

**BYLAWS Version 2.0**

**CHESAPEAKE MATH & IT ACADEMY NORTH MIDDLE SCHOOL PARENT TEACHER  
ORGANIZATION Representing CHESAPEAKE MATH & IT ACADEMY PUBLIC CHARTER SCHOOL**

March 2021

2 / 15

**Article I – Name**

The name of the organization shall be the Chesapeake Math & IT Academy-North Middle School PTO, Inc. (hereinafter "Organization").

## **Article II – Purpose**

**Section 1.** The purpose of the Organization is to support the education of youth enrolled at the Chesapeake Math & IT Academy – North MS Public Charter School by promoting effective communication between administrators, staff, students and their families; fostering meaningful engagement of parents in their students' education; supporting effective instructional programs and adjunct educational activities hosted by staff; and cultivating community engagement to enrich the educational goals for the student body.

**Section 2.** The Organization is additionally formed for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code.

**Section 3.** The Organization shall work with key stakeholders and others committed to supporting the student body to enhance quality education and social engagement for all youth, and shall seek participation in the decision-making process to establish policy and procedures to promote a quality effective educational and social environment, recognizing that the legal responsibility to make decisions has been delegated by the officials of the state, county, local and school administrative boards of education and the respective departments with such legal authority.

**Section 4.** The Organization shall be noncommercial, nonsectarian and nonpartisan.

## **Article III – Membership and Dues**

**Section 1.** Any parent, guardian, community stakeholder or other adult standing in loco parentis for a student at the school may be a member and as a member in good standing shall have voting

rights. The Principal and any professional and support staff employed at the school may be a member in good standing, and with the exception of the Principal, shall have voting rights.

**Section 2.** Dues will be established by the Executive Board. A member must have paid his or her dues at least 10 calendar days before the meeting to be considered a member in good standing with voting rights.

3 / 15

**Section 3.** The membership year will run from July 1 through June 30 of each year.

**Section 4.** The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose than the regular work of the organization, unless presented to, voted upon, and approved by the Executive Board.

#### **Article IV – Executive Board of Officers and their Elections**

**Section 1.** The Executive Board is a representative group of the organization and shall consist of Officers, and the Principal. The Executive Board members shall govern over Middle School level PTO activities. The Executive Board members are not intended to function independently, nor in a state of isolation from one another. All members of the Executive Board (with the exception of the Principal) are required to sign a Code of Ethics and Leadership (CEAL) commitment for their service on the board and attend at least six (6) meetings during the school year. Failure to do so or follow through on the CEAL by any board member can be subject to removal from office as described in Section 8. Removal from Office.

**Section 2. Executive Officers.** The Executive Officers shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Parliamentarian. **NOTE:** Detailed Position Descriptions and Code of Ethics and Leadership shall be maintained on file with PTO Records.

- a. **Parliamentarian.** The parliamentarian shall serve as an advisor for Middle School Executive Board resolving any disputes within the board. If an Executive Board requires a tiebreaker, the parliamentarian shall serve as a voting member of the Board for the purposes of the tiebreaker.
  
- b. **President.** The Middle School President shall preside over meetings of the Middle School Executive Board, serve as the primary contact for the Principal, represent the Organization at meetings outside the Organization or designate a representative, and coordinates the work of all the officers and committees in order that the purpose of the Organization be served. The President shall designate the chairman for all committees, serve as a co-signer on all check requests, and assumes responsibility for signing and/or approving all contracts and facility and use forms or delegate said responsibility in writing. Delegation is not authorized outside of the Executive Board. The President shall co-lead any common business, projects, and activities with the High School President if applicable.

4 / 15

- c. **Vice President.** The Vice President shall assist the President, carry out the President's duties in his or her absence or inability to serve, serve as ex-officio member of all committees, coordinate the planning of the PTO Committee Recognition event, and shall perform other delegated duties as assigned.
  
- d. **Recording Secretary.** The Recording Secretary shall keep all records of the organization such as minutes, bylaws, policies and procedures, guidelines, membership list, and committee member lists. This information shall be available at each meeting and upon request. The Recording Secretary shall be responsible for documenting discussions and publishing minutes of all meetings conducted by the Executive Board and General membership. He/she shall perform other delegated duties as assigned.
  
- e. **Corresponding Secretary.** The Corresponding Secretary shall collect and disseminate all incoming and outgoing correspondence including but not limited to publications, notices and meeting agendas. The Corresponding Secretary shall be responsible for coordinating the maintenance of the website with the High School Corresponding Secretary. He/she shall perform the duties of the Recording Secretary in the absence of that officer and shall perform other delegated duties as assigned.

