

Bylaws of the Parent Volunteer Organization of Triad Math and Science Academy

Article I. Name

Section 1. The name of this organization shall be the Parent Volunteer Organization (PVO) of Triad Math and Science Academy (TMSA).

Article II. Purpose and Mission

Section 1. The purpose of this organization shall be to support the mission statement of TMSA. Continual support will include advocacy, educational support and collaborative efforts deemed necessary by the students, parents and TMSA personnel.

Section 2. The PVO mission is to enhance the educational experience of our students and assist TMSA personnel by providing additional programs, funding and support as necessary.

Section 3. The PVO is organized exclusively 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.

Article III. Members

Section 1. Membership shall be made available in this organization without regard to race, color, creed or national origin.

Section 2. There shall be an annual membership enrollment at the start of each school year with continual enrollment available throughout the year.

Section 3. Each member shall pay annual dues as determined annually by the Executive Board.

Section 4. The Executive Board shall determine the sponsorship levels (individual, family, corporate) of annual membership.

Section 5. All members, who are current with their membership dues, shall be entitled to one (1) vote per motion at general membership meetings.

Section 6. The current members of this organization who contribute volunteer time to PVO committees, projects and events will earn a PVO Parent Volunteer shirt. A shirt is

earned after completion of ten (10) volunteer service hours. Volunteer hours may be accumulated in a variety of ways as directed by board members, committee chairs and parent liaisons. The board members, committee chairs and parent liaisons are responsible for keeping time for their volunteers and awarding shirts as earned.

Article IV. Officers

Section 1. Officers shall be elected by majority vote of current members present at the general membership meeting in May.

Section 2. The school principal shall be an ex-officio of the executive board and all committees. The principal will be offered time at all general membership meeting to address the membership. The principal may appoint one (1) staff member to the executive board.

Section 3. Officers shall assume their official duties following the end of the current fiscal year. Officers shall serve for a term of two (2) years or until their successor is elected at the general election in May. A person may only serve two (2) consecutive terms in the same office.

Section 4. The elected officers of this organization shall consist of one (1) president or two (2) individual co-presidents, two (2) vice presidents, one (1) recording secretary, one (1) treasurer, two(2) or three(3) parent liaisons for grades K-5, two(2) or three(3) parent liaisons for grades 6-8 and one(1) or two(2) parent liaisons for grades 9-12. All elected officers shall be current members of the PVO.

Section 5. The two (2) vice presidents shall be the VP of Programs, and VP of Development and Organization. The president shall appoint one of the vice presidents to serve as the first vice president. This person will serve as acting president in the temporary absence of the president. If the VP declines the appointment then the president shall ask the other VP to serve.

Section 6. There shall be a nominating committee composed of three (3) members appointed by the president and approved by the executive board.

1. All members of the nominating committee shall be current members of the PVO.
2. The committee shall elect its' own chair.
3. The nominating committee shall nominate an eligible person for each office to be filled and report its' nominees 30 days prior to the regular general membership meeting in May. During this meeting additional nominations may be made from the floor.
4. Individuals who are current members of the PVO and who have signified their consent to serve if elected, shall be nominated to such office.
5. Any incoming potential member who wishes to be nominated to an office must consent to join this organization and serve if elected.
6. The president is not eligible to serve on this committee.

Section 7. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board. Notice of such election shall be given by the president. In case a vacancy occurs in the office of the president, the first vice-president shall serve notice of the election.

Article V. Duties of Officers

Section 1. The President shall:

1. Preside at all meetings of this organization.
2. Serve as an ex-officio member of all committees except the nominating committee.
3. Coordinate the duties/work of the officers and committees of this organization.
4. Appoint the nominating committee and any special committees.
5. Write a PVO update as necessary for any TMSA publication or newsletter.
6. Provide frequent updates to the Principal by way of a written update weekly and a face to face meeting monthly. The president will notify the rest of the PVO executive board of the date and time of the meeting. Executive board members are welcome to attend.
7. Insure that a PVO report is presented to the TMSA governing board at their meetings. The president may appoint another board member to present the report in the event they will be unavailable.
8. Be a signatory on all financial accounts.
9. Sign and execute all contracts of this organization with prior executive board approval.
10. In the absence of the appropriate vice president, may sign expense reimbursements requests as allocated for in the approved budget.
11. Perform such other duties as may be provided for in these bylaws, prescribed by parliamentary authority, or directed by the executive board or executive committee.

