

Proposed Odyssey PTO Bylaws

Article I: Name

The name of the organization shall be Odyssey School Parent Teacher Organization (PTO). The principal office of the PTO shall be located at the Odyssey School, Newnan, GA.

Article 2: Objectives and Policies

Section A: The basic objective shall be to assist Odyssey School in providing the best possible education for the children enrolled at the school.

Section B. To implement the above objective the PTO's policies shall be:

- To provide an alternate means of communication between parents and the school.
- To aid and assist the school in various programs.
- To fund the PTO, various fundraising activities will be held in accordance with the Odyssey's policies. No part of the net earnings of the PTO shall go towards the benefit of any member or officer of the PTO. No PTO member or officer shall benefit from any PTO fundraiser.
- Annual dues will be \$5.00 per individual or \$7.50 per family.

Section C: The PTO shall not seek to direct administrative activities of the school or control its policies.

Article 3: Fiscal Year and Finances

Section A: Fiscal Year

- The fiscal year of the PTO shall begin on July 1 and end on June 30.
- The books and records of the PTO shall be maintained on an accrual basis.

Section B: Finances

- All PTO funds of any kind will go through the treasurer's books. The treasurer shall deposit all funds and make all payments.
- A budget will be determined prior to the beginning of the school year. The budget must be approved by the general membership meeting. All expenditures within the realm of the approved budget are authorized expenditures.
- The PTO account will be reconciled with the bank on a monthly basis and the report made available to the Executive and general memberships.
- A written report will be given at each meeting and shall include the current balance and all activity since the last month.

- The PTO shall carry bond insurance and general liability insurance.

Article 4: Membership

The membership of the PTO shall consist of all teachers, administration, and parents having paid their annual dues. The meetings are open to anyone, but only the paid members are eligible to vote.

Article 5: Officers

Section A: The executive Board of the PTO shall consist of a President, Vice President, Secretary, and Treasurer. Two people may share the office of President with the duties being distributed between them according to their own discretion.

Section B: The term of the office shall be two years with no officer serving more than one term in the same office. If there is no candidate for a particular office, then that standing office may continue for one more year. The term of office, including the extension, shall be no longer than three years in the same office.

Section C: The officers shall be elected at the general meeting in May. Officers shall assume the duties of their respective offices at the beginning of the fiscal year.

Section D: In the event of a vacancy in the Presidency between annual elections, the Vice President shall assume the Presidency. In the event of a vacancy in any office, the vacancy shall be filled by appointment by the President, with approval from the Executive Board. In the event an officer completes only one year of his/her two-year term, a new officer will be elected (at the annual elections) to complete the remainder of the term (one year) only.

Section E: Duties of the Officers

- The President shall preside at all meetings, coordinate the work of the officers and committees, and shall perform such duties as may be assigned by the PTO. The President shall perform duties of the Treasurer in absence of that officer.
- The Vice President shall act as an aide to the President, perform duties of the President in the absence of the officer, and shall carry out other responsibilities as directed.
- The Secretary shall record and distribute minutes of general meetings, post a copy of the minutes to the website, take roll at general membership meetings, be responsible for PTO correspondence, and carry out other responsibilities as directed.
- The Treasurer shall receive all monies of the PTO and keep accurate records of receipts and disbursements authorized by the PTO. The Treasurer's ledger and checkbook shall be available at each PTO meeting.

The outgoing and incoming Treasurers shall work together over the summer until the years' books can be closed in preparation for the start of the new school year in August. The Treasurer shall adhere to Odyssey's policies on money management.

Article 6: Executive Board

Section A: The function of the Executive Board (President, Vice President, Secretary, Treasurer) is to set the dates of the general meetings, to propose the annual budget of income and expense for presentation to the general membership, to compile the calendar of activities, and to transact business of the PTO between the general meetings.

Section B: Meetings of the Executive Board shall occur at least once between general meetings as the discretion of the President. The School Director may be invited to attend Executive Board meetings.

Section C: At meetings of the Executive Board, any individual item acted on may have a limit of one thousand dollars. Items costing more than five hundred dollars must be acted on by the general membership.

Section D: Membership on the Executive Board will be terminated by resignation, moving out of the school's attendance area, expiration of term of office, or dismissal by majority of the Executive Board.

Section E: Each Executive Board member shall have one veto cast on motions brought before the board. When two individuals are filling one office, they each have one vote.

Section F: More than half of the Executive Board shall constitute a quorum for the transaction of business of any meeting of the Executive Board.

Article 7: One Teacher Representative will be chosen to represent the teachers and serve on the Board for a two-year term. The School Director will choose the teacher representative.

Article 8: Standing and Special Committees

Section A: The PTO as deemed necessary to carry out work of the organization should create committees.

Section B: Volunteer committee chairs shall be responsible to the Executive Board of the PTO and shall make reports and recommendations as needed.

Article 9: Nominations and Elections

Section A: Member so the PTO will be given the opportunity to nominate candidates for each office at the April meeting.

Section B: Elections will be held at the May meeting. The elected officers will begin their terms with the start of the new fiscal year.

Section C: Elections for officers with more than one candidate shall be by written ballot.

Article 10: Meetings

Section A: The PTO general meetings shall be held at least once a quarter throughout the school calendar year. The meetings will be held at Odyssey School. All meetings shall be open to anyone, but voting rights will be limited to those having paid their annual dues.

Section B: The President may call special meetings of the PTO with a five day notice.

Section C: The meetings will be conducted in accordance with Robert's Rules of Order, revised. All motions must be made, seconded, and voted upon by the members. The voting will be decided by majority in attendance.

Section D: At the discretion of the Executive Board, a vote on any fiscal matter may be delayed until the next general PTO meeting.

Article 11: Bylaws

These bylaws may be amended as at a general meeting by a two-thirds majority of vote of the members in attendance.