BYLAWS
of
Hope school Parent Teacher Organization

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – Hope School Parent Teacher Organization (PTO). The PTO is located at Hope Elementary / High School 64782 Nearhouse Ln, Hope, AK 99605.

Section 2: DESCRIPTION – The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at Hope School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Hope School through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of Hope School students, plus all staff at Hope School. There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communication Secretary, and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year.

Section 3: QUALIFICTIONS – Any PTO member in good standing may become an officer of the PTO.

Section 4: DUTIES –
Executive Board – Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO and establish fundraising programs. PTO officers are given authority to approve unbudgeted expenditures of no more than $100.00.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO.
Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.
Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, hold historical records for the PTO.
Communications Secretary – Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.
Treasurer – Serve as custodian of the PTO's finances, collect revenue, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and coordinate with Hope school Secretary for financial records.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer's term.

ARTICLE IV – MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Five (5) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of Hope School and will be managed through the finance department of Kenai Peninsula Borough. Receipts will be required for reimbursement and distribution of funds.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall coordinate with the Hope school Secretary to reconcile the account(s) monthly and report all financial activity monthly. Independent review of financial records, if necessary, will occur per district policy.

Section 3: ENDING BALANCE - The organization shall leave a minimum of $100.00 in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

ARTICLE VI – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Hope School.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

These bylaws were adopted on January 19, 2021