

Interdistrict School for Arts and Communications Parent-Teacher Organization Bylaws

ARTICLE I

Name

Interdistrict School for Arts and Communications PTO. It is our intent to form an organization. This organization shall be called ISAAC PTO.

ARTICLE II

Purpose

The purpose of this organization shall be to promote the welfare of the ISAAC and the students therein, to bring into closer relation the parents and the school, and to support the activities and programs of the school through financial and/or voluntary support.

ARTICLE III

Mission Statement

The ISAAC PTO sponsors assistance to teachers and other staff members, raises funds for supplemental educational materials and enrichment, supports school and family social interaction, and provides a non-biased forum for sharing information on educational issues that impact our children. It is our belief that the team effort of a parent-teacher organization offers the best possible learning environment for our children.

ARTICLE IV

Policies

(Section 1) This organization shall be a non-profit organization. The use of funds and proceeds derived by this organization shall be for the benefit and improvement of the school. The funds may not be used to support any organized charitable drive.

(Section 2) This organization shall be non-commercial, non-sectarian, non-partisan, and non-political. The names of its members or officers shall not be used in any manner other than in the regular work of the organization.

(Section 3) This organization shall not seek to direct the administrative activities of the school or to control its policies.

(Section 4) Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, 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 a public purpose.

ARTICLE V

Membership

(Section 1) Any Parent, past or present, and any member of Interdistrict School for Arts and Communication (ISAAC) staff interested in the purposes for which this organization is established and willing to uphold its policies and subscribe to its bylaws may become a member.

ARTICLE VI

Officers and Their Election

(Section 1) The officers of the organization shall be a President/Co-Presidents, Secretary, and Treasurer.

(Section 2) The Executive Committee shall consist of the President/Co-Presidents, Secretary, Treasurer, and Principal (ex-officio). The Executive Committee may make decisions on an ad hoc basis between meetings.

(Section 3) These offices shall be held for one year. Elections shall take place each fall in October of the academic year. Officers shall assume their duties immediately following the vote.

(Section 4) At the first meeting of the school year, the Principal will ask for any nominations for the above offices. Election and installation of Officers shall be at the following meeting.

(Section 5) All elections shall be by majority vote. Each member present to vote shall be entitled to one vote on each matter submitted to a vote of the members.

(Section 6) Any vacancy may be filled by a majority vote of the Executive Committee. The newly appointed officer would serve for the remainder of the current term.

(Section 7) The principal of ISAAC shall be an ex officio member of the Executive Committee. Furthermore, the ISAAC Principal retains final veto power of any function, if said function will interfere with procedures, policy, and/or the best interest of ISAAC. The principal cannot be an authorized signatory to the ISAAC PTO checks.

ARTICLE VII

Duties of Executive Committee

(Section 1) The President shall preside at all meetings of the organization and of the executive committee, shall appoint the committees and committee chairpersons, and shall perform all other duties pertaining to the office.

(Section 2) The Secretary shall keep a complete record of the proceedings of each meeting and read the minutes for approval, and shall perform other such duties as may be delegated.

(Section 3) The Treasurer shall collect all money forthcoming from any and all projects and make a clear record of the same and report thereon to the membership whenever called upon to do so. The Treasurer shall pay all bills and accounts against the organization when properly certified. The Treasurer is

responsible for financial integrity, monthly reporting of income and expense, and year-end reporting of income, expenditures, and remaining balance. The books will be audited by three (3) independent PTO members in May of each year.

(Section 4) The Principal shall preside at all PTO and executive committee meetings. In his or her absence the Associate Principal will perform these duties.

(Section 5) The Executive Committee may transact business of the organization up to \$250.00 if necessary. However, no action shall be in conflict with that taken by the voting body of the organization.

ARTICLE VIII

Committees

(Section 1) Committees are formed to provide a specific service for one year or more. Committees may be appointed or dissolved by the Executive Committee.

(Section 2) Committee Coordinators support service functions within the school and representatives serve as liaisons as needed.

ARTICLE IX

Meetings

(Section 1) The organization will meet on a regular basis. The dates of the meetings shall be flexible so as to adjust to the school calendar.

(Section 2) Members present at a duly called meeting shall constitute a quorum.

ARTICLE X

Adoption of By-Laws

The original By-Laws shall be adopted by the Executive Committee as elected representatives of the membership.

ARTICLE XI

Amendments

These bylaws may be amended at any regular meeting of the organization by a majority vote of the members present and voting provided the proposed amendment has been presented through the executive committee and has been read at the previous meeting of the organization.

ARTICLE XII

Parliamentary Authority

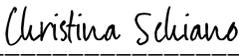
Robert's Rules of Order, Newly Revised, shall govern the ISAAC PTO in all cases to which they are applicable and in which they are consistent with these bylaws.

Presented for approval on: January 25, 2022

Accepted:

Signed: DocuSigned by:

3AB55422F2E441A... Date: 2/1/2022
James S. Gauld Jr, President

Signed: DocuSigned by:

CAAC21B31AE74C4... Date: 02-Feb-2022 | 10:17 AM EST
Christina Schiano, Treasurer

Signed: DocuSigned by:

6757317E72094F1... Date: 01-Feb-2022 | 6:06 PM PST
Amanda Grundy, Secretary