating Committee shall report all eligible nominees at the April General Membership Meeting, at which time additional nominations may be made from the floor. Any member being nominated from the floor must be present at that meeting.

E. Vacancies

In case of a vacancy occurring in any office, the Executive Committee shall fill the office with an eligible member by a majority vote. In case of a vacancy in the office of President, the Vice-President shall become President, and notice will be given for election of a new Vice-President.

VII. EXECUTIVE COMMITTEE

A. Members

The executive committee shall consist of the officers of the organization and the chairpersons of standing committees. The chairpersons of the standing committees shall be selected by the President of the organization.

B. Duties

1. To transact necessary business in the intervals between organization meeting and such other business as may be referred to it by the organization.
2. To create standing and special committees.
3. To approve the plans of work of the standing and special committees.
4. To prepare and submit to the organization for adoption a budget for the fiscal year.
5. To approve routine bills within the limits of the budget.
6. To approve expenditures of funds not to exceed \$200.00 per project without approval of the membership.

C. Meetings:

Regular meetings of the executive committee shall be held during the year, the time to be fixed by the committee at its first meeting of the year. Special meetings of the executive committee may be called by the president or by a majority of the members of the committee with at least seven days notice being given. The BCCCS CEO is extended an open invitation to attend all executive board meetings in the capacity of a liaison for the purpose of clarification as to the rules and regulations set forth by the Board of Trustees.

D. Quorum: A majority of the executive committee members shall constitute a quorum.

VIII. STANDING AND SPECIAL COMMITTEES

A. Standing Committees: Standing Committees are those that occur throughout the year, and prove essential to the successful operation of the organization.

1. The Executive Committee may establish such Standing Committees as it deems necessary to promote the objectives and carry on the work of the organization.
2. The President shall appoint Chairpersons of all Standing Committees with the majority of the Executive Committee approval.
3. The Chairpersons of all Standing Committees shall serve as ex-officio members of the Executive Committee.
4. Only voting members may serve as Chairpersons. The Chairpersons of each committee shall recruit the members for his or her committee.
5. The Chairperson shall report the plans and activities of the committee to the executive committee, which must approve all such reports.
6. Chairpersons of all committees are to maintain organized files which include a record of the activities of the committee and shall give this file to the incoming chairperson and explain the duties of the committee and chairperson.

B. Special Committees: Special Committees are those created by the Executive Committee for a specific time or task as needed, and shall cease to exist when that time or task has been completed.

1. The President shall appoint the Chairpersons of all Special Committees.
2. Only voting members may serve as Chairpersons.
3. The Chairpersons shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.
4. The Chairpersons of all committees are to maintain organized files which include a record of all activities of the committee and shall give this file to the President upon completion and dissolution of the task and committee.

## IX. FINANCES

- A. Fiscal Year: The fiscal year of the PTO shall be from July 1<sup>st</sup> through June 30<sup>th</sup>
- B. Signatories: The President, Vice-President, Treasurer and Secretary shall be authorized to sign checks. All checks require at least two signatures. Signatories shall not be related by blood or marriage.
- C. Audit: The President shall reserve the right to request an audit of all books, records and related financial information. The following format shall be adhered to:
  - 1. The President shall request volunteers to form an audit committee of three to five persons. Check signatories may not serve on the audit committee.
  - 2. The audit committee shall prepare an audit of all financial affairs of the organization with the help of the Treasurer, who should make all books and records available to them.
  - 3. The audit committee shall prepare a written report to be presented to the membership upon completion of their review.

### D. Financial Accounting

The Treasurer shall be responsible for all monies of the PTO and shall keep accurate records in a form consistent with the by-laws. Within 7 days of receipt, the Treasurer shall deposit all monies of the PTO in a responsible banking institution approved by the Executive Committee. All records of the PTO (including checkbooks, ledgers, cancelled checks, invoices, receipts, etc.) shall be maintained and secured by the Treasurer.

## X. MEMBERSHIP DUES

### A. Amount

The organization shall authorize and collect membership dues to be used for the operation of the organization. Any change in the amount of the dues shall be approved by a vote of the General Membership.

### B. Financial Hardship

No regular member shall be denied the right to participate in the activities of the organization or to become a voting member due to financial hardship. The Executive Committee shall establish a procedure for alternative payments or waivers to insure compliance with this policy.