

BAES PTO BYLAWS

ARTICLE I – NAME

The organization shall be named Banjul American Embassy School Parent-Teacher Organization (herein referred to as the “PTO”);

ARTICLE II – MISSION STATEMENT

The PTO is organized for the purpose of supporting and enhancing the educational experience of the BAES students by:

- providing an organization through which parents, school and teachers can work together;
- funding extra curricula activities and school projects not itemized in the School budget.

ARTICLE III – POLICIES

Section 1: The PTO shall operate Not for profit but for educational purpose and shall not discriminate based on age, gender or national origin.

Section 3: The name of PTO and its members in their official capacity shall not be used for any other purpose conflicting with PTO Mission as set out in Article II.

Section 4: The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

ARTICLE IV – FISCAL YEAR

The fiscal year of the PTO shall begin August 1st and end on the following July 31th.

ARTICLE V – MEMBERSHIP & DUES

Section 1: Membership.

All parents or guardians of a BAES student, the School Director, or any teacher currently employed at the school may become a PTO Member.

Section 2: Membership Dues.

No membership dues required from PTO Members or Board. However, PTO Members and Board may make donations or pledges for specific events or activities.

Section 3: Vote.

Each member shall have one vote. Voting may take place by hand, secret ballot, and/ or electronically (E-Vote).

ARTICLE VI – OFFICERS

Section 1: Officers.

The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer.

Section 2: Eligibility.

Only Members in good standing shall be eligible to serve as PTO Officers.

Section 3: Nominations & Elections.

Nominations for Officer's positions shall be submitted by the first PTO meeting of the year. At this meeting, additional nominations may also be made by PTO members.

Section 4: Office Term .

Officers shall be elected for One term (One academic school year) corresponding to one school year calendar. Voting shall take place by secret ballot or hand at the first PTO meeting held at the beginning of school year. A member shall not serve more than 3 consecutive years as an Officer.

Section 5: In the event the PTO fails to fill all Officer positions in the first PTO meeting of the year, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any general meeting.

Section 6: All Officers shall act in the best interest of the PTO.

Section 7: Compensation.

No Officer shall be compensated by the PTO for their service.

Section 8: Attendance.

Each Officer shall attend at least one- Executive Board meeting every quarter and all general PTO meetings.

Section 9: Committee Service.

Each Officer is expected to serve in one committee if the PTO decides to establish them.

Section 10: Contracts & Purchases.

No Officer shall secure any contract on behalf of PTO without the prior approval from PTO President, Vice-President or designated officer or member. Any approved purchases must be made within the budgetary restrictions.

Section 11: Removal from Office.

Any Officer can be removed from office, with or without cause, by a two-thirds vote at a general PTO meeting. Advance notice of the vote shall be given to the PTO Members (one week prior to the meeting).

Section 12: Each Officer shall assist in the nomination of incoming Chairpersons of Executive Board.

ARTICLE VII – OFFICER DUTIES

Section 1: President

The President(s) shall:

1. Preside over all PTO meetings
2. Prepare each meeting's agenda.
3. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
4. Represent the PTO
5. Assist in the coordination of all committees, events, and the PTO as a whole.
6. Spend no more than D4000 (Four Thousand dalasis) on any item or combination of related items, not included in the budget, without the consent of the Board.
7. Sign PTO documents as necessary.

8. Issue and Co-sign checks, notes, in the absence of the Treasurer.
9. Appoint Special Committees as needed.
10. Announce PTO meetings to the School community at least one week in advance. .

Section 2: Vice President

The Vice President shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Assist the School Director with the preparation and distribution of the School handbook.
3. Act as Chairperson of the Fundraising Committee if established.

Section 3: Secretary

The Secretary shall:

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Executive Board and PTO and forward copies to each Executive Board member within two weeks of the recorded meeting.
3. Circulate the minutes from the preceding PTO meeting at the general PTO meeting.
4. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location, and should be made available upon request to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
5. Attend to official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
6. Hold a copy of the PTO Bylaws and current Membership list and make each available upon request to any PTO member at any PTO or Executive Board meeting.
7. Provide a printed copy of these Bylaws to each newly elected Executive Board member following the election.

Section 4: Treasurer

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date and ensure accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Provide a written financial report of the receipts and expenditures at the general PTO and Executive Board meetings or upon request of the Executive Board.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.

6. Perform the complete and timely filing of all financial reports, pertaining to the PTO's status as applicable; and maintain accurate records of such.
7. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
8. Submit all requested/required financial data relating to PTO operations to the PTO authorized auditor within two weeks prior to the close of the fiscal year, for annual audit. .

