



**By-laws of the Scintilla Charter Academy
Parent Teacher Organization
(Amended 9/5/2017)**

Article I. Name

The name of this organization shall be Scintilla Charter Academy Parent Teacher Organization (PTO), also referred to as Scintilla Charter Academy PTO, or SCA PTO. The PTO operates from Scintilla Charter Academy at 2171 East Park Avenue, Valdosta, GA 31602.

Article II. Purpose

Section 1. The purpose of this organization shall be to support the mission statement of the Scintilla Charter Academy. This may include advocacy and educational support, in addition to, collaborative efforts deemed necessary by the scholars, parents, faculty, administration, and governing board of Scintilla Charter Academy.

Section 2. The PTO is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Article III. Basic Policies

Section 1. The objectives of the PTO shall be promoted as an educational program directed toward parents, teachers, and the general public. It shall be developed through conferences, committees and projects, and shall be governed by the basic policies set forth in this article.

Section 2. The PTO Shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a political candidate. The name of this organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the organization.

Section 3. The PTO shall not, directly or indirectly, participate or intervene (in any way, including the publishing, or distributing of statement) in any political campaign on behalf of, or in opposition to any candidate for public office, or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.

Section 4. The PTO shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 5. The PTO shall attempt to accomplish its objectives by raising funds through the membership drive and other organized events.



Article IV. Meetings

Section 1. General Membership Meetings

- a. At least four (4) regular general membership meetings shall be held during the school year.
- b. Dates and times shall be determined by the Executive Committee and announced at least two (2) weeks in advance.
- c. Special Meetings of the PTO may be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members in good standing. The objective(s) of such special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.
- d. The election of officers shall be held at a meeting during the second semester.
- e. The privilege of making motions, of debating, and of voting shall be limited to members of this organization who have paid dues for the current membership year.
- f. Ten percent (10%) of current members shall constitute a quorum for general membership meetings.

Section 2. Executive Board Meetings

- a. The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget.
- b. The Executive Board shall meet a minimum of one (1) time per month.
- c. Special meetings of the Executive Board may be called by the President or when requested by five (5) Board members upon three (3) days notice to each member of the Executive Board.
- d. Dates of Executive Board meetings will be announced to committee chairs, and the PTO general body at least two (2) weeks in advance.

Section 3. Standing or Special Committee Meetings

- a. Committees shall meet as often as deemed necessary for the accomplishment/fulfillment of their committee purpose.
- b. Minutes shall be kept of the committee meeting by the chair or designee and submitted to the PTO Secretary.
- c. At least one Executive Board member should be present at each committee meeting.

Committees needing to meet with the Executive Board will do so at the request of the Executive Board or by written request from the Committee Chair to the PTO President within 5 days of the scheduled Executive Board meeting.



Article IV. Members

Section 1. Membership shall be made available in this organization without regard to race, color, creed, or national origin.

Section 2. Any parent/legal guardian of a student currently enrolled in SCA, the principal, or member of the faculty/staff currently employed at SCA may be a PTO member.

Section 3. There shall be an annual enrollment of members at the start of the school year that may admit individuals specified in Article III, section 1.

Section 4. A member of the PTO is defined as a person who has paid their annual dues as determined annually by the Executive Board.

Section 5. All members, whose membership dues are current, shall be entitled to vote at general membership meetings. Each member is entitled to one vote.

Section 6. The PTO will meet a minimum of 4 times a year.

Article V. Executive Board

Section 1. The elected officers of this organization shall consist of one (1) President or two (2) individual co-Presidents, one (1) Vice-President or two (2) co-Vice-Presidents, one (1) recording Secretary, one (1) Treasurer, one (1) teacher representative or two (2) co-teacher representatives. All officers shall be members of the PTO. These elected officers will make up the Executive Board of this organization.

Section 2. All officers shall be members of the PTO.

Section 3. The Executive Board shall manage the affairs of this organization in the intervals between general membership meetings.

Section 4. All members of the Executive Board must be present to transact business.

- a. A member may attend electronically in order to satisfy the quorum.

Section 5. Duties of this Executive Board shall be:

1. to transact such business that may be referred to it by the membership of this organization.
2. to create Standing and Special Committees and appoint its Chairs and members.
3. to approve the work of the Special Committees.
4. to select an auditor or an auditing Committee to audit the financial accounts.
5. to prepare and submit an annual budget for to the general membership for adoption.
6. to fill all vacancies in office.
7. to determine annually membership dues.
8. to determine annually a discretionary amount to be used by the President in the event of an emergency.
9. to determine/append and uphold articles of the By-laws.



