

**Arabic Immersion Magnet School (AIMS)  
Parent – Teacher Organization**

**Bylaws**

**Article I: Name**

The name of this organization is the AIMS Parent Teacher Organization, Inc. (“PTO”). It shall have no affiliation with any state or national organization with similar objectives.

**Article II: Purpose**

Section A. The purpose of the organization shall be to enhance and support the unique learning environment at the Arabic Immersion Magnet School and to create open, close communication between the school and home. The PTO especially strives to support the teachers and administration in creating a positive, enriching environment for all students at the school through volunteer and financial support.

Section B. This organization is organized and shall be operated exclusively for charitable, scientific, literary and educational purposes as defined in section 501(C)(3) of the Internal Revenue Code of 1986, or corresponding provision hereafter in effect.

**Article III: Policies**

Section A. This organization will cooperate with the faculty and administration to support Arabic Immersion Magnet School and shall not seek to direct the administrative activities of the school.

Section B. This organization shall be non-commercial, nonsectarian and nonpartisan.

**Article IV: Members and Dues**

Section A: Any parent, relative, guardian or other adult standing in loco parentis of a student enrolled at AIMS, or any member of the faculty or staff person of AIMS is an eligible member.

Section B. Active members shall consist of any eligible member who has paid annual dues for the current membership year. An annual membership drive shall be conducted in the fall on a schoolwide basis; however, eligible members may become active members at any time during the school year upon payment of membership dues.

Section C. Annual dues shall be set from time to time by action of the PTO Executive Board.

Section D. The privileges of holding offices, making motions, debating and voting

shall be limited to active members.

### **Article V: Executive Board**

Section A. This organization shall function under the general guidance and direction of the Executive Board, which shall consist of the officers of the organization and one faculty or staff personnel nominated by the principal and appointed by the officers.

Section B. Duties of the Executive Board shall be to:

1. Transact necessary business in the intervals between meetings of the membership and such other business as may be referred to it by the membership;
2. Create or disband standing and special committees and to approve the work plans of such committees;
3. Prepare and present a report at the regular meeting of the membership;
4. Prepare and submit a budget for the year to the membership for adoption;
5. Fill vacancies for officers, Executive Board seats held by a staff or faculty persons and chairmen.

Section C. Executive Board Meetings

1. Regular meetings of the Executive Board shall be held prior to each regular meeting of the membership, the times to be fixed by the Executive Board at its first meeting of the year.
2. Two-thirds (2/3) of the Executive Board members shall constitute a quorum. Each member of the Executive Board shall have one (1) vote. If a quorum is met at any meeting, at least fifty one percent of the votes (unless otherwise specifically provided by these By-Laws) of those Executive Board members present shall decide any matter submitted for vote.
3. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board, with no less than twenty-four (24) hours' notice being given.

### **Article VI: Officers and Their Election**

Section A. Officers and their election:

1. The officers of this organization shall consist of a President, Vice President, Secretary, Treasurer, Historian, and Faculty Representative.
2. Officers shall be elected by a ballot in the April meeting of the membership of each school year, EXCEPT the Faculty Representative,

- who shall be nominated by the principal and appointed by the officers.
3. Officers shall serve a term of one (1) year. Officer terms shall coincide with the organizations' fiscal year.
  4. No officer shall serve in the same office of more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.
  5. No officer may hold more than one (1) office at a time.

Section B. Vacancies: A vacancy shall be declared in any office upon the death or disability of or upon receipt of written resignation from the person or upon removal of the person pursuant to Article VI, Section C. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. The Executive Board shall give school wide written notice of such election.

Section C. Removal: By two-thirds (2/3) vote (assuming a quorum) of those present at a meeting of the Executive Board, any officer or chairman may be removed from such position for failure to perform duties, misconduct or unethical behavior.

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

Section A. The PRESIDENT shall:

1. Coordinate the work of the officers and committees of the PTO in order that the purposes may be promoted;
2. Confirm that a quorum is present before conducting any business at any meeting of the PTO;
3. Preside at all PTO meetings;
4. Appoint chairmen of special committees, subject to approval of the Executive Board;
5. Be authorized to sign on bank accounts;
6. Call a meeting of the officers for the purpose of selecting standing committee chairmen;
7. Maintain a position of impartiality and therefore shall not vote on any question except in the case of a ballot vote;
8. Be an ex-officio member of all committees except any nominating and audit committees.

