

## **Bonneville Academy COMPASS PTO Bylaws**

### **Article I. NAME**

The name of this organization is Bonneville Academy Community Orientated Mariner Parent Association for School Success Parent Teacher Organization. The accepted abbreviation of the name is COMPASS PTO.

### **Article II. PURPOSE**

The COMPASS PTO is a volunteer, nonprofit parent/teacher organization. The purpose of the COMPASS PTO is to coordinate and oversee volunteer efforts, raise funds and to promote parental involvement in school activities, leading to more effective relationships and open communications between parents and the school.

### **Article III. MEMBERSHIP**

- a. **Qualification.** All parents and legal guardians of currently enrolled Bonneville Academy students are members of the Bonneville Academy PTO.
- b. **Annual Dues.** The COMPASS PTO does not charge membership dues.
- c. **Conflict of Interest.** Members may not accept gifts in connection with any work of COMPASS PTO and may not directly or indirectly receive any monetary benefit in exchange for any decision, opinion, or vote. Additionally, volunteers may not receive anything in exchange (e.g. Products, comperastion, waiver of fees, ect.) for being a committee chair, assistant chair, or committee member.

### **Article IV. THE BOARD**

- a. **Officers.** The board shall be comprised of five (5) elected office positions ("officers"). Elected officers are President, President Elect, Secretary, Treasurer, and Middle School Representative.
- b. **Qualifications.** Officers must be current parent of guardian of a Bonneville Academy Student(s). There are no term limits; however, each person must be re-elected each year and the President Elect and President can only serve for one consecutive term, as the President Elect assumes the role of President for the following school year. As the PTO President holds a position on the Board of Directors, school employees are disallowed from serving as PTO President or President-Elect, but they may volunteer to serve in any other PTO capacity.
- c. **Duties.** The board shall conduct the business of the COMPASS PTO in accordance with the Bylaws and policies of the COMPASS PTO. It shall form standing and special committees, approve all committee plans, and budget expenditures in accordance with the Bylaws.

The board shall review the Bylaws at least once every five (5) years to ensure that the Bylaws are current and relevant.

Each board member shall provide the new board member all materials relating to that office and orient the new board member as to the duties of the office, prior to the start of the new term.

**i. President.** The President shall:

- Assign executive officers to oversee specific committees. -
- Communicate with the parent-body in regards to upcoming events and volunteer needs through the PTO message in the monthly newsletter, Friday Facts and the school website.
- Recruit volunteers for open committees.
- Act as a liaison between the parent-body and administration.
- Fill the 1-year elected term position on the Board of Directors, with the understanding that they will not be given any Board assignments other than serving as the PTO President.
- -Discuss committee activities with committee chairs and the Executive Committee members.
- Coordinate special projects as they arise.
- Meet bi-monthly with the School Director and President Elect to discuss upcoming events, concerns, volunteer needs, etc.
- Meet monthly with the PTO Executive Committee to discuss upcoming activities and to reconcile the budget.
- Hold a monthly PTO volunteer meeting to discuss and plan upcoming activities and volunteer needs with the parent-body.

**ii. President Elect.** The President Elect shall:

- Act as an aide to the President.
- Meet bi-monthly with the President and School Director to discuss upcoming events, concerns, volunteer needs, etc.
- Perform the duties of the President in the absence or inability of that officer to serve.
- Coordinate special projects as they arise.
- Oversee committees as assigned by the PTO President.
- Prepare to assume the duties of the President for the following school year

**lii. Secretary.** The Secretary shall:

- Record the minutes of all PTO general meetings and all meetings of the PTO Executive Committee. -
- Prepare and distribute copies of the minutes of each PTO meeting prior to the next PTO meeting.
- Keep the calendar of events for the PTO and distribute information as necessary.

- Conduct correspondence and perform all other assigned duties.
- Prepare agendas in coordination with the PTO President.
- Oversee committees as assigned by the PTO President

**iv. Treasurer.** The treasurer shall:

- Coordinate all PTO funds with the front office, receive and track copies of every deposit log.
- Keep an accurate record of receipts and expenditures.
- Present financial reports at each meeting and as requested by the Executive Committee.
- Approve, sign and track all PTO reimbursement forms.
- Develop, with the Executive Committee, an annual budget to be approved by the membership of the PTO at the first general membership meeting of the school year.
- Prepare a summary of budget at the end of each fiscal year or upon request of the Executive Committee.
- Reconcile books with school accountant monthly

**v. Middle School Representative.** The Middle Representative shall:

- Attend monthly Executive Board Meetings.
- Attend monthly PTO meetings.
- Act as liaison between the parent-body and middle school staff.
- Oversee committees as assigned by the PTO President.

