

Elko Institute of Academic Achievement PTSO

Bylaws

**Written November 2009 amended March 2022, March 2023, April
2023, June 2024, September 2024**

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Article I. Name

The name of this organization shall be the Elko Institute for Academic Achievement Parent Teacher Student Organization (EIAA-PTSO), and shall be governed by the EIAA-PTSO executive board.

Article II. Vision

We believe that children are motivated to be life-long learners when they are nurtured in a thriving learning environment that includes the participation of families, staff and our community.

EIAA-PTSO will provide a sense of community, as well as an avenue of communication between the administration, teachers and parents.

Article II. Mission and Purpose

The mission of the EIAA-PTSO shall be to promote the general welfare of all EIAA students, to assist the staff in providing for the educational needs of the children, and to foster collaboration between our school and our community. Our mission is also:

- To build and support positive relationships between parents, guardians, teachers, administrators, and the EIAA charter school board.
- To sponsor supplemental activities and enriching experiences for both students and faculty.
- To provide a non-biased forum for the sharing of information and the discussion of issues that impact EIAA students and their learning and overall wellness.
- To show students, by example, how such an organization can work.

Article III. Basic Policies

Section 1 The EIAA-PTSO shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse any commercial enterprise. The name of the Organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the Organization.

Section 2 This Organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 3 No earnings of the EIAA-PTSO shall be to the benefit of, or be distributable to its members, officers, or other private persons except that which the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

Section 4 Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Section 5 The bylaws of the EIAA-PTSO shall prohibit voting by proxy.

Section 6 Only EIAA-PTSO Board Members are eligible to make and second motions. General members may vote on the motion once it is made and seconded. If the majority vote in favor of the motion, the motion passes.

Section 7 The fiscal year of the EIAA-PTSO shall begin on July 1 and end on the following June 30.

Section 8 The EIAA-PTSO may cooperate with other organizations and agencies concerned with child welfare, outside of EIAA, but no persons representing this organization shall make any commitments that bind this organization to another organization without previous approval of the executive board and a majority membership vote.

Section 9 The EIAA-PTSO may only be dissolved by petition of the Executive Board, where it will then be presented for a majority vote of our active general members.

Article IV. Membership and Dues

Section 1 The EIAA-PTSO does not discriminate against any person based on age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other basis protected by applicable federal, state or local laws.

Section 2 Any person who is in sympathy with the mission and purpose of the EIAA-PTSO shall be eligible for official membership.

Section 3 An annual membership enrollment will be conducted at the first meeting in September. Additional members shall be accepted at any time during the school year. There is no annual fee for membership. All are welcome to come to meetings and help with sponsored events.

Section 4 To be a member of EIAA-PTSO you must complete a membership registration form.

- To be considered EIAA-PTSO member in good standing you must comply with the following: Attend at least (2) board meetings or help with at least (2) EIAA-PTSO sponsored events per year, by either donating time, talents, ideas, items or monetarily to the execution of the event. First time members of EIAA-PTSO automatically start off in good standing for the first (5) months.
- Students automatically have a voice in EIAA-PTSO, but are not eligible to run for offices. Student body representatives are welcome and encouraged to come to board meetings when available and bring ideas and concerns to the EIAA-PTSO.

Section 5 Every individual who is a member of EIAA-PTSO has the right and privilege to vote at EIAA-PTSO board meetings and is entitled to one general membership vote. Those members who are in good standing will have the potential to run for a governance position within the EIAA-PTSO.

Section 6 An individual's membership may be terminated by a petition from majority vote of the Executive Board for conduct that may damage the value and goodwill associated with EIAA-PTSO,

or violates the purposes, policies, or bylaws of EIAA-PTSO. After one written warning, the individual will be given a week to correct their behavior and seek amends. If the individual does not heed the warning, the Executive Board may petition for their membership termination for the rest of the fiscal year. The individual shall be notified in writing within three (3) days of the request to terminate. The individual will have the opportunity to attend the next scheduled meeting to address the Executive Board and shall be notified of the meeting no less than fifteen (15) days prior. If said person is on the Executive Board, they will not get to vote on their own behalf.

Article V. Officers

Section 1 Each officer of the EIAA-PTSO must be in good standing with the EIAA-PTSO for at least (6) months prior to being nominated and voted into office. Once elected they shall be members of the EIAA-PTSO.

Section 2 The elected officers of the EIAA-PTSO shall be a president, vice-president, co-vice-president (if needed), social media and communications manager, secretary, and treasurer.

- The EIAA-PTSO must have at least a president and treasurer in order to stay in compliance with state and federal law. If this qualification is not met, and cannot be rectified immediately, the EIAA-PTSO Executive Board will have to petition for dissolution of the organization.

Section 3 The offices of president and treasurer cannot be co-chaired on any one committee. EIAA employees can hold elected offices with the exclusion of the administrative staff.

Section 4 No two officers with check signing authority can live in the same household or be legally married to each other.

