

**GLOBAL VILLAGE ACADEMY  
PTO BYLAWS 2011- 2012**

**Article 1 - Name**

The name of the organization shall be the Global Village Academy Parent-Teacher Organization (GVA-PTO).

**Article 2 - Purpose**

The purpose of this organization shall be to support the Global Village Academy school administration, faculty, staff, and families (parents and students).

**Article 3 - Membership**

The membership of this organization shall consist of any GVA employee and/or any parent or guardian of any student attending Global Village Academy.

**Article 4 - GVA-PTO Executive Board**

Section 1: The Executive Board officers shall consist of ten Officers: President, Vice President, Secretary, Treasurer, and two Village Ambassadors from each of the three language tracks.

Section 2: The Executive Board shall vote on GVA PTO business and activities/events and all activities utilizing GVA-PTO funds and/or organized for the purpose of raising GVA-PTO funds. Decisions will be made by a vote of the Executive Officers present at any meeting. A majority vote of the present Executive Board Officers will result in the passing of measures. Each Village Ambassador will have one (1) vote. In the event of a tie vote, the President will have the deciding vote on the measure.

Section 3: Checks for approved expenditures shall require the written request of the Treasurer, President, or Vice President to the Operations Manager or a member of the GVA Management.

Section 4: Any GVA-PTO Executive Board member not fulfilling their roles and responsibilities (as documented in written form) can be removed from the Executive Board through a majority vote of the GVA-PTO Executive Board members.

Section 5: Three unexcused absences from PTO Meetings shall be grounds for dismissal. An absence can be excused by notifying the President or Vice-President before the meeting, and giving a written or verbal account of agenda items they need to discuss.

Section 6: Immediately upon resignation or removal from office, the current Executive Board officer shall deliver to their respective successor all accounts, records, papers, and other property belonging to the PTO.

**Article 5 - Election of Officers**

Section 1: The current GVA-PTO Board shall solicit nominations in April of the current school year for the subsequent school year. A slate of nominees shall be presented to the GVA PTO members during

the last meeting of the school year in May. Election shall be by a majority of returned ballots on the day of the election.

Section 2: Any current member of the PTO is eligible to run for office. First year incoming families are not eligible to run for Executive Board positions.

Section 3: The term of office of each GVA-PTO Executive Board member shall be one year. Board Members have the option of running for a second term, but not a subsequent term in the same position. The Vice President will have the option to undertake the position of President in the second year without the election process.

a. The office of President has to be a former member of the Executive Board from the previous year.

Section 4: Any position unfilled by election shall be filled by appointment by members of the Executive Board.

Section 5: In the event an officer resigns or is removed, the vacancy shall be posted via email and newsletter to the entire PTO. An election process will occur. Any vacancy shall be filled by a majority vote of returned ballots. This position will remain filled until the end of the term.

Section 6: Nominees shall submit a short essay introducing themselves and the reason for wanting to be part of the PTO Board. This will be distributed to the entire PTO.

#### **Article 6 - Duties of GVA-PTO Executive Board**

Section 1: Officers shall assume their official duties the day *following* the last day of the school year.

Section 2: Each Executive Board member will be responsible to report to the PTO President any new fundraising events, etc.

Section 3: The duties of the GVA-PTO Executive Board are as follows:

##### **President:**

In cooperation with the Executive Board shall develop the agenda of each meeting. Shall preside at all meetings and shall be an ex-officio member of all committees. Shall be the official representative, along with the Vice-President, to the Administration of the school. Shall sign written requests for reimbursement, formulate and distribute forms to be used for PTO business, and compile the end of year questionnaire. Term limit - one year.

##### **Vice President:**

Shall preside at all meetings in President's absence or at President's request. Shall be an ex-officio member of all committees; and shall be the official representative, along with the President, to the Administration of the school. Shall be able to sign written requests for reimbursement. Shall assume the role of President during second year of office without the election process. Term limit - one year.

##### **Secretary:**

Shall keep a permanent and accurate record of all meetings and shall conduct all correspondence as requested by the Board. Shall provide copies of the minutes to the Executive Board members via email prior to the general meeting. Responsible for giving copies of all meeting minutes to the GVA Communications Director to be posted on the GVA webpage for public viewing. Shall keep personal records of each Executive Board member such as home address, phone, birthday, etc. Any discussions

of the Executive Board made by email shall be kept as a permanent record. Shall take minutes of any event designated by President. Term limit- one year.

**Treasurer:**

Shall keep a strict and accurate account of all financial transactions in designated accounting software, and provide a written budget of all funds/transactions at each PTO Board meeting. Shall keep petty cash in an amount of \$500.00 to allow for minimal expenditures. For expenditures or reimbursement of monies the Treasurer, along with the President and Vice-President, can submit written requests for reimbursement to the GVA Operations Manager or GVA Management.

All receipts will be maintained for duration of the PTO organization. Per request of the GVA administration, the Treasurer will be requested to provide monthly budget reports and maintain all bank statements and receipts for the purposes of Audits. Copies of all receipts and transactions will be kept in the GVA Accounting Office and within the PTO computer system.

All money from PTO fundraising events shall be counted and kept on GVA premises. Each fundraising transaction will require two signatures: The Treasurer and one member of the Executive Board.

Shall hold primary responsibility for depositing funds into the GVA-PTO account via the GVA Financial Officer. All expenses must be pre-approved by the GVA-PTO President or Vice President.

**Village Ambassadors:**

The PTO shall have one or two Ambassadors from each village at GVA (currently Spanish, Mandarin, and French) represented on the PTO Board. Shall be responsible for planning and executing a Cultural Night for their Village once a year. Shall be the point of contact for families in their represented village, and facilitate good communication and cooperation among villages. Shall arrange meetings and events as needed by the PTO and the families in their village. Shall be the liaison between the school campuses and coordinate with the Room Parent Chairperson to communicate the needs of the villages. No term limits.