- **f. Treasurer.** The Treasurer shall receive all funds of the Organization and keep an accurate record of receipts and expenditures and pay out funds in accordance with the approved fiscal year budget and as directed by the Executive Board. All fundraising activities will be coordinated with the Treasurer as well as the Vice President. The Treasurer shall be responsible for gathering financial data and recording and reporting fundraising activities. He or she will present a financial statement at all General, Special, and Executive Board meetings and when requested by the Executive Board and will collaborate with the High School Treasurer to prepare and file all necessary tax forms. The Treasurer will assist in directing the preparation of the annual budget in collaboration with the Executive Board and report monthly on actual income and expenditures for the current balances in the existing PTO accounts and monies. At the close of the fiscal year, a complete financial report will be prepared and presented to the Executive Board and General Membership for review. He/she shall assist in the process of auditing the accounts at the close of the fiscal year and upon change of treasurer by a certified auditor or an auditing committee of three to five General Members.

**Section 4. Staff Representatives.** One staff representative from the school shall be elected or volunteer for the corresponding Executive Board with voting privileges at Executive Board Meetings. The Principal shall serve as a non-voting member of the

5 / 15

Executive Board.

**Section 5. Nominations and Elections.** Elections shall be held during the last PTO meeting that takes place before the end of the school year.

- a. At the discretion of the Executive Board, a nominating committee of at least 3 members may be formed for the purpose of soliciting interests and recommending candidates for all elected and appointed positions. The nominating committee will present the list of potential candidates at least 14 days prior to the last PTO meeting of the school year.

- b. At the last PTO meeting of the year, the slate of candidates must be motioned, and each candidate will require a second of the motion to continue in the voting process.
  
- c. School staff representatives shall be designated by a process determined by the school staff, and such elections or appointments, may be held separately from the Executive Officer election.
  
- d. Election of Officers at the last PTO meeting or other times shall proceed by a motion for nomination to each office, a second to the motion and acceptance by the nominee prior to the vote (absent nominees may submit a letter of acceptance for a specific office). Each Officer position will be decided by a simple majority vote.
  
- e. The Corresponding Secretary shall post the slate through standard school and PTO communication mediums no less than 14 days prior to the election.
  
- f. At the last PTO meeting of the school year, nominations also may be made from the floor. Each paid membership is allowed one vote. Voting shall be by ballot or electronic vote.
  
- g. Newly elected Officers may begin their mentorship for their elected position immediately and will assume full responsibility of such elected duties in accordance with the next fiscal year and per Article IV, Section 9.

## **Section 6. Eligibility and Terms of Office.**

- a. Members are eligible for office if they are members in good standing at least 10 calendar days prior to the last PTO meeting or a general meeting in which elections will be held.
  
- b. Executive officers are elected for two years and may serve no more than one (1) term in the same position.

- c. Individuals may serve up to two (2) terms on the Executive Board.
- d. An immediate family member may not succeed an officer or representative that has served in the same position.
- e. Each person elected shall hold only one position at a time on the Executive Board.
- f. President and Treasurer cannot be relatives/members of the same household.
- g. An officer or representative who has served in a position for more than one-half a full term shall be deemed to have served full term in such position.
- h. The previous PTO President may serve on the board as an advisor for up to 1 year proceeding that individual's term. The advisor will not have Executive Board motioning or voting rights.
- i. An exception to term limits may be approved due to lack of volunteers by a majority vote from PTO general body membership.

**Section 7. Vacancies.** If there is a vacancy in the office of President, the Vice President will become Acting President. At the next scheduled PTO meeting, where an election will be held, the vacancy of President shall be voted on by the general body. If there is a vacancy in any other office, the Executive Board shall appoint a temporary replacement to serve until the next PTO meeting where an election is scheduled to be held. A vacancy for staff representatives shall be filled by school staff.

**Section 8. Removal from Office.** Executive Officers and Directors can be removed from their position by a two-thirds vote of those present (assuming a quorum) at a General meeting in

accordance with Robert's Rules of Order. If removed the member is not eligible to serve as an Officer or Director for 2 years following the removal.

**Section 9. Transition of the Executive Officers after Elections.** All official and unofficial documents, records, and materials shall be transferred from outgoing officers to their respective, incoming officers of the Executive Board no later than June 30th. The outgoing treasurer shall submit documentation to the PTO bank no later than June 30th informing the financial institution of pending changes in signatory authority for the incoming president, vice president, and treasurer. The incoming president, vice president, and treasurer shall assume signatory authority for the PTO banking account no later than July 1st. A transition meeting of outgoing and incoming officers shall take place prior to but no later than 15 days after the last day of school.

