

**Doral Academy of Nevada Pebble  
Parent Teacher Student Organization  
(PTSO)**

**Bylaws**

August 2017

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## ARTICLE I – NAME

The organization shall be named “Doral Academy of Nevada Pebble Parent Teacher Student Organization (PTSO)” and is referred to herein as the “PTSO”.

## ARTICLE II – ORGANIZATION

The PTSO is an educational foundation, as defined by NRS 388.750, and is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under 26 U.S.C. § 501(c)(3), or corresponding section of any future federal tax code.

## ARTICLE III – MISSION STATEMENT

To enhance the educational experience of the students of Doral Academy by subsidizing instructive enrichment programs conducted in cooperation with teaching staff, and to provide financial support for field trips and other student group activities. In addition, to help foster a sense of community and cooperation among a diverse student body by sponsoring social gatherings and events aimed at bringing students, parents, and teachers together.

## ARTICLE IV – POLICIES

1. The PTSO shall operate for charitable, educational, nonpartisan, nonsectarian, and non-commercial purposes and shall not discriminate based on race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, genetic information, sexual orientation (including perceived sexual orientation), use of service animal, gender identity or expression.

2. The policies of the PTSO are established to maintain its classification as an educational foundation and its tax-exempt status, as defined by 26 U.S.C. § 501(c)(3).

3. The name of the PTSO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or

for any purpose not appropriately related to the Mission Statement of the PTSO.

4. The PTSO may cooperate with the PTSOs under the direction of the same Board of Directors that have similar goals and interests, but shall not interfere with the administration of these schools, or seek to control their policies.

5. Any person volunteering at a PTSO event or serving in an official PTSO position is subject to a criminal background check prior to volunteering.

#### ARTICLE V – FISCAL YEAR

The fiscal year of the PTSO shall begin on July 1st and shall end on June 30th.

#### ARTICLE VI – MEMBERSHIP AND DUES

1. Membership. Any family member of a student at the school, the principal, or any teacher currently employed at the school may become a PTSO Member.

2. Dues. Each member shall pay annual membership dues of \$15.00 to the PTSO. Dues paid shall be good through the end of the current fiscal year.

3. Voting. Each individual paying member shall receive one vote. Only members in good standing (*i.e.*, who have paid their annual dues at least 14 calendar days prior to a PTSO meeting and who are not facing removal from the PTSO) shall be eligible to vote or serve on the executive board. Each family is limited to four votes. Voting may take place by voice or, upon request, by written ballot.

4. Removal from the PTSO. Any PTSO member (with the exception of officers; *see* Article VII § 12) can be removed from the PTSO, with or without cause, by a simple majority vote of the Officers at any regular PTSO meeting. A motion for removal of a non-officer member may be made at any PTSO meeting and must be seconded before the motion will be scheduled for a vote at a future meeting. At the time a motion is made pursuant to this section, the movant must announce whether the proposed removal is with or without cause and, if for cause, the

circumstances warranting removal. Advanced notice of the vote shall be given to the PTSO members at least one week prior to the meeting. At the PTSO meeting where the vote is to be held, following procedure will be followed: (1) after all business is conducted, the presiding officer shall direct commencement of the removal proceedings; (2) the movant or their designee may make an oral argument in support of removal of no more than five minutes; (3) the member pending removal or their designee may then make an oral argument in support of remaining a member of no more than five minutes; (4) the officers will each announce their vote aloud, in an order designated by the presiding officer, with the Recording Secretary tallying the votes for each member; and (5) at the end of the voting, the Recording Secretary shall record the results in the minutes for the meeting and announce the results of the vote aloud. If the vote in favor of removal is greater than one-half of the total voting officers, the member pending removal shall be removed from the PTSO and, if present, shall leave the meeting without delay; if the vote is equal to or less than one-half of the total voting officers, the member shall remain in the PTSO. Any vote pursuant to this Section shall be final and binding. Any member not removed from their position as the result of a vote pursuant to this Section, and for allegations of cause, shall not have any circumstances relating to said cause used against them in any future removal proceeding. Upon conclusion of the removal proceedings, the presiding officer shall close the meeting.