**d. Impeachment, Removal, or Resignation.** Any officer not performing his/her duties to the satisfaction of the organization may be impeached from office by a two-thirds majority vote of the members present at a general meeting.

i. **President.** If the President of the COMPASS PTO is impeached or unable to fulfill their position, the President Elect will take the place as Acting President until the end of the current year. Then will become President as stated for the following school year. If the Acting President chooses not to fulfill their President role for the following school year, they must give written notice to the board in the April Board of Directors meetings, invoking their right to office.

-Acting President shall be held to all Bylaws stated in the President duties. Exceptions may be made by the Board of Directors on a case by case basis.

ii. **All Other Officers.** President Elect, Secretary, Treasurer, and Middle School Representative will be elected by the parent body, and approved by Board of Directors before assuming their position on the COMPASS PTO Board. .

**e.Limits of Liability.** Members of the PTO may be personally liable for the debts, liabilities, or obligations of the COMPASS PTO. Board members shall be indemnified by COMPASS PTO to the fullest extent permissible under Utah State Laws.

**f. Social Media.** The only members allowed access to the Social Media Account shall be the President of the COMPASS PTO Board, School Director, and the President of the Board of Directors.

**g. E-mail.** The President shall be the only one allowed to access the PTO Bonneville Academy email account.

**h. Flyer.** The only members allowed access to the Flyer account, are the people the School Director gives access to it.

## **Article V. COMMITTEES**

- a. Creation and Elimination.** The board may create standing and special committees as it deems appropriate under the guidance of the School Director. Each committee will have a designated chairperson (or co-chairs) appointed yearly by the Nominations Committee under the direction of the COMPASS PTO Executive Committee. The Board may replace an appointed chairperson at anytime, by majority decision of the Board. A standing or special committee may be eliminated from the committee list by majority decision of the Board. The Board must publish an updated list of committees, appointed committee chairs, and a calendar of event dates at the start of each new school year.
- b. Committee Chairs.** All COMPASS PTO members are qualified for appointment to chair a committee.

Committees the PTO is involved with may include but are not limited to: Family Connections, Book Fair, Fall Festival, Inspirations, Field Day, Birthday, Dr. Seuss Week, Red Ribbon Week, White Ribbon Week, Service Learning, Box Tops, Back to School Fundraiser, Popcorn Fridays, Room Parents, Teacher Appreciation, Holiday Shoppe, Healthy Festival, Literacy Night, Dance, Yearbook.

- c. Committee Chair Duties.** The responsibilities of committee chairs include coordinating and communicating responsibilities to all committee members, ensuring their committee stays within their assigned budget and following through on assigned committee duties. Any information sent home from committee chairs needs prior approval from the PTO Executive Committee and the School Director. Committee Chairs are encouraged to attend the monthly PTO Meeting.

All Committee chairpersons shall maintain a log of their committee activities and notes during their term. Each existing chairperson shall provide the new chairperson or the Board all related materials to that office and orient the new chairperson as to the duties of the office.

**d. Committee Business.** PTO volunteers, committee chairs or officers are NOT given authority to sign any kind of contracts on behalf of Bonneville Academy. The President and the School Director may serve on any and all committees.

**e.** All committee plans and budget expenditures must be pre-approved by the board, at least thirty (30) days prior to the event. Purchase order requests must be presented to the board, in writing. Committees shall adhere to the approved

annual budget.

**e.** Any correspondence from the PTO to parents for the community must be approved by the President in coordination with the School Director. All events, fundraisers, incentives, and items for sale, must be approved by the Board and the School Director.

**f.** All monies collected from the COMPASS PTO fundraisers, sales, or events must be counted using the collection sheet and turned into the Operations Manager (or into her office). No monies shall leave the school building. All cash and checks must be counted by at least one (1) officer and another PTO member with no biological or legally binding relationship, and are unrelated.

**g.** All invoices and receipts for purchases must be accompanied with the Reimbursement form. No hand written receipts will be accepted. They need to be put into the COMPASS PTO box in the office.

**h. Volunteers Responsibilities.** Please see section "Volunteer Service" for a detailed explanation of volunteer expectations. Under the direction of the School Director, the PTO Executive Committee oversees and coordinates all volunteer efforts. All volunteer hours should be recorded online using the Bonneville Academy Website ([WWW.BonnevilleAcademy.org](http://WWW.BonnevilleAcademy.org)) or by using the Volunteer Form on Flyer. All volunteers must sign in at the Front Office during school hour and be verified by Raptor.

#### **Article VI. BUDGET AND EXPENDITURES**

**a.** The PTO budget must be approved by the School Director and Board of Directors before being implemented for the following school year.

**b.** All purchases should be tax exempt. A tax-exempt form will be given to you upon request.

**c.** The PTO Executive Committee shall make budgeting decisions based on what benefits the majority of the student-body and teachers at the school

**d.** To amend any PTO expenditures currently in the budget, approval is required from a majority of the PTO Executive Committee.