## Article V – Meetings

7 / 15

**Section 1. Executive Board Meetings.** Monthly meetings of the Executive Board shall occur with the dates and times to be set and published to the General Membership during the first month of the school year. These postings shall be sent to the general body through standard school and PTO communication mediums. One mandatory summer meeting shall be held among the incoming elected Board prior to the beginning of the school year for the purposes of discussing and setting additional or revised goals/objectives as well as their respective programs and budgets. Any PTO member in good standing is welcome to attend Executive Board meetings however, they may not motion from the floor or vote during an Executive Board meeting. Closed Meetings of the Executive Board may be called by any two Executive Board members, with 24-hour notice.

**Section 2. General Membership Meetings.** At least three General Membership meetings of the Organization shall occur during the school year at a time and place, including virtual, determined by the Executive Board with at least seven days' notice given before each meeting.

- a. The first General meeting shall occur at the beginning of the school year and will include review and approval of any amendments to the approved, working budget.
- b. Regular business of the meetings shall be controlled and conducted in accordance with Robert's Rules or order in the form of motion for action or amendment thereof by the presiding officer.
- c. All members shall have equal opportunity to voice views on all actions prior to the vote.



- d. A motion for action shall complete by voting in the same meeting or may be tabled by an additional after discussion on the motion has concluded and prior to its vote. Sequence of events:

1) general discussion for understanding action options

2) motion of a specific action (lost if not seconded)

3) second for motion

4) specific discussion of the motion

5) vote (passed or defeated) or, prior to the vote, amendments may oversight the motion:

- 1. motion for amendment to original motion
- 2. second for the amendment (lost if not seconded)
- 3. specific discussion of the amendment
- 4. vote (passed or defeated)
- e. Voting in meetings shall be by show of hands for normal business and by secret ballot for sensitive issues such as election of officers. Secret ballots will be cast upon request of any voting members (request does not have to be seconded).
- f. PTO business shall be conducted on the fiscal year from the first day of July through the last day of June the following year.
- g. Urgent actions of business or financial expenditures approved by the Executive Board shall be reported at the next General meeting.

**Section 3. Special Meetings.** A Special Meeting is for conducting business outside of a

8 / 15

prescheduled Executive Board or General Membership Meeting. The Organization will notify the members of the Special Meeting seven days prior to the meeting.

- a. Special meetings may be called by the President.
- b. Special meetings may be called by any two members of the Executive Board.
- c. A minimum of ten General Members may submit a written request to the Executive Board for a Special Meeting
- d. The purpose of the Special Meeting must be communicated in the notice.
- e. All voting members shall be notified by at least two methods of notification.
- f. Only business related to the Special meeting may be considered and conducted during the Special Meeting.

**Section 4. Membership Representation at Meetings.** Should it be proposed that any of the types of meetings above be conducted in conjunction with a planned school function that function shall include representation from parents with children across all grades.

## Section 5. General Membership Quorum.

- a. A General Membership quorum is the minimum number of General Members necessary to conduct the business of the PTO.
- b. A quorum for General Membership or Special meeting shall be 5% of the membership.
- c. All meetings shall occur with any number of members attending, however, no voting shall occur unless a quorum is present.

## Section 6. Voting.

- a. Election of officers and representatives shall require a simple majority vote.
- b. Changing or disbanding the PTO organization requires a 2/3 supermajority vote.
- c. Amendments to the bylaws shall require a 2/3 majority vote.
- d. Each member in good standing has a vote (10 days requirement).
- e. Votes may be recorded by acclamation (without objection), show of hands, electronically and/or secret ballot, unless noted specifically in other sections of these bylaws.
- f. In the event of a tie on a matter requiring a simple majority vote, the Parliamentarian's vote shall break the tie. In the event that the Parliamentarian's position is vacant, the President shall break the tie.
- g. All other business requires a simple majority vote.

## Article VI – Executive Board

**Section 1. Membership.** The PTO Executive Board shall consist of the Executive Officers (President, Vice President, Treasurer, Corresponding Secretary, and Recording Secretary), the Parliamentarian and the school Principal.

9 / 15

**Section 2. Duties.** The duties of the Executive Board shall be to transact business on behalf of the General Membership. Such duties include but are not limited to conducting Meetings, developing Policies and Procedures, developing and tasking Committees with specific objectives, preparing and submitting a proposed fiscal year budget to the membership for review and approval,

reviewing and approving routine bills and expenditures, and preparing reports and recommendations to the General Membership.

The Principal and Staff Representatives shall attend meetings to communicate ideas from the administration and make necessary recommendations on behalf of the entire school staff.

**Section 4. Executive Board Quorum.** An Executive Board quorum is the minimum number of Executive Board members necessary to conduct business during a Board meeting. One half of the entire, eligible, voting Executive Board members plus one constitutes an Executive Board quorum.