Section 5 Officer duties are defined as follows:

A. President

- Attend and preside at all executive board meetings and general membership meetings of the EIAA-PTSO, both regular and special.
- Develop, produce, and distribute all meeting agendas.
- Appoint chairman to all committees, except as stated in these bylaws.
- Be *ex officio* a member of all committees
- Perform such other duties as assigned by EIAA-PTSO.
- All passwords are to be maintained by the President in a Password Document and are exclusive only to the Executive Board.

B. Vice-president

- Act as an aide to the president.
- Attend all executive board meetings and general membership meetings within their power.
- Preside at all EIAA-PTSO meetings in the absence of the president.
- Assume the position of president if for any reason the president is unable to complete their term. If the vice-president is unwilling to be president, they will assume acting president until an emergency election can be held, with the help of the Nomination Committee.
- Help the secretary with membership records.

- Help head efforts on fundraisers and be on a fundraising committee, if applicable.
- Be responsible for all written correspondence i.e. donation thank-you notes, answers to inquiries, condolences, congratulations, as directed by the Executive Board.
- Perform such other duties as assigned by the EIAA-PTSO.
- A Co-vice-president can be elected to share the vice-president's responsibilities.

C. Secretary

- Attend all executive board meetings and general membership meetings within their power.
- Keep a record of the proceedings of the meetings of the membership and the executive board.
- Make available a copy of the minutes (of the) executive board meetings to the president in a timely manner.
- Be prepared to read the records of any previous meeting.
- Maintain a membership list and members who are in good standing list.
- Have a list of volunteers/contributors for each sponsored event.
- Have a current copy of the bylaws.
- Maintain a sign-in sheet for general meetings.
- Perform such other duties as assigned by the EIAA-PTSO.

D. Social Media and Communications Manager

- Attend all executive board meetings and general membership meetings within their power.
- Create, acquire approval for, and distribute a monthly calendar and newsletter.
- Help committee chairs get approval for and distribute flyers for EIAA-PTSO sponsored events.
- Post any necessary information on social media and/or communication app to keep EIAA families informed of any ongoing activities and events or announcements.
- Ensure that any pictures posted publicly, on social media, and/or on any paper communications sent home do not include any students on the "NO PICTURE LIST." This list is maintained and located at the EIAA Front Office.

E. Treasurer.

- Attend all executive board meetings and general membership meetings within their power.
- Maintain a full account of the funds of the EIAA-PTSO.
- Require a minimum of (2) EIAA-PTSO members to count and record all money collected by the EIAA-PTSO on an EIAA-PTSO money tally sheet at the time of collection.
- Collect financial obligations from the membership and receive all monies belonging to the EIAA-PTSO and deposit the same in its EIAA-PTSO account.
- Make disbursements as authorized by the president, executive board, or the EIAA-PTSO in accordance with the budget adopted by the EIAA-PTSO.
- Present copies of all financial reports to the president and secretary.
- Present a treasurer's report at each board meeting.
- Keep a full and accurate account of the receipts and disbursements in the books belonging to the EIAA-PTSO.
- Submit the books annually for an audit by an auditing committee selected by the Executive Board at least one month before new officers assume duties.
- Make sure all expenditures are approved before authorizing a check to be signed. All checks MUST be signed by two approved bank signers. These people are usually the President, Vice-president, and the Treasure.

- When possible make sure we have at least three approved signers on the EIAA-PTSO bank account, and no less than two approved signers at any time. The treasure has to be one of the approved signers.
- Perform such other duties as assigned by the EIAA-PTSO.

Section 6 A Nomination Committee consisting of at least (4) individuals and up to no more than (5) individuals. The essential (4) members should include: (1) teacher representative (if possible) (1) Admin Appointed Representative (if possible), (2) Executive Board Members, not of the two categories above, (teacher and admin appointed representatives), the others will be appointed by the Executive Board from the general members in the organization who are in good standing and consent to be on the committee. This Nomination Committee needs to be formed no later than the **February** board meeting, giving them enough time for the following responsibilities:

- To find willing and able candidates to run for EIAA-PTSO offices and to ascertain the willingness and suitability of those currently in office to run again.
- To complete nomination paperwork: such as silent nomination ballots, ect.
- To approve and notify candidates to campaign for office by **March 31st** of that year, so they can start campaigning for office starting **April 1**.
- To organize and execute the final elections with the help from the Executive Board.

Section 7 Only members approved by the Nomination Committee, who are a EIAA-PTSO member in good standing, and who accept the nomination, shall be eligible to run for office. More than one candidate can run for each officer position. This is encouraged. Those nominated must be present at the election meeting held in May unless written notice is provided by the nominee.

Section 8 The officers shall be elected by secret ballot at a board meeting in **May** of each year to serve for one year or until successors are elected and assume office. Their term of office shall begin on July 1 and run until June 30.

Section 9 The quorum for election meetings of the EIAA-PTSO shall be a majority of the membership present at the time of the election, to vote into office the winners of the secret ballots for the next fiscal year (July 1-June 30).