Section 6. Regular meetings of the Executive Board shall be held with the date and time to be fixed by the Executive Board at its first meeting of the year. If regular meetings need to be rescheduled, revised meeting dates will be announced no later than two (2) weeks prior to the original meeting date, except for cases of inclement weather.

Section 7. Any meeting of the Executive Board shall be open to all members of this organization for observation and such notification being given in the school newsletter.

Section 8. Upon expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the Executive Board, they shall automatically cease to be a member of the Executive Board. All records, books, and other materials pertaining to the position shall be turned over to the incoming officer or Committee chair.

Article VI. Officers

Section 1. The elected officers of this organization shall consist of one (1) President or two (2) individual co-Presidents, one (1) Vice-President or two (2) co-Vice-Presidents, one (1) recording Secretary, one (1) Treasurer, and one (1) teacher representative or two (2) individual co-teacher representatives. All officers shall be members of the PTO. These elected officers will make up the Executive Board of this organization.

- a. Co-Presidents, co-Vice Presidents, and co-teacher representatives must run on a ticket together to be elected by the PTO members. Co-Presidents will share one (1) vote as will co-vice presidents and co-teacher representatives when voting in executive board.

Section 2. Officers shall be elected at a general membership meeting held in April.

Section 3. All newly elected officers shall serve for a term of two (2) fiscal years, or until their successors are elected. Officers will serve a maximum of two (2) consecutive years in any position.

Section 4. Only one parent or guardian can be elected to the Executive Board during a school year, unless two parents or guardians are running as co-President or co-Vice President.

Section 5. A vacancy occurring in any office shall be filled for the unexpired term by the person elected by a majority vote of the Executive Board after notice of such election has been given.

- a. In case a vacancy occurs in the office of the President, the Vice president or co-Vice-Presidents shall serve notice of the election.

Section 6. Committee chairs and vice-chairs are to be determined annually by the executive board based on needs for the upcoming school year.

Section 7. Nominations for Officers' positions shall be submitted at the March PTO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTO membership.

Section 8. Voting shall take place by written ballot at the April PTO meeting.

Section 9. In the event the PTO fails to fill all officer positions at the April PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.



Section 10. All Officers shall act in the best interest of the PTO.

Section 11. No Officer shall be compensated by the PTO for their service.

Section 12. Each Officer shall attend Executive Board meetings and all PTO meetings.

Article VII. Duties of Officers

Section 1. The President or Co-Presidents shall:

- a. Preside at all meetings of this organization.
- b. Serve as an ex-officio member of all Committees except the nominating Committee.
- c. Coordinate the duties/work of the officers and Committees of this organization.
- d. Create agendas for Executive Board meetings.
- e. Appoint the nominating Committee and any special Committees.
- f. Write PTO updates as necessary for the School newsletter.
- g. Insure that a PTO report is presented to the school's governing board at their meetings.
- h. Be a signatory on all financial accounts.
- i. Sign and execute all contracts of this organization.
- j. Sign expense reimbursement requests, as allocated for in the approved budget, in the absence of the Vice-President.
- k. Perform such other duties as may be provided for in these by-laws, prescribed by parliamentary authority, or directed by the Executive Board.
- l. Write an annual PTO report for the Governing Board.

Section 2. The Vice-Presidents shall:

- a. Assist the President as needed.
- b. Form and appoint respective Committee chairs.
- c. Advise the Committees that are assigned to them.
- d. Approve and sign reimbursement requests from their Committees as allocated in the approved budget.
- e. Perform such other duties as may be provided for in these by-laws, prescribed by parliamentary authority, or directed by the President, or the Executive Board.

Section 3. The Secretary shall:

- a. Record the minutes of each General and Executive Board meeting of this organization.
- b. Distribute printed copies of the minutes of the previous meeting for approval by the PTO Board.
- c. Have a current copy of the By-laws on hand.
- d. Have minutes of previous meetings for reference at each meeting.
- e. Determine the presence of a quorum prior to any business being conducted.
- f. Oversee and execute all communications of the PTO and executive committee, both print and electronic, with guidance and approval from SCA's Communications Manager.
- g. Perform such other duties as may be provided for in these by-laws, prescribed by parliamentary authority, or directed by President, or the Executive Board or Executive Committee.

Section 4. The Treasurer shall

- a. Have custody of the funds of the organization and be a signatory on all financial accounts.
- b. Maintain a full account of the funds of the organization.
- c. Make disbursements as authorized by the President or the Executive Board.
- d. Maintain an accurate accounting of all disbursements and receipts.
- e. Provide a written financial statement at each General membership and Executive Board meeting.