#### ARTICLE VII – OFFICERS

1. Officers. The officers shall consist of a President, and up to three Vice Presidents, Recording Secretary, Communications Secretary, Treasurer, Director of Communications, Room Parent Coordinator, Fundraising/Sponsorship Specialist, Parent Volunteer Coordinator, Membership Representative, Website Maintenance, Order Specialist, BoxTops Chairperson, and Assistants to the Board. The Position of the President and/or Vice President may be a shared position between two or three individuals, thus acting equally as Co-Presidents or Co-Vice

Presidents.

2. Eligibility. Only members in good standing (*i.e.*, who have paid their annual dues at least 14 calendar days prior to a PTSO meeting and who are not facing removal from the PTSO) shall be eligible to serve in any officer position; with the exception that no two individuals of close, legal relation (*e.g.*, spouses, siblings, parent-child, cousins, or in-laws) shall serve as officers during the same school year.

3. Appointment of Initial Officers. Upon initial formation of Doral Academy of Nevada PTSO, a President shall be appointed by the principal for their initial term. All other officers will be appointed by the appointed president after receiving and reviewing applications. Thereafter, officers must apply and be elected, following the rules set forth in §§ 4 – 7 of this Article.

4. Elections. To apply to be PTSO President, you must have served on the executive board the year prior to the year for which you are applying. Any PTSO member can apply to be on the executive board for the following year for all other positions. Applications will be available on the PTSO website and will also be emailed to all members during the months of April and May. At the last PTSO meeting in May, there will be a vote to elect officers to the executive board for the following school year.

5. Term of Service. The officers selected will serve a one year term. An officer may serve multiple terms..

6. Officer Requirements. Officer requirements are as follows: applicant must be a member of the Doral Academy PTSO and must be familiar with the operations of the PTSO and Doral Academy policies. President requirements are as follows: applicant must have been a PTSO officer during the year prior to the year for which he/she is applying.

7. Unfilled Positions. In the event the PTSO fails to fill all officer positions at the

April/May PTSO meeting, or if that no qualified nominee can be found to fill an existing officer's expiring term, the incumbent officer of the expiring term may remain in office and continue to perform his/her duties for another term, if a majority of the remaining members agree to an exception of § 4 of this Article, or until an election of a new officer takes place at any regular PTSO meeting.

8. Conduct. All officers shall act in the best interest of the PTSO.

9. Compensation. No officer shall be compensated by the PTSO for his/her service.

10. Attendance. Absent an emergency, each officer shall attend the executive board monthly meetings, as well as the PTSO general meetings.

11. Committee Service. Each officer is expected to serve on a minimum of one committee. Each officer shall assist in the nomination of incoming chairpersons of standing committees.

12. Removal from Office. Any officer can be removed from office, with or without cause, by a two-thirds majority vote of the remaining officers at any regular PTSO meeting. A motion for removal of an officer may be made at any PTSO meeting and must be seconded before the motion will be scheduled for a vote at a future meeting. At the time a motion is made pursuant to this section, the moving officer must announce whether the proposed removal is with or without cause and, if for cause, the circumstances warranting removal. Advanced notice of the vote shall be given to the PTSO members at least one week prior to the meeting, and the officer pending a removal vote may submit any written evidence or statements in mitigation or extenuation to all of the voting officers at least one day in advance of the vote. At the PTSO meeting where the vote is to be held, following procedure will be followed: (1) the presiding officer will call the meeting to order and, before any other business scheduled for said meeting, shall direct commencement of the removal proceedings; (2) the moving officer or their designee may make an oral argument in