Section 10 In the event that a candidate does not receive a majority of the votes cast, a second ballot listing only the two candidates receiving a plurality of the votes cast will be conducted. A majority shall elect.

Section 11 If there is only one nominee for an office, election may be by affirmation.

Section 12 No member shall hold more than one office at a time and for no more than three consecutive years.

Article VI. Meetings

Section 1 Regular meetings shall be held every month, September through May, unless otherwise determined by majority vote of the EIAA-PTSO Board.

Section 2 The president shall determine the time and place of meetings.

Section 3 Special meetings may be called by the president or upon written request of five members (can consist of Executive Board members and general board members) of the EIAA-PTSO. The purpose of the meeting shall be stated in the notice of the meeting. Except in cases of emergency, at least five days' notice shall be given to all members by telephone, in writing, or by electronic means.

Section 4 The quorum for regular meetings and any special meetings of the EIAA-PTSO shall be the majority of members present.

Article VII. Executive Board

Section 1 The executive board shall consist of the elected officers of the EIAA-PTSO, and (1) appointed EIAA school representative who is appointed by the EIAA administrative staff and is an employee of the school.

Section 2 The president may appoint a parliamentarian, subject to approval of the executive board.

Section 3 The Executive Board members are team members. No one of them has a greater importance than another. The individual Board members are not intended to function independently nor in a state of isolation from one another. Instead, they relate to each other on a regular basis through the PTSO. Board members should communicate directly and collaborate on common projects.

Section 4 The affairs of the EIAA-PTSO shall be managed by the executive board in the intervals between general membership meetings.

Section 5 The executive board shall prepare and submit an annual budget to the EIAA-PTSO's first general membership meeting for adoption.

Section 6 The executive board shall select an auditing committee at least one month before new officers assume duties.

Section 7 If any member of the executive board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by a majority vote by the executive board (see Article IV, Section 6). If a member of the executive board is wanting to resign from the board, a written resignation will need to be submitted no less than 30 days prior to the next board meeting, and will be accepted by a majority vote.

- Emergency Election can be called by the majority vote of the Executive Board when an officer is either removed from office or has resigned from office. The emergency election happens at a specially called or already planned board meeting. New candidates will be presented with the help of the Nomination Committee and a voting in of the officer will happen at that meeting. The vote can be silent ballots or public agreement by the voting members of EIAA-PTSO.

Section 8 Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the executive board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities associated with such

membership. All records, books and other materials pertaining to the position shall be turned over to the president within fourteen days.

Section 9 The executive board shall meet prior to the beginning of each school year and within thirty days of the conclusion of the first semester.

Section 10 A majority of the executive board members shall constitute a quorum.

Article VIII. Committees

Section 1 Standing or special committees may be created by the Executive Board after passing a majority vote by the Executive Board, and on an as needed basis.

Section 2 Except as provided elsewhere in these bylaws, the president shall appoint the chair of standing and special committees. Only members of this EIAA-PTSO shall be eligible to serve in any elected or appointive positions.

Section 3 Committee chairs shall:

- Serve as chairperson of the committee for a term of one year or until the selection of a successor.
- Present a plan of work at a general membership meeting to be approved by the members present at said meeting. No committee work shall be undertaken without the consent of the executive board.
- Produce and distribute all publicity for the event/program upon approval by the EIAA-PTSO president and EIAA school administrator.
- File and preserve all publicity for the event/program.
- Write a brief written report at the conclusion of the event to include recommendations for future event chairs.

Article IX. Parliamentary Authority

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

Article X. Funds

Section 1 To be reimbursed for a pre-approved expenditure by the EIAA-PTSO, a receipt or invoice must be submitted to the treasurer.

Section 2 There must be a minimum of \$100.00 in the bank account at all times.

Section 3 At the end of the school year there must be a minimum of \$250.00 left in the bank account for the support of the following school year.

Section 4 No loans shall be made by or to the EIAA-PTSO.

Section 5 In the event of the dissolution of this organization and after paying any debts outstanding, its assets shall become the property of the Elko Institute of Academic Achievement administration until a new organization is formed. If no organization is formed within a period of two years, the administration shall use the assets, as they see fit, to enhance the classroom education of EIAA students.

Section 6 Should Elko Institute of Academic Achievement school cease to exist and the EIAA-PTSO is dissolved, the assets of the EIAA-PTSO shall be donated to the Elko County Library (Mybrary) to be used for the educational and physical benefit of the children and youth who are patrons of that establishment.

Article XI. Amendments

Section 1 These bylaws may be amended at any regular meeting by a two thirds vote by members present providing the amendment has been submitted to the membership at a previous regular meeting. Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.

Section 2 Approved and adopted by the Elko Institute for Academic Achievement Parent Teacher Organization

Signatures:

Ashley Lawrence
President Date 9/20/24

Gashe Willie 9-20-24
Vice-President Date

JJ Fu 9/20/24
Treasurer Date

Co-Vice-President (If Applicable) Date

Megan Farlot 9/20/24
Secretary Date

Social Media Manager Date