Section B. The VICE-PRESIDENT shall:

1. Assist the president and carry out the president's duties in his or her absence;
2. Be authorized to sign on bank accounts;

Section C. The SECRETARY shall:

1. Notify, in writing or by other acceptable means, all members of the Executive Board of their meetings and shall be responsible for

2. notifying the membership of all general meetings of the organization;
2. Keep an accurate permanent record of all meetings of the PTO and of the Executive Board and shall prepare the minutes for reading at each meeting;
3. Act as a custodian of all minutes and materials pertinent to the PTO, except as designated under other officer duties;
4. Be authorized to sign on bank accounts.

Section D. The TREASURER shall:

1. Have custody of all of the funds of the PTO;
2. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for a period of five years;
3. Make disbursements in accordance with the budget adopted by the PTO.
4. Be authorized to sign on bank accounts;
5. Appoint, subject to the approval of the Executive Board meetings, an Assistant Treasurer who shall assist the Treasurer with banking matters and who shall be authorized to sign on bank accounts;
6. Present a financial statement at general meetings, Executive Board meetings, and at other times requested by the Executive Board or the PTO;
7. Make a full report at the last general meeting of the year;
8. Submit the books and financial records to the auditing committee as requested;
9. Be responsible for the preparation and filing of any state or federal financial or tax filings.

Section E. The HISTORIAN shall:

1. Document all events with written summaries and photographs.

Section F. The FACULTY REPRESENTATIVE shall:

1. Act as a liaison between the PTO board and teaching faculty;
2. Report on board meetings to faculty and staff members and provide staff input or feedback on PTO matters.

Section G. GENERAL DUTIES OF ALL OFFICERS:

1. All officers shall maintain a notebook with information pertinent to the office and deliver to their successors this notebook and any other pertinent materials within 15 days following the date upon which their successors assume their duties;
2. All officers shall make best efforts to attend all regular and special

meetings of the Executive Board and the PTO. Absence from three meetings will trigger a review of circumstances by the remainder of the board, at which time the board can choose whether to pursue removal from office pursuant to Article VI, Section C;

3. All officers shall perform the duties outlined in these bylaws and those assigned from time to time.

### **Article VIII: Membership Meetings**

Section A. There shall be a minimum of four (4) regular meetings of the PTO membership held during each school year. Time and date of the meetings shall be established by the Executive Board prior to the beginning of the school year. Five (5) days' notice shall be given if any change of date is needed for a regular meeting.

Section B. Special meetings of the PTO may be called by the President or by a majority of the Executive Board, at least forty-eight (48) hours' notice having been given.

Section C. Ten (10) members shall constitute a quorum for the transaction of business in any meeting of the PTO. Each member of the PTO shall have one (1) vote. If a quorum is met at any meeting, at least fifty one percent (51%) of the votes (unless otherwise specifically provided by these By-Laws) of those members present shall decide any matter submitted for vote.

### **Article IX: Standing and Special Committees**

Section A. Standing committees are those representing activities, which are continuing in the program of the PTO. Such committees shall be created or abolished by the Executive Board as may be required. The President, subject to the approval of the Executive Board, shall appoint the chairman of such committees. No committee work shall be undertaken without approval of the Executive Board.

Section B. Special committees shall be appointed as deemed necessary by the President and the Executive Board. The President, subject to the approval of the Executive Board, shall appoint chairmen to serve for a designated period of time.

### **Article X: Financial Policies**

Section A. The fiscal year of this organization shall begin on July 1 and end on June 30.

Section B. All PTO checks over \$200 must be signed by two of the following officers: Treasurer, President, Vice President or Secretary.

Section C. At the end of each school year, the Board shall leave a minimum checking account balance of \$1,000.00 or 5 percent of the total net income as reflected on the June 30 closing statement (whichever is greater). This amount will be designated

“carryover” and left in the treasury to cover initial PTO operating expenses in the following school year.

Section D. Any donations received, and not designated for a specific purpose, shall go to the general operating fund.

Section E. The Executive Board shall prepare and submit a budget for the next fiscal year at the annual meeting for approval by the membership.

#### **Article XI: Parliamentary Authority**

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

#### **Article XII: Amendments**

Section A. These bylaws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote (assuming a quorum) of the members present, provided that notice of the proposed amendment shall have been given at the previous regular meeting or 30 days prior to the meeting at which the amendment is voted upon. A written copy of the proposed amendment(s) shall be made available for examination in the school office or on the school website during the period from the notification meeting until the meeting when the vote is taken.

Section B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization or by a two-thirds vote of the Executive Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

#### **Article XIII: Action Without a Meeting**

Any action required or permitted to be taken pursuant to authorization voted at a meeting of the Board may be taken without a meeting if, prior to or subsequent the such action all of the Board members consent thereto in writing or by e-mail, EXCEPT urgent expenditures totaling \$500 or less may be authorized by a two-thirds (2/3) majority of the board in writing or by e-mail.

Adopted: February 2, 2016