Section 2. The Vice-Presidents shall:

1. Assist the president as needed.
2. Advise the committees that are assigned to them.
3. Approve and sign reimbursement requests from their committees as allocated for in the approved budget.
4. The first vice president, as appointed by the president, shall be a signatory on all financial accounts.
5. Perform such other duties as may be provided for in these bylaws, prescribed by parliamentary authority, or directed by the president, the executive board or the executive committee.

Section 3. The Recording Secretary shall:

1. Record the minutes of each general, executive committee and board meeting of this organization.
2. Distribute printed copies of the minutes of the previous meeting for approval.
3. Have a current copy of the Bylaws on hand.
4. Have minutes of previous meetings for reference at each meeting.
5. Determine the presence of a quorum prior to any business being conducted.
6. Perform such other duties as may be provided for in these bylaws, prescribed by parliamentary authority, or directed by the president, the executive board or the executive committee.

Section 5: The Treasurer shall:

1. Have custody of the funds of the organization and be a signatory on all financial accounts.
2. Maintain a full account of the funds of the organization.
3. Make disbursements as authorized by the president or the executive board.
4. Maintain an accurate accounting of all disbursements and receipts.
5. Provide a written financial statement at each general membership, executive board and executive committee.
6. Present an annual report of the financial condition of the organization at the last general membership meeting of this organization.
7. Have the accounts examined annually at the end of the school year or upon the change of treasurer by an auditor or auditing committee of not fewer than three (3) members.
8. Prepare a budget to be approved by the Executive Board.
9. A financial secretary may be appointed at the discretion of the treasurer to assist the treasurer as needed. This financial secretary shall be a non-voting member of the executive board.
10. File all required tax forms and reports in a timely manner, including but not limited to IRS form 990.
11. Perform such other duties as may be provided for in these bylaws, prescribed by parliamentary authority, or directed by the president, or the executive board or executive committee.

Section 6. The Parent Liaisons shall:

1. Foster a comfortable working relationship with the dean of their respective grades and introduce themselves to the teachers in their grades and provide them with contact information.
2. The parent liaison will be a mediator between parents and TMSA personnel when necessary.
3. They may offer support and help when a parent may not feel comfortable in approaching TMSA personnel about a situation or concern.
4. They may be needed to assist in resolving disputes between parents and TMSA personnel.
5. They will make a point of spending some time during school hours observing concerns that need to be addressed by TMSA personnel.
6. They will have periodic meetings with the principle to discuss any concerns or situations they have observed or are made aware of by parents or TMSA personnel.
7. Their main objective is to help make TMSA a safe, progressive and successful environment for all.
8. Perform such other duties as may be provided for in these bylaws, prescribed by parliamentary authority, or directed by the president, or the executive board or executive committee.

Article VI. Removal from Office

Section 1. Request for Removal

1. Any current member of this organization can request that an elected officer be removed from office. A request for removal from office must be sent in writing

to all members of the Executive Committee. The written request must state reasons for the officer's removal.

2. Within seven (7) days of receiving the written request for removal from office, the executive committee shall meet to determine by 2/3 vote whether or not to hold a hearing based solely on the information in the written request.
3. The executive committee shall communicate its decision in writing within three (3) days to the current member who submitted the request and to the executive board. A copy of the original request for removal shall be attached to the board copy.
4. In the event of the allegation of fiduciary misappropriation or misuse, the individual's signatory privileges will be immediately suspended until after the hearing.

Section 2. Hearing

1. Prior to a vote for removal from office, the elected officer is entitled to a hearing before the executive committee.
2. A hearing for the removal of an officer shall be held within seven (7) days of the decision to hold a hearing.
3. The elected officer must be notified by registered mail at least three (3) days prior to the hearing. If the elected official fails to appear, that individual's rights for a hearing are forfeited.
4. A representative of the Triad Math and Science Academy administration shall conduct the hearing.
5. Based upon information presented at the hearing, the executive committee may, by 2/3 vote, recommend removal from office.

Section 3. After the hearing of the executive committee, any recommendation for removal from office must be submitted to the executive board for immediate action. A special meeting of the executive board meeting shall be held within seven (7) days of the hearing. An officer may be removed by 2/3 vote of the executive board present.

Article VII. Executive Board

Section 1. The Executive Board shall manage the affairs of this organization in the intervals between general membership meetings.

Section 2. Each Board member shall be a current member of this organization.

Section 3. The voting members of the Executive Board shall be:

1. Elected officers.
2. The chairman from each standing committee.

Section 4. Each member of the executive board will be allowed one (1) proxy vote per year.

Section 5. At all meetings of the Executive Board, a majority (50% + 1) of the executive board shall constitute a quorum for the transaction of business.

