

Cornerstone Academy, Westerville, Ohio Parent Teacher Organization Bylaws

ARTICLE I: Name

This organization shall be called Cornerstone Academy Parent Teacher Organization (CAPTO).

ARTICLE II: MISSION STATEMENT

The purpose of the CAPTO is to enhance and support the educational experience at Cornerstone Academy, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Cornerstone Academy through volunteer and financial support.

ARTICLE III: MEMBERS

(Section 1) Membership shall be automatically granted to all parents and guardians of Cornerstone Academy students, plus all staff at Cornerstone Academy. There are no membership dues. Members have voting privileges, one vote per household.

(Section 2) All members are eligible to run for elected office to become a member of the Executive Board.

(Section 3) The school principal will appoint a minimum of two (2) staff members who shall act as liaisons between the school staff and CAPTO. The staff liaisons will communicate the needs of the school and planning of upcoming activities. The staff liaisons will have regular voting privileges.

ARTICLE IV: OFFICERS, EXECUTIVE BOARD & COMMITTEES

(Section 1: Officers) The officers shall be the president, vice president, recording secretary, communications secretary, and treasurer. The officer positions of this organization may be co-chaired at the Board's discretion by no more than 2 people. In the event a position is co-chaired by two (2) people, each person will have individual voting privileges. At least one (1) officer must be present at every CAPTO sponsored event.

(Section 2: Executive Board) The Executive Board shall consist of the officers and school principal. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

(Section 3: Committees) The CAPTO shall create the following committees during the first month of school each year: Free Kickbacks Committee; Fundraiser Committee; School Support Committee and Special Events Committee. Other committees can be formed at the direction of the CAPTO Executive Board on a standing or temporary basis. The position of committee coordinator can be formed at the direction of the CAPTO Executive Board on a standing or temporary basis.

(Section 4: Term of Office) Elected Executive Board positions shall be held for a term of two (2) years and may not serve for more than two (2) consecutive terms in the same office. Members of standing or temporary committees are not subject to term limits. Each person shall hold only one elected office at a time. This does not limit committee membership.

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(Section 5: Nominations) Open Executive Board positions will be posted via Social Media and direct communication with the Cornerstone Academy community no later than April of each academic year. Nominations will be immediately open via the CAPTO email address or in writing to the CAPTO mailbox located in the school lobby area. Nominations can also be made verbally from the floor in May during regular election proceedings.

(Section 6: Elections) Elections shall take place in May of each academic year. Any office that includes more than one nominee shall require a written ballot. A quorum shall be present in order to hold elections.

(Section 7: Transition) Upon expiration of his/her term of office or in the case of resignation or replacement, each officer shall turn over to the President, without delay, and in good order, all records, books, funds and other materials pertaining to the office. All items must be turned over and names changed on the bank account in no less than seven (7) days from the date of the resignation.

ARTICLE V: DUTIES

(Section 1: President) The president shall be the principle executive officer of the organization and shall preside over all meetings of the organization and executive board, serve as the primary contact for the school principal, represent the organization at meetings in the community, serve as an ex-officio member of all committees, and coordinate the work of the officers and committees in order to ensure that the mission of the CAPTO is being carried out. The president will provide an agenda for each regularly scheduled meeting of the CAPTO and will proof all communications from the CAPTO before dissemination. The president shall perform such other duties as prescribed in these bylaws or assigned by the organization.

(Section 2: Vice President) The vice president shall attend all meetings of the organization, shall assist the president and will perform the duties of the president in his/her absence. The vice president will immediately assume the role of president in the case of vacancy during the school year. The vice president is responsible for creating signage and updating information inside the school during the regular school year. The vice president will manage the volunteer board. The vice president shall perform such other duties as prescribed by the president or the organization.

(Section 3: Recording Secretary) The recording secretary shall attend all meetings of the organization and shall take minutes of all proceedings of the CAPTO. The recording secretary is responsible for typing the minutes and providing them to the president no later than forty eight (48) hours after the conclusion of the proceeding(s). The recording secretary shall also maintain a digital file in a place determined appropriate by the executive board. The recording secretary is considered the custodian of permanent records. The recording secretary shall perform such other duties as prescribed by the president or the organization.

