

BYLAWS

Falcon Ridge Public Charter School Parent-Teacher Organization

Article 1 – Name

The name of this organization is the Falcon Ridge Charter School Parent-Teacher Organization (Falcon Ridge PTO)

Article 2 – Purpose

- Section 1. The objectives of the Falcon Ridge PTO are:
- a. To promote a closer relationship between the home and the school, that parents and teachers may cooperate in the education of Falcon Ridge students.
 - b. To develop between Falcon Ridge parents and teachers such united efforts as will secure for all Falcon ridge students the highest advantages in cognitive, social, and personal development.
- Section 2. The objectives of the Falcon Ridge PTO are promoted through an educational plan directed toward parents and teachers; developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in.
- Section 3. The organization 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 3 – Basic Policies

The following are basic policies of the Falcon Ridge PTO:

- a. The organization shall be non-commercial, non-sectarian, and non-partisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- c. The Falcon Ridge PTO shall work with Kuna Public Schools (KPS) to provide quality education for all students and shall seek to participate in the decision making process establishing KPS policy, recognizing that legal responsibility to make decisions has been delegated by the people to the board of education.
- d. The Falcon Ridge PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing Falcon Ridge PTO in such matters shall make no commitments that bind the organization.

Article 4 - Articles of Organization

- Section 1. The Falcon Ridge PTO exists as an incorporated organization of its members. Its articles of organization comprise these bylaws, as from time to time amended.
- Section 2. The Falcon Ridge PTO is an organization of Falcon Ridge family units, Falcon Ridge staff, and other interested individuals that is governed by an executive

board, defined in Article 8, Section 1.

Article 5 - Membership and dues

- Section 1. Membership in this PTO shall be made available without regard to race, sex, creed or national origin.
- Section 2. Membership categories shall include, but not be limited to, Falcon Ridge family units, Falcon Ridge staff, and other interested individuals.
- Section 3. This PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time. The annual expiration date for membership shall be the first day of school for the following school year.
- Section 4. Each member of the PTO shall pay such annual dues to said organization as may be prescribed by the executive board.

Article 6 - Officers and Their Election

- Section 1. Eligibility - Each officer shall be a member of this PTO.
- Section 2. Officers
- a. The officers of this organization shall consist of a president, a vice president/president-elect, secretary, and treasurer.
 - b. Officers shall assume their official duties on August 1 and shall serve for a term of one (1) year or until their successors are elected, except the treasurer who shall serve a two-year term. Current officers shall complete business and commitments for the current school year.
 - c. A person shall not be eligible to serve more than two (2) consecutive years in the same office.
- Section 3. Elections
- a. Elections for the following school year will be held at the general organization meeting in March.
 - b. A member shall nominate one eligible person for each office to be filled, at which time a voice vote will be heard.
 - c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- Section 4. Vacancies - 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. In case a vacancy occurs in the office of president, the vice president shall assume the presidency and serve notice of a vacancy in the position of vice president.

Article 7 - Duties of Officers

- Section 1. The president shall:
- a. Preside at all meetings of the general organization and the executive board.
 - b. Perform such duties as may be prescribed in these bylaws or assigned by the general organization or its executive board.
 - c. Coordinate the work of the officers of the organization in order that the objects may be promoted.
 - d. Create and appoint special committees as necessary, with the approval of

- e. the executive board or the general organization.
- f. Have power to sign and execute bonds, contracts or obligations in the name of the organization, as authorized by the executive board.
- f. Be authorized to cosign checks.

Section 2. The vice president shall:

- a. Act as aid to the president.
- b. Perform the duties of the president in the absence or inability of that officer to serve.
- c. Be a member ex-officio of all committees to coordinate their work in order that the objects may be promoted.
- d. Act as a keeper of the bylaws of this organization.

Section 3. The secretary shall:

- a. Attend all meetings of the general organization and executive board.
- b. Record the minutes of all meetings.
- c. Have custody of the official documents of the organization, including, but not limited to, the bylaws and membership list.
- d. Be authorized to cosign checks.
- e. Perform other delegated duties as assigned by the general organization, executive board, or the president. Such duties may include correspondence.

Section 4. The treasurer shall:

- a. Be the custodian of all the funds of the organization.
- b. Keep a full and accurate account of receipts and disbursements in books belonging to the organization.
- c. Deposit all moneys and other valuable effects in the name and to the credit of the organization in such depositories as may be designated by the executive board.
- d. Make disbursements as authorized by the president, executive board, or general organization in accordance with the budget adopted by the executive board taking proper vouchers for such disbursement.
- e. Have checks signed by two (2) of the following authorized persons: the treasurer, president, secretary, and no more than one other person designated by the president.
- f. Present a financial statement at every meeting of the general organization and at other times when requested by the executive board.
- g. Provide an account of all transactions and of the financial condition of the organization when requested by the executive board.
- h. Serve on the budget committee.
- i. Shall complete all appropriate tax filings for the years served prior to leaving office.

Section 5. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon expiration of the term of office or in case of resignation, the officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office and shall return to the treasurer, without delay, all funds pertaining to the office.

Article 8 - Executive Board

Section 1. The executive board of the organization shall consist of:

- a. The officers of the organization.

- b. The principal of the school or a representative appointed by the principal.
- c. Two teacher representatives.
- d. Up to two additional PTO members, one being the immediate past president, as appointed by the president.

Section 2. The duties of the executive board shall be:

- a. To transact business referred to it by the general organization.
- b. To report and submit all actions to the general organization at its next meeting.
- c. To take no action in conflict with that of the general organization.
- d. To formulate and submit recommendations to the general organization as it may deem advisable.
- e. To approve chairpersons and members of standing committees and fill vacancies when required.
- f. To create standing and special committees.
- g. To approve the plans of work of the standing committee.
- h. To present a report at the meetings of the general organization.
- i. To approve routine bills within the limits of the budget.

Article 9 - General Organizational Meetings

Section 1. Regular organizational meetings shall be held at least once a month. Dates of the meetings shall be determined by the executive board and announced at the beginning of the school year.

Section 2. The members present at a general organizational meeting shall constitute a quorum for the transaction of business that day.

Article 10 - Committees

Section 1. Only members of the organization shall be eligible to serve in any elective or appointive position.

Section 2. The executive board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization.

Section 3. The chairpersons of standing committees shall be appointed by the executive board for a term of one (1) year or until the selection of a successor, not to exceed three consecutive years.

Section 4. The chair of each committee shall present a plan of work to the executive board and to the general organization for approval. The chair of each committee will collect receipts/bills and submit to the treasurer for disposition. No committee work may be undertaken without the consent of the executive board or of the general organization.

Article 11 - Amendments

Section 1. These bylaws may be amended at any meeting of the general organization by a two-thirds (2/3) vote of the members present and voting.