Section 6. Duties of this Executive Board shall be:

1. Transact such business that may be referred to it by the membership of this organization.

2. Create standing and special committees.
3. Select an auditor or an auditing committee, of not fewer than (3) current members, to audit the financial accounts monthly and annually.
4. Prepare and submit an annual budget for to the general membership for adoption.
5. Fill all vacancies in office.
6. Determine annually the levels of membership and the corresponding dues structure.
7. Determine annually a discretionary amount to be used by the president.

Section 7. Regular meetings of the board shall be held with the date and time to be fixed by the Board by its third meeting of the year. If regular meetings need to be rescheduled, revised meeting dates will be announced no less than five (5) days prior to the original meeting date, except for cases of inclement weather.

Section 8. Special meetings of the board may be called by the president or when requested by a majority of the board members upon three (3) days notice to each member of the board.

Section 9. Upon expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall transfer all records, books, and other materials pertaining to the position to the incoming officer or committee chair. If the new officer or committee chair is unavailable the information shall be given to any current board member to forward to the appropriate person.

Article VIII. Executive Committee

Section 1. Members of the executive committee shall be all the elected officers as listed in Article IV. Officers, section 1 of these bylaws.

Section 2. Special meetings of the committee may be called by the president or upon request by a majority of the executive committee members upon three (3) days notice to each member of the committee.

Section 3. At all meetings of the executive committee, a majority (50% + 1) of the executive committee shall constitute a quorum for the transaction of business.

Section 4. Duties of the executive committee shall be to:

1. Transact business referred to it by the executive board.
2. Appoint and approve standing committee chairs by majority vote.
3. Approve the work of the committees.
4. Respond to emergencies between meetings of the executive board.

Article IX. Standing and Special Committees

Section 1. Current members of this organization shall be eligible to chair a committee. Any incoming potential member who wishes to chair a committee must consent to join this organization and serve if selected.

Section 2. The executive committee may create or dissolve standing and special committee(s) as it deems necessary to promote the purpose of this organization.

Section 3. The term of office of a committee chair shall be one (1) year or until the successor is selected.

Section 4. Any monies raised by a committee will be subject to an annual review by the executive board.

Section 5. Allocation of funds generated and or raised by any committee will be determined and reviewed annually by the executive board as part of the annual budget approval process.

Section 6. The chair of each committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the approval of the executive committee.

Article X. General Membership Meetings

Section 1. At least four (4) regular general membership meetings shall be held during the school year. Dates and times shall be determined by the executive committee and announced two weeks in advance via the PVO and TMSA websites and posted in the TMSA weekly newsletter.

Section 2. The election of officers shall be held during the May meeting.

Section 3. The privilege of making motions, debating and voting shall be open to paid current members of this organization for the year.

Section 4. At any general membership meeting, six (6) current members in addition to any board members present shall constitute a quorum for the transacting of business.

Section 5. All general membership meetings shall be open to the public with dates and times posted on both the PVO and TMSA websites and in the TMSA weekly newsletter.

Article XI. Finance and IRS Form 990

Section 1. The fiscal year of this organization shall be from July 1 and ending on the following June 30.

Section 2. The executive committee will direct the treasurer as to the proper filing of reports to the Internal Revenue Service.

Section 3. The audit committee shall not consist of individuals with check writing authority or their family members, nor the outgoing or incoming treasurer. The audit committee shall be responsible for the annual audit and the monthly financial reviews.

Section 4. A monthly financial review will be conducted by the audit committee. The audit committee will review the bank statement and supporting documents and shall sign an acknowledgement on the bank statements that the expenditures were authorized.

Section 5. Amendments to the budget may be considered and adopted at regular or special general membership meetings.

Section 6. All Checks must be signed by a minimum of two (2) officers, except that none of these officers shall be related and at least one of the authorized officers shall be the treasurer. The signing of blank checks and checks made out to cash shall be prohibited.

Section 7. All expenditures must be consistent with the approved budget and based upon actual fund availability. All reimbursements for expenditures will be contingent upon actual fund availability.

Article XII. Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised (RONR) shall govern this organization.

Article XIII. Amendments

Section 1. These bylaws may be amended at any regular general meeting of this organization by a majority vote of those current members present.

Section 2. Notice of proposed amendments will be provided to the membership thirty (30) days in advance of the meeting.

Section 3. Any adopted amendment will take effect immediately after the close of the general meeting.

Article XIV. Dissolution of the organization

Section 1. In the event that this organization is dissolved, after all liabilities and obligations are satisfied, all remaining money in the account shall be transferred to the Triad Math and Science Academy Library, by majority vote of the existing executive committee.

Approved and Adopted:
