

Coral Academy of Science Las Vegas Bylaws
Approved February 13, 2013

Article I. Name

The name of this organization shall be Coral Academy of Science Las Vegas Parent Teacher Organization.

Article II. Purpose

The CASLV PTO has the following objectives:

- A. To foster a sense of community within Coral Academy Las Vegas;
- B. To promote clear communications between parents, teachers, and school administrators;
- C. To operate in accordance with policies and practices established by the Coral Academy School Charter and the Nevada Department of Education;
- D. To enhance the educational experience of the students of Coral Academy Las Vegas by raising funds for supplemental equipment, supplies, or programs that fall outside the school budget; and
- E. To advocate for increased student safety and security.

Article III. Membership

- A. Membership is open to all parents and legal guardians of Coral Academy students and to all staff of Coral Academy;
- B. All memberships may require an annual fee; and
- C. Members in good standing are defined as families who have paid the annual membership fee. Teachers and staff are considered members in good standing and are exempt from any membership annual fee.

Article IV. Officers and Elections

- A. The elected Officers shall be the President, Vice President, Secretary, Treasurer, Corresponding Secretary, Directors of Fundraising for the Sandy Ridge,

Windmill and the Tamarus Campus, and Directors of Parent/Staff Relations for the Sandy Ridge, Windmill and the Tamarus Campus. The non-elected officer/member position shall be the Past President;

B. The term of office shall be for one full year, the elections are in April. Officers will take office in June, effective the last day of the calendar school year and serve till June, effective the last day of the calendar school year of the following year. Once the new board has been announced/introduced, the officers-elect will shadow the current officers, to learn the procedures of the office and to make preparations for the next school year through the end of the school year.

C. A vacancy on the Board shall occur when a Board member is absent from two (2) PTO meetings without valid cause. At this time the Board shall appoint a replacement for the vacant position to finish the remaining term of office. In the event of a vacancy in the office of President, the Vice President shall assume this office;

D. A PTO officer may not hold office simultaneously while holding office on the Coral Academy Executive Board of Directors;

E. A PTO officer may not hold office while simultaneously in the employ of Coral Academy;

F. A PTO officer may not hold office while a family member simultaneously holds office on the Coral Academy Executive Board of Directors;

G. For the safety and security of each PTO officer, no PTO officer or member is to be alone at any event to include set up and tear down of events; (2) two officers must be present at all times; and

I. A PTO officer may not hold office while another family member simultaneously holds office on the PTO; therefore, only one (1) PTO officer per family.

Article V. Duties of the Officers

A. President

1. Chairs all PTO meetings;

2. Chairs as the official liaison to the Coral Academy Board of Directors, reporting to the Coral Academy Board at board meetings during the school year;
3. Presents these same reports at PTO meetings;
4. Keeps communication flowing with all parties;
5. Delegates responsibility;
6. Sets the agenda for each meeting to prioritize and address the ongoing issues facing the Organization;
7. Makes sure all officers and committees operate within the Organization's bylaws and are in compliance with state and federal statutes;
8. Works toward meeting the objectives and goals of the PTO;
9. Is the designated official to act as secondary signer on the Organization's bank account;
10. Reviews monthly financial statements;
11. Should have served on the Board for at least one year whenever possible; and
12. In charge of overseeing (2) PTO events throughout the school year.

B. Vice President

1. The Vice President acts in the place of the President when necessary;
2. Is the designated official to act as backup signer on the Organization's bank accounts;
3. Fulfills the duties of Corresponding Secretary in the event of his/her absence; and
4. In charge of overseeing (2) PTO events throughout the school year.

C. Secretary

1. The secretary records, properly documents, and stores the following:

Agendas

Minutes

Meeting attendance

Current list of PTO membership

Financial statements

Reports to CASLV Board

Bylaws

2. Submits agendas and minutes to the President. Once approved, submits to webmaster for inclusion on PTO website.

3. Is responsible for outgoing information to parents, teachers, and the administration and is responsible for maintaining up-to-date information on the PTO website. Secretary must receive proper access to make changes to website.