support of removal of no more than five minutes; (3) the officer pending removal or their designee may then make an oral argument in support of retention of no more than five minutes; (4) the voting officers will each announce their vote aloud, in an order designated by the presiding officer, with the Recording Secretary tallying the votes for each member; and (5) at the end of the voting, the Recording Secretary shall record the results in the minutes for the meeting and announce the results of the vote aloud. If the vote in favor of removal is equal to or greater than two-thirds of the total voting officers, the officer pending removal shall be immediately removed from office and shall leave the meeting without delay; if the vote is less than two-thirds of the total voting officers, the officer pending removal shall be retain their position on the board. Any vote pursuant to this Section shall be final and binding. Any officer removed from office shall also be automatically removed as a member of the PTSO. Any officer not removed from their position as the result of a vote pursuant to this Section, and for allegations of cause, shall not have any circumstances relating to said cause used against them in any future removal proceeding. Upon conclusion of the removal proceedings, the presiding officer shall move to the remaining issues on the agenda for the meeting.

#### ARTICLE VIII – OFFICER DUTIES

1. President. The President shall: (1) preside over all PTSO meetings; (2) prepare each meeting’s agenda; (3) be a member, ex officio, of all committees; (4) represent the PTSO at city-wide meetings or other meetings outside of the organization; (5) assist in the total coordination of all committees and the PTSO as a whole; (6) appoint special committees as needed; (7) announce PTSO meetings to the school population at least one week in advance of that meeting; and (8) serve as a signer on the PTSO bank account.

2. Vice President. The Vice President shall: (1) perform the duties of the President in his/her absence, resignation, or inability to serve; (2) research and solicit educational grants; (3)



one Vice President, as selected by a simple majority of the board, shall serve as a signer on the PTSO bank account; (4) oversee specific board members as assigned by the President; and (5) report to the President.

3. Recording Secretary. The Recording Secretary shall: (1) maintain all records of the PTSO, including transactions, contracts, correspondence, and related documents; (2) record the minutes of the meetings of the executive board and PTSO and forward a copy to the President and Website Maintenance Chairperson to be posted on the PTSO website; (3) record attendance in all meetings; (4) maintain organized records from the planning of any event hosted by the PTSO. These records should be kept in a secure location, 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) hold a copy of the PTSO bylaws, parliamentary procedures, and current membership list and make each available upon request to any PTSO board member at any executive board meeting; and (6) perform any other duties, as required by these Bylaws.

4. Communications Secretary. The Communications Secretary shall: (1) get a copy of current membership list from the Recording Secretary on a monthly basis; (2) use email, text, and/or social media to send meeting reminders, announce upcoming events and current volunteer opportunities, and distribute the PTSO newsletter, if applicable; (3) organize, seek approval from the PTSO President and principal, and distribute flyers of all PTSO events and news to all parents via email, social media and/or physical copies; and (4) attend to the official correspondence of the PTSO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTSO.

5. Treasurer. The Treasurer shall: (1) act as custodian of funds and perform all banking activities of the PTSO; (2) maintain up-to-date, accurate financial records of the PTSO; (3) receive all funds of the PTSO, including, but not limited to, donations, dues, and fundraising

sales and contributions; (4) provide a written and oral financial report of the receipts and expenditures at each PTSO and executive board meeting and at other times upon request of the board; (5) audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTSO policies; (6) pay all bills and disburse funds as authorized by the executive board; (7) perform the complete and timely filing of all federal and state tax returns as well as financial reports, pertaining to the PTSO's 26 U.S.C. § 501(c)(3) status, as applicable, and maintain accurate records of such; (8) complete all financial updates by the close of the Fiscal Year and provide a full year-end report; and (9) serve as a signer on the PTSO bank account.

6. Room Parent Coordinator. The Room Parent Coordinator shall: (1) be the contact between the executive board and the room parents; and (2) have open communication with all room parents throughout the school year.

7. Fundraising/Sponsorship Specialist. The Fundraising/Sponsorship Specialist shall: (1) research possible fundraising events and present to the board; (2) schedule fundraisers with businesses and be the key contact for the PTSO for fundraising; and (3) will help acquire donations for PTSO events, including physical goods and/or services and monetary sponsorship donations.

