

Bylaws of the SFA Charter School Parent / Teacher Organization

I. NAME

The name of the organization shall be the SFA Charter School Parent/Teacher Organization.

II. PURPOSE

The purpose of the SFA Charter School PTO shall be to support all students in achieving their fullest potential by fostering a sense of support, pride, and enthusiasm for the school and promote communication between parents, teachers, and the community to enhance the educational environment for our children.

III. MEMBERSHIP

A. Regular Membership.

All parents, legal guardians, adult family members of students who currently attend SFA Charter School and all current faculty and staff of SFA Charter School shall be eligible for regular membership in the organization. Regular Members shall have the right to attend and participate in all meetings and activities of the organization, but shall not have the right to vote, hold office, or serve as a Committee Chairperson.

B. Voting Membership

All Regular Members who are current in the payment of annual dues, as established pursuant to Section X herein, shall be designated as Voting Members and shall have the right to vote on all issues before the membership, to elect officers, to hold office, and serve as a Committee Chair.

C. Honorary Membership

All parents and/or legal guardians of former students and former faculty or staff of SFA Charter School shall have the right to participate in the organization as Honorary Members. Honorary Membership may also be extended to other persons by a vote of the membership. Honorary Members shall have the same rights as Regular Members.

IV. MEETINGS

A. Regular Meetings

At least four open meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced at least fourteen (14) days prior to the meeting. Further notice may be provided as determined by the Executive Committee.

B. Special Meetings

Additional meetings of the organization may be called, either by vote of the Executive Committee or by petition of a majority of the Voting Members. The time and place of all special meetings shall be announced at least fourteen (14) days prior to the meeting.

C. Quorum

Those persons present at a properly called Regular or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization. There shall be no minimum required attendance to constitute quorum.

D. Voting

A majority vote (more than 50%) of the Voting Members present at any meeting shall be required for all action to be taken by the organization. Voting in absentia is not permitted. The President shall not vote unless a vote by the Voting Members results in the tie. The President shall then cast the deciding vote. Such vote shall be considered to have created a majority vote under this section.

V. OFFICERS

A. Positions

The Executive Committee / Officers of the organization shall consist of a President, Vice-President, Secretary, Treasurer, Reporter, Faculty Representative, and Charter Leadership.

B. President

The President shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee, and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Committee or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees. To be eligible to serve as President, a person must have been a Voting Member of the organization for at least one year.

C. 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 serve as liaison to Committee Chairpersons, Chair the Bylaws Committee, and perform such other duties as are assigned by the President or the Executive Committee. To be eligible to serve as Vice President, a person must have been a Voting Member of the organization for at least one year.

D. Secretary

The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee and submit them for posting on the University Charter Website, shall receive from the Treasurer the list of Regular Members who have paid dues and prepare the official list of Voting Members, shall see that all notices are duly given in accordance with these Bylaws, maintain a roster of all Committees and its members, reserve the meeting room, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee.

E. Treasurer

The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for cash due and payable to the organization. The Treasurer shall deposit all funds of the organization in university accounts through the SFA Charter School pursuant to the established SFA Charter School and SFA Charter School PTO Agreement and in accordance with university policy. The Treasurer shall collect all membership dues as are established by the organization. The Treasurer shall present a written financial report at each Regular Meeting of the membership, and at other times as requested by the Executive Committee.

F. Reporter

The Reporter shall be a member of the Executive Committee. The Reporter shall be responsible for creating the newsletter and publicity for all events of the organization, and shall act as a liaison between the Organization and the media. The Reporter shall keep the official history of the organization this shall include an annual record of all activities of the organization.

G. Faculty Representative

The Faculty Representative will be selected and nominated by the faculty of the Charter. This position will serve as a Voting Member of the Executive Committee and act as the liaison between the Charter and the PTO.

H. Charter Leadership

The Charter Leadership position will be filled by the Charter CEO / Principal and will serve as an ex-officio member of the Executive Committee. Responsibilities of this position are to provide guidance and assure University policy and procedures are adhered to with regard to executive actions and activities hosted by the PTO.

VI. ELECTIONS

A. Procedure

The election of officers shall take place during the last Regular Meeting each year. All Voting Members of the organization may participate in the election. The Membership Committee shall present a slate of officers for election. Further nominations 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.

B. Terms of Office

The term of each officer shall be one year, beginning June 15 and ending on June 14 of each year. A person may be elected to the same or other office for more than one term.

C. *Membership* Committee

The Membership Committee shall be responsible for promoting membership at all PTO / school events, maintaining a current membership roster with the assistance of the Treasurer, receiving all nominations for persons to serve as officers, and recruiting Executive Officers. Recruitment of these persons should occur following the first spring Regular Meeting. Persons nominated will confirm their willingness to serve by completing and signing a nomination form, even those taken from the floor. The committee shall insure that all nominees are Voting Members and

otherwise eligible to serve in the nominated office. The committee shall prepare the slate of nominations to be shared with the membership fourteen (14) days before the last Regular Meeting of the year

An individual may be nominated for more than one office. If such individual is elected to more than one office, the individual may select the office in which he/she will serve, and nominations for the abandoned office shall be taken from the floor. A vote for this position shall be held following such nominations with the rules regarding selection of officers controlling. If the individual elected to more than one office is absent from the meeting, the Voting Membership shall decide by immediate vote the office to be assigned to the individual.