D. Treasurer

1. Qualifications of the Treasurer include documented accounting and/or bookkeeping experience;
2. Accurately records funds collected;
3. Sees to the proper distribution of funds for bills the Board has approved;
4. Monitors the approved budgets of all committees;
5. Is the primary signer on the Organization's bank accounts;
6. Balances the accounts monthly to the bank statements;

7. Provides a monthly financial statement and copies to the members of the PTO Board;
8. Must have journal and bank statements available at meetings for review;
9. Ensures that all funds collected are deposited within 48 hours;
10. Make sure all checks are payable to “CASLV PTO”;
11. Ensure the PTO is compliant with all state and federal taxes;
12. Ensure the PTO is properly set up as non-profit, and maintains this status;
13. Makes sure that taxes are filed properly;
14. Make sure the board and organization are properly insured;
15. Verify Organization’s bank account information by auditing online bank statements monthly;
16. Ensure the accounting records are updated and correct; and
17. Presents books to CPA for year-end review.

G. Directors of Parent/Staff Relations – Sandy Ridge, Windmill and Tamarus Campus

1. Works to foster and encourage volunteerism in the Coral Academy community;
2. Plans non-fundraising activities and coordinates volunteers for those activities;
3. Recruits committees and coordinates with all event chairpersons;

4. Maintains procedural and informative documentation of all PTO sponsored events;
5. Organizes Teacher Appreciation week; and
6. Meets with CASLV Executive Director and Business Managers as needed in support of campus financial needs (Examples: pursuance of administrators to approve a playground for Tamarus to finalize our business agreement and request PTO check; pursuance of administrators to approve a desk/chair set for 1st and 2nd graders to finalize financial agreement and request a PTO check.)

G. Directors of Fundraising – Sandy Ridge, Windmill and Tamarus Campus

1. The Fundraising Committee reports to the Director of Fundraising who is responsible for reporting to the PTO President;
2. The Fundraising Committee also collaborates with the Treasurer;
3. The Fundraising Committee will form after the first General Board meeting
4. Coordinates events to support the school needs;
5. Supports the development of the PTO's financial goals;
6. Evaluates and reports on the effectiveness and results of fundraising activities; and
7. Coordinates a minimum of two fundraisers per year.

H. Past President

1. Has no Board voting right;

2. Is a non-elected position;
3. Acts to clarify year(s) previous business;
4. Serves the Board for the purposes of encouraging continuity; and
5. Is held to the same standard of confidentiality as elected Board members.

Article VI. Committee Chairpersons

- A. The PTO Executive Board at the March meeting shall determine core committees for the upcoming school year. Chairpersons shall be appointed, whenever possible, at the annual meeting in April. Additional committees may be added as deemed necessary;
- B. Chairpersons shall be appointed on a volunteer basis. In the event of multiple volunteers, the parties may agree to co-chair, or a vote may be taken to determine a single chairperson;
- C. Each committee is the direct responsibility of the Chairperson;
- D. Each committee will be overseen by one of the officers of the Executive Board;
- E. The Chairperson is responsible for overseeing and implementing goals of the committee; and
- F. The Chairperson is responsible for preparing and presenting status reports to the PTO at each monthly meeting.

Article VII. PTO Board Meetings

- A. The PTO Board shall meet within two weeks prior to the general PTO meeting to set the agenda for that month's meeting. Meetings of the PTO Board for the purpose of setting the agenda may be held via telephone, email, or in person;

B. Agenda items to be addressed by the Board shall be given to the President no later than two days prior to the CASLV PTO General Membership meeting;

C. Voting:

1. Only Board members may participate in a formal vote during a PTO Board meeting. A majority is necessary for passage;
2. When a formal vote is not necessary, a consensus of present Board members may be taken; and
3. A quorum for voting purposes is four (4) Board members. Absentee voting can occur if a Board member has a valid excused absence. Votes need to be called in prior to or during the vote.

Article VIII. PTO Meetings

- A. Coral Academy PTO Meetings shall take place on the second week of each month, day of the week to be determined by the Board, via majority vote at the beginning of the school year. This day cannot change until the following school year;
- B. Special meetings may be called by the PTO Board to address issues that may arise between regular meetings. Notice of these meetings shall be given by phone or email to all PTO member families; and
- C. The fiscal year for the PTO shall be June 30.

Article IX. Membership Voting

- A. Discussion of issues requiring a vote is open to all members present at a PTO meeting; and
- B. Voting for election of officers shall always be by written ballot unless there is only one nominee for the office to be held. In such case, the President may call for a voice vote to declare the nominee elected by acclamation.

Article X. Governing Rules

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this Organization may adopt.

Article XI. Amendments

Notification regarding proposed amendments to these bylaws will be given to the membership at least one week prior to the PTO General Membership meeting. Passage of amendments shall require a 2/3 vote of PTO members present at the meeting.