8. Parent Volunteer Coordinator. The Parent Volunteer Coordinator shall: (1) organize parent volunteers; (2) create SignUpGenius (or similar) links; and (3) contact volunteers as needed.

9. Membership Representative. The Membership Representative shall: (1) conduct a PTSO membership drive; (2) maintain accurate records of all PTSO members; and (3) distribute membership cards.

10. Website Maintenance Chairperson. The Website Maintenance Chairperson shall be

responsible for the updates and maintenance of the PTSO website including, but not limited to: adding merchandise to store, posting flyers and information, etc.

11. Order Specialist. The Order Specialist shall: (1) maintain accurate records of all PTSO orders received; (2) tally and organize information for submitting orders to vendors; and (3) distribute merchandise in a timely and efficient manner.

12. Box Tops Chairperson. The Box Tops Chairperson shall: (1) create and organize BoxTop incentives; and (2) collect and organize Box Tops for Education submissions by deadlines.

13. Assistants to the Board. The Assistants to the Board shall: (1) help board members in special projects and/or general duties; (2) work closely with various members during specific times; (3) serve on a minimum of one committee; and (4) attend monthly board meetings.

#### ARTICLE IX – EXECUTIVE BOARD

1. Executive Board. The executive board shall consist of the officers, the school principal, a teacher representative, and a student representative.

2. Principal, Teacher Representative(s), and Student Representative. The principal, the teacher representative, and the student representative are not required to pay annual dues and shall each have one vote. The principal acts as liaison between the school and the PTSO and ensures that all PTSO activities are in accordance with school policies and procedures. The teacher representative acts as liaison between the school teachers and the PTSO. The student representative shall be the president of the student council or a designated representative of the student council/student body.

3. Duties. The executive board shall conduct necessary business in preparation for the regular PTSO meetings and shall prepare a proposed budget to be voted upon by the PTSO membership at the first PTSO meeting of the fiscal year.

## ARTICLE X – MEETINGS

1. Regular Meetings. Regular meetings shall be held a minimum of 3 times per school year, at the school, on a date and time pre-established by the executive board. Dates and times of the meetings shall be presented by the President at the first regular meeting of the school year.

2. Executive Board Meetings. Executive board meetings shall be held monthly on a date mutually agreed upon by the officers.

3. Special Meetings. Special meetings may be called at any time during the school year by the President or upon the written request to the Recording Secretary of at least five PTISO members in good standing. The objective(s) of said special meeting must be set forth and presented to the PTISO membership at least five business days prior to the meeting.

4. Quorum. A quorum of the board must be present to conduct business and for any vote to take place. A majority of the board shall constitute a quorum.

5. Initial Meeting. The newly elected executive board shall meet at least once between July 1st and the first PTISO meeting of the upcoming fiscal year for the purpose of preparing a balanced budget proposal, which shall be presented at the first regular PTISO meeting of the school year. A vote shall be taken at the first regular meeting as to either accept or amend the executive board's proposed budget.

6. Final Meeting. The final PTISO meeting shall take place in May, prior to the close of school, and shall include a vote for the next fiscal year's board.

## ARTICLE XI – FUNDS

1. Use of Funds. PTISO funds shall be used for programs, events, and items, which directly benefit the students of the school, with the exceptions of teacher appreciation and staff gifts.

2. Income. All funds raised must be counted and signed off by two executive board members or committee chairs. All funds raised for the PTSO must be documented and submitted to the Treasurer within five business days of receipt. All funds received by the Treasurer must be deposited into the PTSO bank within two business days of receipt. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

3. Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTSO President and Treasurer. Reimbursement requests should be submitted to the Treasurer within 30 days of the incurred expense, or no later than three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt.