**Section 5. Removal and Vacancies.** See Article IV, Sections 7 and 8.

## **Article VII – Committees**

**Section 1. Membership, Terms, and Reporting Responsibilities.** Committees can be formed at the discretion of the Executive Board. Committees may consist of General members and Executive Board members, with the Vice President acting as an ex-officio member of all committees. The terms of office for chairpersons shall be no more than two years unless no other members are interested. Committee chairs shall keep the PTO informed of their committees' progress at regular PTO meetings. Reports shall be compiled annually by all Chairpersons and filed with the Recording Secretary. Any Committees collecting funds on behalf of the PTO shall coordinate with the Treasurer regarding how to collect, record, and submit all monies prior to conducting the event. Once collected, all monies shall be delivered to the Treasurer (or to the President in the event of the Treasurer's absence) within 24 hours.

**Section 2. Standing Committees.** It is recommended that the following committees be formed by the Organization: Fundraising, Hospitality, Membership, Events, Bylaws, and Auditing.

- a. **Bylaws Committee.** The committee shall consist of at least 2 representatives of the General Membership. Any member in good standing may recommend changes to

the bylaws and provide these verbally during a meeting or in writing to the Bylaws committee prior to a general meeting. The bylaws may be amended at any General or Special meeting of the membership, provided that previous notice of the changes and

10 / 15

- why they are being made is presented in writing by the Bylaws Committee. Notice of proposed amendments to the bylaws shall be sent to all members of the Organization at least 14 days prior to the meeting where the amendments will be presented for vote. Notice shall be given by at least two methods of notification to include a posting on school premises and one transmitted to the homes of each student. Amendments shall be approved by a two-thirds vote of those present, assuming a quorum.
- **b. Auditing Committee.** The Auditing committee shall consist of at least 2 representatives of the general membership, but may not include the president, vice president, or treasurer. The Executive Board shall ensure that committee members and/or a certified auditor is unrelated to any individual having responsibility for receipt, maintenance, and disbursement of PTO funds in order to ensure sound financial health of the organization. The treasurer shall be present during all auditing processes.
- **c. Events Committee.** may be formed and shall consist of at least 2 representatives of the general membership to coordinate PTO involvement in activities.
- **d. Financing Committee.** A Financing Committee of at least 2 members shall be managed by a fundraising chair responsible for gathering financial donations from businesses and community members to help sponsor events at school and manage the coordination of the PTO's fall and/or spring fundraising activities, and associated donations.
- **e. Membership Committee.** A Membership Committee of at least 2 members may be formed to organize the annual PTO membership drive and the on-going process to encourage membership. The committee shall maintain membership records as defined by the CMIT North MS PTO By-Laws and conducts recruitment effort primarily in August and September or when maximum recruitment opportunities

- f. **Nominating Committee.** A Nominating Committee may be formed for the purpose of soliciting interest and recommending candidates for all elected and appointed positions.

**Section 3. Additional Standing or Temporary Committees.** The Executive Board may appoint additional committees as needed. Each standing committee must adhere to the CMIT North MS PTO SOPs.

11 / 15

## Article VIII – Finances

**Section 1.** The fiscal year shall begin on July 1 and end the following June 30.

**Section 2.** So that the PTO may continue to operate into its next fiscal year, which begins July 1, a proposed working budget shall be drafted by the outgoing Executive Board members in preparation for the following school year. The proposed working budget shall be submitted to the General membership before the end of the school year and at least 21 days prior to the vote of its approval by at least two methods of notification to include a posting on school premises and one transmitted to the homes of each student.

**Section 3.** The Treasurer shall perform duties as described in Article IV, Section 2e. Additionally, the Treasurer shall keep accurate records of any disbursements, income, and bank account information. Bank accounts shall be reconciled monthly with copies provided to members in attendance at Executive Board meetings. A detailed financial report shall be provided at all Executive Board, General, Annual, and Special meetings.

**Section 4.** The Executive Board shall authorize normal expenditures contained in the approved budget but shall not exceed the rate of income or item limitations approved by the General Membership. Any expense \$1000 or greater not approved in the Annual Budget, shall require a vote of approval by the General Membership and such intention of said expenditures shall be published with a minimum of 21 days' notice prior to the General Membership vote. If a quorum of the General Membership is not present to conduct a vote, the Executive Board may default to an electronic vote by the General membership.

**Section 5.** Two authorized signatures/approvals shall be required on each check authorization form or cash withdrawal form. Authorized signers shall be the President and Treasurer unless otherwise delegated by President.

**Section 6.** Upon the dissolution of the Organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school for example donations to school clubs, organizations and/or activities.

**Section 7.** No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, officers or other private individuals except that the Organization shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this Organization.

•