Article XII. Dissolution

If the PTO Board determines by a vote that it is necessary to dissolve the Coral Academy PTO, after paying all debts, any assets shall be donated to Coral Academy Las Vegas.

Amendment to Bylaws **Approved May 28, 2009**

At the April 23, 2009, General Membership meeting, the following provision was added to the bylaws:

The Board has the authority to make discretionary expenditures up to \$100 without requiring a General Membership vote prior to the expenditure. The expenditure would be reported by the Treasurer at the next possible General Membership meeting.

Amendment to Bylaws **Approved May 20, 2011**

At the May 20, 2011, General Membership meeting, the following provision was added to the bylaws:

The Board has the authority to make discretionary expenditures up to \$500 without requiring a General Membership vote prior to the expenditure. The expenditure

would be approved by both Vice Presidents of the campus', then reported by the Treasurer at the next possible General Membership meeting.

Amendment to Bylaws
Approved May 20, 2011

Article IV. Officers and Elections

~~B. New officers shall be nominated in March and elected in April. All PTO members in good standing may vote in the election of the Board. Those interested in running for a position shall indicate their intent on an interest form which will be provided by the PTO;~~

Amendment to Bylaws
Approved February 8, 2012

At the February 8, 2012, General Membership meeting, the following provisions were added or changed to the bylaws:

Article IV. Officers and Elections

A. The elected Officers shall be the President, Vice President, Secretary, Treasurer, Corresponding Secretary, Vice Presidents (**new title - Directors**) of Fundraising for the Sandy Ridge, Windmill and the Tamarus Campus, and Vice Presidents (**new title - Directors**) of Parent/Staff Relations for the Sandy Ridge, Windmill and the Tamarus Campus. The non-elected officer/member position shall be the Past President;

B. New officers shall be nominated in April (**new date - March**) and elected in May (**new date - April**). All PTO members in good standing may vote in the election of the Board. Those interested in running for a position shall indicate their intent on an interest form which will be provided by the PTO;

C. The term of office shall be for one school year; (**one full year, starting when elected in April**)

H. For the safety and security of each PTO officer, no PTO officer or member is to be alone at any event to include set up and tear down of events; (2) two officers must be present at all times.

Article V. Duties of the Officers

President and Vice-President

In charge of overseeing (2) PTO events throughout the school year.

C. Secretary

1. The secretary records, properly documents, and stores the following:

Agendas

Minutes

Meeting attendance

Current list of PTO membership - Honestly the Coor Sec has kept this the past two years – last year it was never given to anyone and this year our sweet Rebecca held (2) positions, Coor. Sec and Member Chair

Standing Rules (remove) Fundraising

Procedure (remove)

Fundraising Plan; (remove)

Submits agendas and minutes to the Principal (President of PTO). Once approved, submits to webmaster for inclusion on PTO website; and

Reads the minutes at each meeting (minutes posted on CASLV website)

Vice- President of Finance

1. Ensure the PTO is compliant with all state and federal taxes;
2. Ensure the PTO is properly set up as non-profit, and maintains this status;
3. Makes sure that taxes are filed properly;
4. Acts as the second signer on the Organization's bank accounts;
5. Make sure the board and organization are properly insured;
6. Verify Organization's bank account information; and
7. Ensure the accounting records are updated and correct.

F. Vice Presidents (Directors) of Parent/Staff Relations – Sandy Ridge, Windmill and Tamarus Campus

2. Plans non-fundraising activities and coordinates volunteers for those activities; ~~Maintains a list of all PTO activities and lists of;~~

3. ~~Recruits committees~~ and coordinates with all event chairpersons;

5. ~~Tabulates volunteer hours contributed by families and provides status reports to families and PTO;~~

~~7. Coordinates refreshments for PTO Board meetings.~~

G. Vice Presidents (**Directors**) of Fundraising – Sandy Ridge, Windmill and Tamarus Campus

3. ~~VP of Fundraising works with VP of Parent/Staff Relations to assign committee members;~~

4. Coordinates events to ~~support the school needs; raise funds for the school;~~

Article VI. Committee Chairpersons

A. The PTO Executive Board at the (**March**) April meeting shall determine core committees for the upcoming school year. Chairpersons shall be appointed, whenever possible, at the annual meeting in (**April**) May. Additional committees may be added as deemed necessary;

Article VIII. PTO Meetings

A. Coral Academy PTO Meetings shall take place on the second week of each month, day of the week to be determined by the Board, via majority vote at the beginning of the school year. This day cannot change until the following school year;