4. Non-Budget Requests. Monetary requests for non-budgeted items over \$250.00 may be submitted to the PTSO at a meeting by any PTSO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled regular meeting of the PTSO. Advance notice of the upcoming vote shall be publicized to the PTSO membership at least one week prior to the vote.

5. Reporting. An updated financial report shall be made available to each PTSO member upon request, or on request made pursuant to any applicable laws.

6. Carry-Over. The PTSO 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 \$10,000.00.

## ARTICLE XII – COMMITTEES

1. Creation of Committees. The executive board may create, change, or dissolve a committee, and to appoint or remove a committee chairperson, on motion by any officer and approved by the executive board by simple majority.

2. Committee Chairperson. The chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along for future chairpersons. These records should be turned over to the Recording Secretary, who will maintain a comprehensive file of all events planned by the PTSO and make them available to future chairpersons. The committee chair shall: (1) research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the executive board; (2) solicit volunteers to assist with his/her assigned committee; (3) report all fundraising activities, expenses, and profits at one executive board member monthly meeting of the month his/her event is scheduled to take place; (4) maintain confidential records of all contributions; and (5) maintain planning records of each event and pass these along to the recording secretary for permanent record keeping

3. Committee Members. Chairpersons or the President may solicit and appoint additional members to serve on the respective committees as necessary.

4. Contracts and Purchases. No committee chairperson shall secure any contract in the name of the PTSO without advance approval from the executive board. Any approved purchases must be made with the budgetary restrictions.

5. Attendance. Committee chairpersons shall attend one executive board monthly meeting to report on the activities of his/her committee on the same month as their event.

### ARTICLE XIII – SOCIAL MEDIA GUIDELINES

1. “Social Media” Defined. “Social media” shall be defined in the broadest sense possible and may not be limited to the traditional social media outlets. Social media shall include any public or private online forum where users traditionally share information.

2. Confidentiality. There shall be no posting regarding deliberations during board meetings, complaints brought privately to the PTSO, etc.

3. Privacy. There will be no posting of people's names, thoughts, or pictures without their express permission. Members posting on social media must be cognizant that anything posted on the internet remains there permanently.

4. Transparency. Executive board members posting on social media will be candid about their position in any post involving the school and/or PTSO.

5. Accuracy. Any mistakes in text and/or content are to be corrected in a swift and professional manner.

6. Liability. Members posting on social media may be held personally liable for posts that infringe copyright, contain libel, violate obscenity standards, or violate any terms of use for wherever the post is displayed.

#### ARTICLE XIV – PARLIAMENTARY AUTHORITY

1. Rules and Procedure. The rules contained in Robert's Rules of Order, 11th edition (2011), shall govern the PTSO in all cases in which they are applicable and in which they do not conflict with these bylaws. A copy of these rules is available online.

2. Bylaws Committee. A special committee may be appointed to submit a revised set of bylaws by majority vote at a regular PTSO meeting.

#### ARTICLE XV – AMENDMENT

These bylaws may be amended under the following conditions and procedures: (1) either the Bylaws Committee or at least five PTSO members shall submit the revision request to the Recording Secretary; (2) at least 14 calendar days prior notice shall be given to the PTSO membership that a vote will be taken at the next scheduled regular PTSO meeting; (3) a quorum is met at the meeting and the revision request is approved by a majority vote of those present; and (4) all approved amendments shall become effective immediately and recorded by the recording secretary.

## ARTICLE XVI – DISSOLUTION

1. Dissolution. The PTSO may be dissolved provided prior notice is given to the PTSO membership, a vote is taken at the next scheduled regular PTSO meeting, and the request is approved by a two-thirds majority vote of the quorum.

2. Remaining Funds. Upon a vote to dissolve the PTSO, the remaining PTSO funds shall first be used to pay any outstanding PTSO debt, and then exclusively for exempt purpose. Either: (1) a vote shall be taken by the PTSO membership to spend the remaining funds on an item or items that benefit the students; or (2) upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of 26 U.S.C. § 501(c)(3), or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.