**Article 7 – Sub-Committees**

Section 1: The GVA-PTO Executive Board will approve the need for, and oversee, all Sub-Committees.

Section 2: Sub-Committee Chair positions will be appointed by the Executive Board members following the elections in May.

Section 3: The term limit on a Sub-Committee Chair position shall be one year, unless there are no other volunteers.

Section 4: Each Sub-Committee Chair will be expected to report monthly updates at each General Meeting. Reports shall be presented either in writing, email, or in person at each meeting.

Section 5: Any Sub-Committee Chair not fulfilling their roles and responsibilities (as documented in written form) can be removed from their position through a majority vote of the GVA-PTO Executive Board members.

Section 6: Three unexcused absences from PTO Meetings shall be grounds for dismissal. An absence can be excused by notifying the President or Vice-President before the meeting, and giving a written or verbal account of agenda items they need to discuss.

Section 7: Immediately upon resignation or removal from office, the Sub-Committee Chair shall deliver to their respective successor all accounts, records, papers, and other property belonging to the PTO.

### **Article 8 - Duties of Sub-Committee Chairs**

Section 1: Sub-Committee Position Chairs shall assume their official duties the day after they are appointed.

Section 2: The duties of the Sub-Committee Chairs are as follows:

**Fundraising Chair** – In cooperation with all members of the Board, shall organize approved fundraising events to provide income for the PTO. Responsible for recruiting members to their committee, with the assistance of the Volunteer Chair. Responsible for *advertising* events at the school in cooperation with the GVA Communication Director or GVA Management.

**Volunteer Chair** – In cooperation with all members of the Board, shall assess volunteer needs. Responsible for recruiting and contacting parents to staff volunteer positions. Responsible for making sure volunteer hours are accounted for accurately in PTO records. Responsible for tracking volunteer hours throughout the year and reporting to parents whether they have fulfilled their GVA Volunteer requirements.

**Event Chair** – In cooperation with all members of the Board, shall coordinate and promote PTO events at GVA such as Culture Nights, performances, fundraising events, Coffees with Christina, Parent Parleys, etc. Shall organize all logistics such as set-up, food, sound system, tear-down, etc. Shall work with the Volunteer Chair to make sure staffing needs are met for each event.

**Room Parent Chair** – In cooperation with all members of the Board and the Fundraising Chair, shall recruit room parents for each classroom to assist teachers. Shall assist room parents to set up communication between teachers and parents. Shall coordinate Teacher Appreciation Week each year, and communicate other events to Room Parents such as ongoing PTO events, holiday parties, teacher gifts, and classroom events. The Room Parent Chair is responsible for communicating the needs of the teachers and parents to the PTO general membership.

### **Article 9 - Meetings**

Section 1: GVA-PTO General and Executive Board meetings shall each be scheduled once per month. The date and time of each meeting will be determined by the majority of the Executive Board by the last day of the first month of new school year.

Section 2: GVA-PTO members shall be notified of meeting times and places via the GVA website, GVA Weekly News, Village Voice and/or any subsequent media available for mass review by the general membership.

Section 3: In cases of inclement weather or emergency situations, changes to meeting times and location will be posted on the GVA website and on the entry doors to the school. The *Secretary* will be

responsible for notifying all Executive Board Members. Rescheduling meetings due to inclement weather or emergency situations will take place as soon as possible.

Section 4: Any member of the GVA-PTO Executive Board has the right to call an executive session to discuss matters of a private nature during which time only the GVA-PTO Executive Board members may be present.

Section 5: The GVA-PTO may call an out of cycle meeting as deemed necessary and as authorized by the GVA-PTO President. Minutes will be captured for any and all meetings and discussions. If decisions are made via email, copies of all emails need to be maintained by the Secretary.

## **Article 10 – Fundraising**

Section 1: The GVA-PTO Executive Board will review all proposals for fundraising events and programs, and will make the final decision on which fundraisers will be conducted for the school year and when they are to be scheduled. This information will be communicated to the Fundraising Chair for advertising such events.

Section 2: An appointed GVA-PTO Executive Board member will consult with the Global Village Academy Principal(s) to assist in identifying school and staff needs that may be served by fundraising money, but the GVA-PTO Executive Board will be responsible for making the final decision on the dispersion of fundraising funds.

a. All expenditures incurred must be pre-approved and will not include the payment of sales tax. A 501-(c)3 form will be distributed to each authorized school representative for purchasing of goods/services.

Section 3: To introduce a new fundraiser, (not previously scheduled), a proposal sheet shall be submitted to a member of the Executive Board by the interested party for approval. The new fundraising event will be presented by a member of the Executive Board at the next general PTO meeting for discussion.

a. Each proposal shall include the contact name and type of fundraiser.

b. Each proposal shall include the initial format of implementation of the event. This is the area of discussion for the general PTO membership.

c. Each proposal shall include the initial time line for the event- start and end date. This is the area of discussion by the general PTO membership.

d. The general membership will vote to include the new fundraising event into the schedule. A majority vote of the *attending* general membership shall prevail.

## **Article 11 - Amendments**

The Bylaws shall be amended, in whole or part, by a majority vote of the GVA-PTO Executive Board members present. Voting on amendments may also be in writing, providing a quorum (minimum of four-4) of eligible votes is returned. A copy of the amended Bylaws, in whole or part, shall be submitted to the GVA Administration and Board of Trustees for informational purposes.

A copy of the final approved Bylaws will be uploaded onto the GVA web site for review. Revised Bylaws will take effect the day after the PTO elections in May. Amendments to the PTO Bylaws can be made once a year.