

CAURUS ACADEMY PARENT TEACHER ORGANIZATION

BYLAWS

ARTICLE I. Name, Mission, Mission Guidelines, and Dissolution

Section 1. Name - The name of the organization shall be called Caurus Academy Parent Teacher Organization.

Section 2. Mission - To raise funds for the support of various Caurus Academy activities and to distribute said funds. To create a forum for the sharing of ideas and information between the parents and faculty of Caurus Academy.

Section 3. Guidelines of Mission - The Organization is organized exclusively for charitable purposes, including, for such purposes, the making of distributions to organizations which qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth above. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these Bylaws, the organization shall not carry on any other activities not permitted to be carried on: (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 4. Dissolution. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government for a public purpose. Any such assets not so disposed of by the Superior Court of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE II. Policies

Section 1. The program of the organization shall be related to fulfilling its stated mission. Committees shall be formed to design and implement methods to achieve the purposes of the organization.

Section 2. The organization shall be non-commercial non-sectarian, and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the organization nor the names of any members in their official capacities shall be used in connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization.

Section 3. The organization may cooperate with other organizations and agencies, active in child welfare, such as conference groups or coordinating councils, provided that they make no commitments that bind the group they represent.

ARTICLE III. Membership, Meeting of Members, and Voting

Section 1. Membership. Any parent or guardian of a student enrolled in Caurus Academy or teacher or administrator presently on the staff of Caurus Academy may become a member of the organization.

Section 2. Meeting of Members. Regular Meetings. Regular monthly meetings of the members shall be held on the fourth Monday of each month, except in the months of June and July, or as otherwise may be scheduled by a majority of the Officers.

Section 3. Voting. Each member shall be entitled to one vote on any matter submitted to a vote of the members.

ARTICLE IV. Officers

Section 1. Number and Qualifications. The property, business, and affairs of the organization shall be managed by its Officers, being at least eight in number. One of the Officers shall be a teacher or administrator at Caurus Academy. The other seven Officers shall be parents or guardians of students enrolled in Caurus Academy. The principal of Caurus Academy shall be an ex-officio Officer.

Section 2. Election. Officers shall be elected at the first meeting of the members by a majority vote of those present at the meeting. Each officer shall hold office for one year or until his or her successor shall have been elected and qualified or until he or she is removed or resigns pursuant to the provisions herein.

Section 3. Meetings. An annual meeting of the Officers shall be held within 30 days of the first day of school. A majority of the Officers may select the time and place for the holding of regular meetings.

a. Special meetings of the Officers may be called by or at the request of the President or any three Officers by giving notice of the date, time, place, and purpose of the meeting to all Officers, at least two days in advance of such meeting.

Section 4. Quorum. A majority of the Officers shall constitute a quorum for the transaction of business at any meeting.

Section 5. Vacancy. Any vacancy in an office shall be filled by a majority of vote of the membership present at a regular or special meeting. An officer elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

Section 6. Officers. The Officers of the organization shall be President, Vice President, Secretary, Treasurer, Fundraising Chair, Volunteer Chair, Teacher Appreciation Chair, Public Relations, and Teacher Advisor. Except for the office of President, in the first year of the Organization, two persons may be elected to one office, should the board and membership deem such structure desirable.

Section 7. Duties.

a. President. The President shall be the principal executive officer of the organization and shall, in general, supervise and control all the business and affairs of the organization. He or she shall preside at all meetings of the Officers. He or she may sign with the Secretary, or any other proper Officer of the organization authorized by the Officers, any contracts or other instruments which the Officers have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Officers or by these Bylaws, and in general he or she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Officers, from time to time.

b. Vice President. In the absence of the President or in the event of his or her inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him or her by the President or the Officers.

c. Secretary. The Secretary shall keep the minutes of the meetings of the members and of the Officers in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law; keep a register of the post office address of each Officer and contributor which shall be furnished to the Secretary by such Officer and contributor; shall serve as Clerk of the organization; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President and Officers

d. Treasurer. If required by the Officers the treasurer shall give bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Officers shall determine. He or she shall have charge and custody of and be responsible for all funds and securities of the organization; receive and give receipts for moneys due and payable to the organization from any source whatsoever, and deposit all such moneys in the name of the organization in such banks, trust companies, or other depositories as shall be selected in accordance with these Bylaws; and in general perform all the duties incident to the office of Treasurer and such others as from time to time may be assigned to him or her by the President or Officers. The fiscal year shall run from August through July. The Treasurer shall be responsible for filing all tax documents for the year in which he or she holds office, even if the discharge of this responsibility must take place after the term of office has concluded.