(Section 4: Communications Secretary) The communications secretary shall attend all meetings of the organization, shall be responsible for any and all correspondence from the organization, included but not limited to: Facebook, Twitter, Instagram, Email, newsletter, written communication and media communication. The communications secretary will perform the duties of the recording secretary in his/her absence. The communications secretary shall perform such other duties as prescribed by the president or the organization.

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(Section 5: Treasurer) The treasurer shall attend all meetings of the organization and shall keep an accurate record of all receipts, deposits, expenditures and disbursements, and shall have charge of all monies belonging to the CAPTO. The treasurer shall make disbursements as authorized by the membership in accordance with the budget adopted by the organization. All checks over two hundred dollars (\$200) shall require two (2) signatures of executive board members. Two (2) debit cards will be procured for use by the executive board. The treasurer and president will maintain these cards and can make purchases up to two hundred dollars (\$200) per day. Receipts for purchases made with the debit cards will be kept by the treasurer. The treasurer shall make timely deposits, not to exceed forty eight (48) hours after collection of monies. The treasurer shall provide a written monthly report at each general meeting and at the request of the president. This report shall include detailed deposits, expenditures and balances in all accounts. The Treasurer shall provide a detailed fiscal year report on July 1 or the first business day thereafter. The treasurer will be custodian of all financial records and accounts of the CAPTO. The treasurer shall perform such other duties as prescribed by the president or the organization.

ARTICLE VI: Policies

(Section 1: Non-Profit) The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

(Section 2: General Meetings) Meetings of the organization will be held monthly on an established day and time to be communicated to the school community using all means possible. Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

(Section 3: Special Meetings) Special meetings can be called by the president, any two (2) members of the executive board, or five (5) general members. This request can be made in writing to the CAPTO email or mailbox. A five (5) day notice must be communicated to the school community.

(Section 4: Executive Board Meetings) Executive Board meetings shall be held at least monthly at the discretion of the president and in addition to the general meetings. A quorum for the executive board meetings will be half the number of board members plus one. The School Principal, or his/her designee, is a voting member of the Executive Board. The School Principal may abstain from voting. Nothing in this section will prevent the School Principal from vetoing any action no matter the vote taken by the Executive Board. The policies and procedures of the school take precedence over these bylaws. Executive Board meetings may be held virtually using available technology, including but not limited to: email, Skype, FaceTime, text messaging and instant messenger.

(Section 5: Recruitment) The executive board will use special events as a means to introduce themselves and to recruit new members into the organization.

(Section 6: Quorum) A quorum for general meetings will constitute five (5) organization members.

(Section 7: Vacancies) If a vacancy occurs on the Executive Board, the president shall appoint a CAPTO member to fill the vacancy, for the remainder of the officer's term. In the event that the president is unable to continue to serve, the vice president will immediately assume the office of president.

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(Section 8: Budget) A tentative budget shall be drafted and approved no later than September 15 of the school year.

(Section 9: Parliamentary Authority) The authority for this organization shall be a relaxed version of "Robert's Rules of Order Newly Revised."

(Section 10: Dissolution) The organization may be dissolved with previous notice of fourteen (14) calendar days and a two-thirds vote of those present at the meeting. Upon the dissolution of the organization, all remaining funds shall be used to pay outstanding debts and the remaining funds shall be disbursed to the school to be used to benefit the students.

(Section 11: Removal) An officer can be removed from office for failing to attend more than three (3) general or executive board meetings and/or a failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

ARTICLE VII – FINANCIAL POLICIES

(Section 1: Fiscal year) The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

(Section 2: Banking) All funds shall be kept in a checking account in the name of CAPTO, requiring two signatures of the Executive Board and held at a local financial institution.

(Section 3: Reporting) All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The treasurer shall provide a detailed fiscal report on July 1 or the first business day thereafter. The CAPTO shall arrange an independent review of its financial records each year.

(Section 3: Ending Balance) The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

(Section 4: Contracts) Contract signing authority is limited to the President or the President's designee.

ARTICLE VIII: AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

These bylaws were adopted on July 22, 2015.