D. Selection

A majority vote (more than 50%) of the total votes cast by the Voting Members shall be necessary for the selection of an officer. Should no person receive a majority of the total votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held. Each individual shall be permitted to make a short statement prior to the run-off vote. The person receiving the largest number of votes shall be selected for the office in contention. In the event the vote results in a tie, the votes shall be re-cast. The standing President may allow the candidates to make another statement in their discretion.

E. Vacancies

Any vacancy in office because of death, resignation, or inability to serve shall be filled by the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice-President shall immediately assume the office. Should this result in a vacancy of the office of Vice-President; the vacancy shall be filled by election at a called Special Meeting of the membership.

VII. EXECUTIVE COMMITTEES

A. General Powers

The Executive Committee shall manage the affairs, activities and operation of the organization. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and in general, conduct the business and activities of the organization.

B. Membership

The membership of the Executive Committee shall consist of the President, Vice- President, Secretary, Treasurer, Reporter, Charter Faculty Representative, and Charter Leadership. Such individuals shall be considered "regular members" for the purposes of this section. The Charter Leadership of the school and the chairperson of all Standing Committees shall serve as ex-officio members and shall be entitled to vote.

C. Meetings

Regular Meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Regular Members of the organization

D. Quorum

A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

E. Voting

The Executive Committee may only take action where the majority of the members, regular and ex-officio, of the Executive Committee have acted in a properly called meeting where quorum has been established.

VIII. STANDING AND SPECIAL COMMITTEES

A. Membership Committee

The Membership Committee shall be composed of at minimum (4) persons-Chair, two members, with the Reporter serving as an ex-officio member of the committee. Duties will begin with the incoming President. The committee shall carry out its responsibilities as specified in Section VI and below.

This committee is responsible for promoting membership at all PTO / school events, maintaining a current membership roster with the assistance of the Treasurer, creating and distributing the student directory, and, receiving all nominations for persons to serve as officers.

B. Other Standing Committees

The Executive Committee may establish such other Standing Committees, as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees. The chairperson of each committee shall recruit two or more members for his or her committee with the exception of the Membership Committee, whose members are selected as specified in VII(A). The Chairperson shall maintain a portfolio and report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

C. Special Committees

The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on June 14 of each year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. The chairperson of this committee shall recruit two or more members for his or her committee. The Chairperson shall maintain a portfolio and report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

IX. FINANCES

A. Budget

The Executive Committee shall prepare a budget of anticipated revenue and expenses for the year. This budget shall to be presented and approved by membership at the first regular meeting. This budget shall be used to guide the activities of the PTO during the year. Any substantial deviation from the budget shall be provided in advance to the Charter Leadership and approved by the membership.

B. Obligations

The Executive Committee may request in writing to the Charter Leadership to enter into contracts or agreements for the purchase of materials or services. All contracts shall be reviewed by University General Counsel and signed by the University President.

<http://www.sfasu.edu/policies/contracting-authority.pdf>

The Executive Committee may request in writing to the Charter Leadership to apply for a grant for the purchase of materials or services. All grants shall be initiated and completed through the Office of Research and Sponsored Programs (ORSP). <http://www.sfasu.edu/policies/>

C. Purchasing

Requests for purchases shall be submitted in writing to the Executive Committee and the Charter Leadership. Following approval a university approved officer or the Charter Leadership will make purchases following university procurement policies as referenced in university policy.

<http://www.sfasu.edu/purchasing/118.asp>

D. Accounts

The Treasurer shall deposit all funds of the organization in university accounts through the SFA Charter School pursuant to the established SFA Charter School and SFA Charter School PTO Agreement and in accordance with university policy. <http://www.sfasu.edu/policies/receipts-and-deposits.pdf>

E. Financial Reports

The Treasurer shall present a financial report based on university reports provided by the SFA Charter School at each General Meeting of the organization and shall prepare a final report at the close of the year. All PTO financial reports shall be examined annually by the auditor selected by the SFA Charter School for the purpose of complying with requirements of the University and Texas Education Agency.

<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.44.htm#44.008>

F. FINANCIAL REPORTS

The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the year. The final report shall be provided to the SFA Charter School to be examined annually by an auditor selected by the SFA Charter School for the purpose of complying with requirements of the Texas Education Agency.

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 Voting Members acting in the manner prescribed in Section IV.

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.

XI. AMENDMENTS

These Bylaws may be altered, amended or repealed, and new Bylaws may be adopted by the Voting Members at any properly called Regular or Special Meeting. Amendments should be provided to legal counsel for review. Amendments should be presented to the Voting Membership 14 days in advance of any vote before adoption is made at a Regular Meeting.

XII. AUTHORITY

If any part of these Bylaws shall conflict with decisions, policies or procedures adopted by the SFA Charter School, they shall be deemed null and void and the decision of SFA Charter School shall, in all cases, control.

These Bylaws were adopted by the membership by a majority vote during a meeting properly called November 18, 2014, (and shall take effect immediately after the review and approval by SFA Legal Counsel.)