**e.** The COMPASS PTO will abide by the Bonneville Academy Fundraising Policy.

#### **ARTICLE VII. ELECTIONS FOR BOARD OFFICERS**

**a. Nominating Committee.** PTO elections are coordinated and implemented by the Board of Directors. The PTO Officers shall accept all nominations of qualified candidates for President Elect at the April general meeting and publish the nominations in the April Board of Directors meeting minutes.

**i. Nominee.** Nominee must be a COMPASS PTO member.

**ii. Denial of Nominee.** The Board of Directors and/or School Administrators has the ability to deny a nominee by a majority vote, if they feel that the nominee has not demonstrated core values of Bonneville Academy through their actions.

**b. Elections.** Elections shall be held at the May PTO meeting. Ballot cast by those members present at that meeting shall be written, unsigned ballots. If there is only one candidate for each office, a voice vote may be held. An absentee ballot

shall be accepted if it is delivered to a board officers at least 24 hours prior to the election date and is signed by the absentee member. Elections will be decided by a majority vote.

- c. **Terms of Office.** There are no term limits; however, each person must be re-elected each year and the President Elect and President can only serve for one consecutive term, as the President Elect assumes the role of President for the following school year.

Each elected officer shall assume his/her duties on the last day of school to the last day of school each year. If for any reason an individual becomes unable to fulfill their term, a replacement will be sought from the parent body, appointed by the PTO Board. Excluding the President and President Elect. The parent body will hold elections and the Board of Directors will choose their replacement.

- d. **Vacancies.** Vacancies (except President and President Elect) to the COMPASS PTO Board are to be filled by appointment by the current Board of Directors President. Appointments made shall go until the position would have been originally scheduled to end.

#### **ARTICLE VIII. MEETINGS**

- a. **Board Meetings.** The PTO Board will meet once a month, or as needed.
- b. **Special Meetings.** Special Meetings of the Board may be called by the President or the majority of the PTO Board, so long as the appropriate three (3) day notice has been given.
- c. **Voting.** At a Board meeting, a motion shall be passed by a majority vote of those members present and absentee ballots. Absentee ballots may be hand delivered to a Board member 24 hours prior to the meeting.
- d. **Electronic Voting.** Votes may be made electronically, and the collection of those votes shall be maintained by the Secretary.

#### **ARTICLE VIII. FINANCIAL AND CORPORATE AFFAIRS**

- a. **Fiscal Year.** The Fiscal year of the corporation shall run from the last day of school, to the last day of school.
- b. **Address.** The business address to be on all vendor invoices and all COMPASS PTO correspondences shall be:  
Bonnevile Academy PTO, 800 Montauk Ln. Stansbury Park, UT 84074
- c. **Signatures.** For all reimbursements, the following signatures are needed in this order, the PTO President and Director.
- d. **Budget.** The Board of Director will allocate funds by June 30th of each year. The PTO officers will create and approve a budget by August 1st of same year.
- e. **Expense Approval.** All COMPASS PTO expenditures are discussed at the general Board meetings and shall fall within the approved budget for the year.
- f. **Financial Accounting.** The Treasurer shall prepare and provide copies of financial reports at each Board meeting. The Treasurer must receive and record all funds into the sheet in a timely manner. The Treasurer shall issue Board approved

payments of invoices and requests for reimbursement in accordance with the member approved annual budget.

The Treasurer shall maintain a record of budgeted and actual income and expenses by committee and budget category. The Treasurer will request an annual report from any committee earning and spending "reward dollars" or "reward points" from fundraisers partners. At the close of the fiscal year, the Treasurer shall provide the Board with an annual report on the Budget that includes all income and expenses by committees.

The Treasurer shall keep all copies of reimbursement forms, and verify that the Operations Manager has all receipts, invoices, and financial forms.

#### **ARTICLE X. AMENDING BYLAWS**

- a. Notice.** Any proposal to amend the Bylaws shall be made in writing. Said writing shall be made available to the Board. If two (2) or more of the Board Members approve the proposed amendment(s) for a vote by the COMPASS PTO members, the proposed amendment(s) shall be presented to the Board at least three (3) days prior to the meeting to be voted on in closed session. If a majority of the Board, approves the amendment(s), the President will send the request to change the Bylaw(s) to the Governance Committee Chair. The Governance Committee will then review, the amendment(s) and choose to either deny, review, or approve the amendment(s). If approved, the amendment(s) will be voted on by the Board of Directors.

#### **ARTICLE XI. DISSOLUTION**

- a. Voting.** The COMPASS PTO shall be dissolved upon an unanimous vote of members present at the board meeting, providing that thirty (30) days written notice of said vote shall have been given to all members. The Board of Directors must then decide how to proceed in terms of dissolving the board, or creating a new one.
- b. Assets.** Upon dissolution, assets of the COMPASS PTO shall be transferred to the Board of Directors to control, if none exists, than to another nonprofit Charter School.