B. The fiscal year for the PTO shall be **June 30**.

At the February 13, 2013, General Membership meeting, the following provisions were added or changed to the bylaws:

Article IV. Officers and Elections

B. The term of office shall be for one full year, the elections are in April. Officers will take office in **June, effective the last day of the calendar school year (May)** and serve **till June, effective the last day of the calendar school year (May)** of the following year. **Once the new board has been announced/introduced, there will be a one (1) month transition period for the officers-elect to** will shadow the current officers, to learn the procedures of the office and to make preparations for the next school year **through the end of the school year.**

~~C. The term of office shall be for one school year, starting when elected in April.~~

I. A PTO officer may not hold office while another family member simultaneously holds office on the PTO; therefore, only one (1) PTO officer per family.

Article V. Duties of the Officers

C. Secretary

1. The secretary records, properly documents, and stores the following:

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Bylaws

2. Submits agendas and minutes to the President. Once approved, submits to **webmaster** ~~Corresponding Secretary~~ for inclusion on PTO website.

~~3. Provides minutes to Corresponding Secretary to post on the website.~~

~~F. Vice President of Finance~~

~~1. Ensure the PTO is compliant with all state and federal taxes;~~

- ~~2. Ensure the PTO is properly set up as non-profit, and maintains this status;~~
- ~~3. Makes sure that taxes are filed properly;~~
- ~~4. Acts as the second signer on the Organization's bank accounts;~~
- ~~5. Make sure the board and organization are properly insured;~~
- ~~6. Verify Organization's bank account information by auditing online bank statements monthly; and~~
- ~~7. Ensure the accounting records are updated and correct.~~

All of the above duties get moved under Vice President with exception of 4.

Coral Academy of Science Las Vegas Parent Teacher Organization
(PTO) Standing Rules
Approved February 8, 2012

Revised February 8, 2012

I. Meeting Time and Place

The regular meetings of the Coral Academy Las Vegas PTO shall convene at 6:00 p.m. on the second week of each month (day of the week to be determined at the beginning of the school year, via majority board vote) during the regular school year calendar from September through May. The location shall be the MultiPurpose Room at the Tamarus, Windmill or Sandy Ridge Campus of CASLV unless announced otherwise.

II. Annual Fee for Membership

The annual per family fee for membership in the Coral Academy Las Vegas (CASLV) PTO shall be \$25.00.

Amount changed to \$10 for future school years, due to current economic conditions.

ADDED 2/2012 - A spring semester membership drive shall occur at each campus, offering a discounted membership fee of \$5.00 per family.

III. Amendments to Bylaws

A new set of bylaws shall be issued any time an amendment is made. The new set shall bear the date of the revision on the title page. Members shall be asked to destroy all previous versions.

V. Tracking Changes to Bylaws

Changes to the Coral Academy Las Vegas Bylaws shall be tracked by the release date on the title page. The release date is the official date that the document was approved by the CASLV PTO and is located under the title of the document. The PTO Secretary shall keep track of the revisions.

VI. Tracking of Non-sufficient Funds (NSF)

The Coral Academy Las Vegas PTO Treasurer shall track all checks paid to the PTO. If charges are assessed to the Coral Academy Las Vegas PTO checking account, it is the responsibility of the Treasurer to notify and collect the fee from the person or persons who wrote the NSF check.

A. If there have been more than two (2) NSF checks charged to the Coral Academy Las Vegas PTO checking account, the person or persons will be notified that they will need to pay their payments to the PTO in cash.

B. If the parties fail to pay PTO for fees incurred because of a returned item, PTO will notify them that all future payments will need to be in cash.

VII. Request for Funds from PTO

All allocation requests must be submitted in writing to the PTO Board for review by the first (1st) **day** Thursday of the month prior to presentation at the PTO meeting, **any requests must be provided to Organization no later than four (4) weeks prior to the date of requested funds.**

Any Committee requesting a money allocation from the PTO must have a representative present at the monthly PTO meeting to answer any membership questions in order for allocation to be approved.

Amendment to Bylaws
Approved January 15, 2014

D. ~~Corresponding Secretary~~ **Position removed**

———1. ~~Writes thank you notes, sends get well cards, sympathy cards, etc.~~~~(remove)~~

4. ~~Is responsible for outgoing information to parents, teachers, and the administration and is responsible for maintaining up to date information on the PTO website~~ ~~(Corresponding Secretary must receive proper access to make changes to website).~~

This document has been retyped by Deanna Kirk in February 2013
This document has been reedited by Elizabeth Kazelskis in March 2014