d. Fundraising Chair. The Fundraising Chair shall be responsible for initiation of varied events for the purpose of raising funds on behalf of the organization; may appoint subcommittees for the execution of such events; shall provide the Treasurer of the organization with bills and invoices payable by the organization and all monies received as a result of such events.

e. Volunteer Chair. The Volunteer Chair shall be responsible for organizing volunteers for PTO activities. The Volunteer Chair may appoint subcommittees as needed.

f. Teacher Appreciation Chair. The Teacher Appreciation Chair shall be responsible for coordinating Teacher Appreciation events at Caurus Academy. The Teacher Appreciation Chair shall appoint subcommittees as needed.

g. Public Relations. The Public Relations Officer shall be responsible for publicity of all fund raising events, providing appropriate notices of meetings of the organization and disseminating articles of interest to the community. He or she may request additional support from the members or the organization from time to time.

h. Teacher Advisor. The Teacher Advisor shall be a representative of the staff of Caurus Academy and shall advise the organization of any recommendation made by the staff.

Section 8. Removal. Any Officer may be removed from such office, with or without cause, by a two-thirds vote of all officers. The removal vote may take place at any regular meeting of the board or special meeting of the board called expressly for that purpose. Officers not in attendance at the meeting may vote by proxy.

Section 9. Resignation. Any Officer may resign from such office at any time by giving written notice to the President. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the President. In the event of the resignation of the President, the written notice shall be delivered to and accepted by the Vice President.

ARTICLE V. Committees

Section 1. The President shall have the power to appoint such committees as he or she deems necessary to properly conduct the business of the organization, except as herein provided.

Section 2. The President shall be an ex-officio member of all committees.

ARTICLE VI. Checks, Deposits, and Gifts

Section 1. Checks, drafts, or orders. All checks, drafts or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the organization shall be signed by such Officer or Officers, agent or agents, of the organization and in such manner as shall from time to time be determined by resolution of the Officers. In the absence of determination by the Officers, such instruments shall be signed by the Treasurer and countersigned by the President of the organization.

Section 2. Deposits. All funds of the organization shall be deposited from time to time to the credit of the organization in such banks, trust companies, or other depositories as the Officers may select.

Section 3. Gifts. The Officers may accept on behalf of the organization any contribution, gift, bequest, or devise for any purpose of the organization.

ARTICLE VII. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised Edition shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws.

ARTICLE VIII. Amendment of Bylaws

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by (1) an affirmative vote at any regular meeting or two-thirds of all the members of the organization present who are entitled to vote and (2) the amendments or alterations must have been submitted for approval at the prior regular meeting.

ARTICLE IX. Dissolution

Upon the dissolution of the organization, the Officers shall, after paying or making provisions for the payment of all of the liabilities of the organization, dispose of all the assets of the organization exclusively for the purpose of the organization as set forth in these Bylaws.

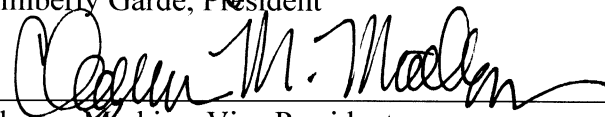
The adoption of these bylaws has been approved by the Officers and the general membership.

In witness whereof, we have hereunto subscribed our names on the dates indicated below.



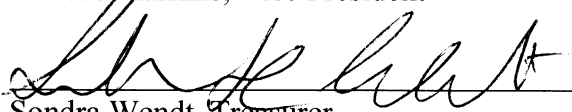
Kimberly Garde, President

12/15/2014
Date




Clarece Markins, Vice President

12/15/2014
Date



Sondra Wendt, Treasurer

12/15/14
Date



Wil Wendt, Co-Treasurer

12/15/2014
Date