ARTICLE VIII – EXECUTIVE BOARD

Section 1: Executive Board.

The Executive Board of the PTO shall consist of the Officers, a Teacher Representative, and the Chairpersons of any Committees.

Section 2: Teacher Representative.

The Teacher Representative acts as liaison between the Schoolteachers and the PTO, and ensures that all PTO activities are in accordance with School policies and schedules.

Section 3: Duties. The PTO Executive Board shall conduct necessary business in preparation for the general PTO meetings.

ARTICLE IX - MEETINGS

Section 1: General Meetings of the PTO shall be held monthly, except during July and August holidays, at the School or other locations, on a date and time pre-established by the Executive Board. Dates and times of the monthly meetings shall be announced one week in advance.

Section 2: Executive PTO Board Meetings – Shall be held no less than quarterly on a date mutually agreed upon by the Officers.

Section 3: Special Meetings of the PTO – May be called at any time during the school year by the President or upon the written

request to the Secretary of at least five (5) PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.

Section 4: Quorum.

10 individuals or 1/4 of the number of family representatives of PTO Members (whatever number is lesser) shall constitute a quorum. A quorum via social media/online and other electronic means is permissible. A quorum must be met in order for any vote to take place.

Section 5: The newly elected PTO Executive Board shall meet at least once between the elections and the first general PTO meeting of the school year. Fundraising goals for the year shall be approved at that meeting and a budget shall be discussed.

Section 6: The final PTO meeting shall take place in June, prior to the end of school year.

ARTICLE X –FINANCES

Section 1: Use. PTO funds shall be used for programs, events, and items that directly benefit the students of the School; with the exception of the annual Teacher Appreciation event and Staff Holiday Gifts.

Section 2: Income.

All funds raised by and for the PTO must be documented and submitted to the PTO Treasurer -within 3 business days with all the receipts or pledges. All funds received by the treasurer must be deposited into the PTO bank account within 2 business days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: Expenses.

Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 4: Signatures.

Two authorized signatures shall be required on each check over the amount of D5000. Authorized signatures shall be the president, vice-president, treasurer, and/or school director.

Section 5: Non-Budgeted Requests.

Any PTO member in good standing may submit monetary requests for non-budgeted items at a monthly PTO meeting. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Members (at least 1 week prior to the vote).

Section 6: Reporting

The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section 7: Carry-over.

The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed D100,000.

Section 8: Dissolution.

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. Should the school be dissolved the money remaining in the account shall remain in the account until the school reopens. Money in the account shall not be distributed to members for private purposes.

Section 7: Fiscal Year.

The fiscal year shall correspond with the school fiscal year. Records must be available to any PTO members in good standing and the School community upon a written request.

ARTICLE XI – COMMITTEES

Section 1: Committees.

The following Committees can be established by the Executive Board for the purpose of carrying out specific duties: Fundraising, Enrichment, Social, Hospitality, Publicity, Web Communication, Room Parent, Playground, and After School Activities.

Additional committees may be formed either at the request of the President or by a majority vote of the PTO members.

Section 2: Chairpersons.

Chairpersons of Committees shall be elected by the PTO members or the Executive Board.

Section 3: Records.

The Chairperson of each committee shall keep a written record of activities of his/her committee in a manner to pass them onto future Chairs. They should be made available to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Section 4: Committee Members.

Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 5: Contracts & Purchases.

No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 6: Attendance. Committee Chairpersons shall attend Executive Board and monthly PTO meetings to report on the activities of his/her committee.

ARTICLE XII – Amendments and Rules

Section 1: Rules.

The rules contained in **Robert's Rules of Order**, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and made available at each meeting.

Section 2: Bylaws Committee. A Special committee may be appointed to submit a revised Bylaws by majority vote at a general PTO meeting.

Section 3: Bylaws Amendment. These Bylaws may be amended under the following conditions:

- Either the Bylaws Committee or at least 5 PTO Members shall submit the revision request to the Secretary;
- At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled General PTO meeting;
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

Section 4: Disputes and Resolutions.

All disputes shall be resolved amicably. PTO members and Board have waived their right to bring a legal suit against the PTO or any of its members either serving as an officer or a general member while conducting PTO business.

Section 5: Conflict of Interest

All Board and/or PTO members acting on behalf of PTO shall sign the Confidentiality Agreement attached as Addendum A.

PTO Executive Board

Date: _____

President: _____ Kathrin Yoneoka

Vice-President: _____ Sandra Wang Harris