- f. Present an annual report of the financial condition of the organization at the last General membership meeting of this organization.
- g. Have the accounts examined annually at the end of the school year or upon the change of treasurer by an auditor or Auditing Committee of not fewer than three (3) members.
- h. Prepare a budget to be approved by the Executive Board.
- i. Perform such other duties as may be provided for in these by-laws, prescribed by parliamentary authority, or directed by the President, or the Executive Board.

Article VIII. Removal from Office

Section 1. Request for Removal

- a. Any member of this organization can request that an elected officer be removed from office. A request for removal from office must be sent in writing to all members of the Executive Board. The written request must state reasons for the officer's removal.
- b. Within seven (7) days of receiving the written request for removal from office, the Executive Board shall meet to determine by 2/3 vote whether or not to hold a hearing based solely on the information in the written request.
- c. The Executive Board shall communicate its decision in writing within three (3) days to the member who submitted the request and to the Executive Board. A copy of the original request for removal shall be attached to the Executive Board copy.
- d. In the event of fiduciary misappropriation or misuse, the individual's signatory privileges will be immediately suspended until after the hearing.

Section 2. Hearing

- a. Prior to a vote for removal from office, the elected officer is entitled to a hearing before the Executive Board.
- b. A hearing for the removal of an officer shall be held within seven (7) days of the decision to hold a hearing.
- c. The elected officer must be notified by registered mail at least three (3) days prior to the hearing.
- d. If the elected official fails to appear, that individual's rights for a hearing are forfeited.
- e. A representative of the Scintilla Charter Academy administration shall conduct the hearing.
- f. Based upon information presented at the hearing, the Executive Board may, by 2/3 vote, recommend removal from office.

Section 3. After the hearing of the Executive Board, any recommendation for removal from office must be submitted to the Executive Board for immediate action. A special meeting of the Executive Board shall be held within seven (7) days of the hearing. An officer may be removed by 2/3 vote of the Executive Board present and voting, a quorum having been established.

Article IX. Standing and Special Committees

Section 1. There shall be a nominating Committee composed of two (2) or three (3) members appointed by the President(s) and approved by the Executive Board.

Section 2. All members of the nominating Committee shall be members of the PTO.

Section 3. The Committee shall elect its own chair.



Section 4. The Nominating Committee shall select an eligible person or persons for each office to be filled and report its nominees at the regular general membership meeting in the second semester at which time additional nominations may be made from the floor.

Section 5. Individuals who are current members of the PTO and who have signified their consent to serve if elected shall be nominated to such office.

- a. Any incoming potential member who wishes to be nominated to an office must consent to join this organization and serve if elected.
- b. The President and the Executive Board are not eligible to serve on this Committee.

Section 6. Members of this organization shall be eligible to chair a Committee. Any incoming potential member who wishes to chair a Committee must consent to join this organization and serve if selected.

Section 7. The Executive Board may create or dissolve standing and/or special Committee(s) as it deems necessary to promote the purpose of this organization.

Section 8. The term of office for a Committee chair shall be 1 fiscal year, or until the successor is selected, or the committee is dissolved by the executive board.

Section 9. Allocation of funds generated and or raised by any Committee will be determined and reviewed annually by the Executive Board as part of the annual budget approval process.

Section 10. The chair of each Committee shall present a plan of work to the Executive Board for approval. No Committee work shall be undertaken without the approval of the Executive Board.

Section 11. Appointment and removal of the Committee Chair is at the discretion of the Executive Board.

Article X. Committee Chairs

Section 1: Room Parent Coordinator

The Room Parent Coordinator shall:

1. Be present at teacher pre-planning sessions to describe and address responsibilities of room parents for teachers.
2. Solicit volunteers at open house and in the first two weeks of the school year for one Room Parent per classroom.
3. Maintain records and contact information for the chosen Room Parents for each class.
4. Host a Room Parent Orientation after the second week of school to educate selected Room Parents of their responsibilities and answer any questions or concerns they may have.
5. Assist Room Parents in establishing communication between teachers and parents to help with celebrations, special projects, PTO hosted events, etc.
6. Be the direct communicator and liaison between Room Parents and SCA PTO and/or administration to address any concerns.



Section 2: Sponsorship Committee

The Sponsorship Committee shall:

1. Research, price, and procure resources delegated to or requested of the PTO.
2. Research and procure donated items from local businesses and work with the Room Parent Coordinator to have scholars write thank you notes when appropriate.
3. Works closely with the PTO Treasurer to develop a budget when purchasing items, following appropriately established protocol.
4. Works closely with SCA Administration to make sure that no overlap occurs in the soliciting of donations and procurement of resources by the school and PTO.
5. Maintain confidential records of all contributions made.
6. Keep a detailed list of persons/organizations solicited from year to year to be provided to the Executive Board.

Section 3: Fundraising Committee

The Fundraising Committee shall:

1. Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.
2. Prepare and execute fundraising projects as approved by the Executive Board.
3. Solicit volunteers to assist with each Fundraiser.
4. Report all Fundraising activities, expenses, and profits at each monthly PTO meeting.
5. Maintain confidential records of all contributions.
6. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.

Within the Fundraising committee, there will also be individual Chairs and/or co-chairs for special ongoing fundraisers and savings programs such as, but not limited to: Chick-Fil-A Spirit nights, Boxtops, etc.

- a. These members will work directly with Executive Board to plan and execute such programs and events, as well as keep record of all activities, expenses, and profits relating to each.
- b. They will also be responsible for planning and executing any incentive activities for individuals, classrooms, or grade levels, as deemed appropriate by the committee and the Executive Board.

Section 4: Nominating Committee

The Nominating Committee shall:

1. Publicize PTO positions and recruit volunteers to fill open Executive Board positions.
2. Work with the Executive Board to prepare a list of nominees to be included on the election ballot at the April PTO meeting in an election year. This list shall be completed and publicized to all PTO members at least two (2) weeks prior to the April meeting.

Section 5: Teacher Appreciation Chair

The Teacher Appreciation Chair shall:

1. Be responsible for, and coordinate all events surrounding Teacher Appreciation activities during the first week in May.
2. Coordinates the donation of items for each event working closely with the Executive Board and the Sponsorship Committee to ensure no overlap occurs in the solicitation of donations.
3. Be responsible for coordinating the writing of thank you notes and letters of appreciation for all those providing meals, gifts, etc.
4. Maintain confidential records of all donations made, as well as total amount in gifts to report to the PTO Secretary.
5. Also be responsible for coordinating, with the help of the Executive Board, all other appreciation days including, but not limited to: Custodial, Officer, Healthcare, Secretary, etc.



Section 6: Special Events Chairs

The Special Events Chairs shall:

1. Be responsible for planning and executing events to benefit SCA scholars, including but not limited to: Fall Festival, Valentines Dance, 5K, etc.
2. Purchase supplies and coordinate with the Room Parent Coordinator for any individual or classroom decorations or contributions to specific events.
3. Solicit volunteers to assist with each event.
4. Maintain a detailed report of all activities, expenses, and profits to be given to the Executive Board upon completion of each event.
5. Maintain an exhaustive list of all donations, and work in coordination with the Executive Board and Sponsorship Committee to make sure that no overlap occurs in the soliciting of donations.

Section 7: Field Day Chair

The Field Day Chair shall:

1. Assist the Principal and Gym Teacher with the planning and implementing of the School's annual Field Day.
2. Purchase Field Day supplies and coordinate with Room Parent Coordinator for any individual or classroom decorations (i.e. t-shirts).
3. Solicit Volunteers to assist with Field Day.

Article XI. Fiscal year and IRS Form 990

Section 1. The fiscal year of this organization shall be from July 1 and ending on the following June 30.

Section 2. The Executive Board will direct the treasurer as to the proper filing of reports with the Internal Revenue Service.

Article XII - FUNDS

Section 1. PTO funds shall be used for programs, events, and items that directly benefit the scholars, faculty and staff of SCA.

Section 2. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within ten (10) days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within four (4) days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 4. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 1 week prior to the vote.



Section 5. An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

Section 6. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed \$10,000.

XIII. Parliamentary Authority

The rules contained in **Robert's Rules of Order**, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

XIV. Amendments

Section 1. Bylaws Committee. A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTO meeting.

Section 2. Bylaws Amendment. These Bylaws may be amended under the following conditions:

- a. Either the by-laws committee or at least 5 PTO Members shall submit the revision request to the Secretary; and
- b. Notice of proposed amendments will be provided to the membership up to fourteen (14) days in advance of the meeting electronically or by printed copy; and
- c. At least fourteen (14) calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting; and
- d. A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- e. All approved amendments shall become effective immediately after the close of the general meeting, and thusly, recorded by the Secretary.

Article XV. Dissolution of the Organization

Section 1. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next regularly scheduled PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

- a. a vote shall be taken by the PTO membership to spend remaining funds on an item that benefits the students; or
- b. the remaining funds be held in escrow by the Principal for use by a future SCA PTO. If a PTO is not formed within 24 months, the funds shall revert to SCA and be used toward the benefit of the students under the discretion of the Principal.

ADOPTED: _____

ATTEST: _____
PTO Secretary