

By laws of the Granada Islamic School (GIS) Parent Teacher Organization

Article 1. Name

The organization shall be called the GIS Parent Teacher Organization hereafter referred to as “the PTO.”

Article 2. Objectives

The PTO shall promote quality education at GIS by:

1. Advocating for the educational, social, and emotional needs of the GIS students.
2. Raise funds to support programs and activities, which support the goals stated in (1).
3. Encourage a home-school partnership by facilitating communication between parents, teachers, and students.

Article 3. Membership

Section 1. Membership in the PTO is open to all parents and legal guardians of children attending Granada Islamic School, all students of Granada Islamic School, all faculty and staff of Granada Islamic School, and all administrative personnel of Granada Islamic School.

Section 2. The voting membership shall be the same as the membership as defined in Section 1 of the Article.

Section 3. This organization shall be non-commercial and non-partisan. It shall not endorse any commercial enterprise or candidate.

Article 4. Meetings

Section 1. PTO meetings shall normally be held monthly or on need to basis. All meetings shall be posted and open to all parents, guardians, teachers, and staff.

Section 2. Special meetings may be called by the Chair or upon the request of two PTO officers and/or committee chairpersons.

Section 3. The PTO Chair has the right to cancel any meeting due to inclement weather or other similar circumstances. PTO meetings will not be held on days in which schools are not in session.

Section 4. Meetings shall be conducted using Roberts Rules of Order. Ten (10) members shall constitute a quorum for the transaction of business at any meeting of the GIS PTO.

Article 5. PTO Officers

Section 1. The PTO officers shall consist of a Chair, Vice-Chair, Secretary, and Volunteer Coordinators.

Section 2. If any officer's position is unfilled, the PTO shall strive to elect someone to that position at any meeting throughout the year.

Section 3. All members except faculty, staff, and administrative personnel as defined in Section 1 of Article 3 shall be eligible to serve as an officer.

Section 4. The PTO officers will hold the position for a minimum of 1 year and for a maximum of two years. New nominations shall be elected at the May meeting by majority vote of participating members. Candidates for the offices will be nominated during the April meeting. The general school population must be notified, including a description of the nomination process. Nominations for an office will remain open until the election is held. Nominations and voting for Chair and Vice-Chair shall be combined with the office of Chair going to the top vote-getter and the office of Vice-Chair going to the second highest vote-getter. Any member can vote by proxy if unable to attend the election meeting.

Section 5. Newly elected officers shall assume their responsibilities on the first day of summer vacation each year. At the May meeting, appropriate documents will be prepared by the PTO Chair and Secretary in order to transfer responsibility to the new Committee Members on the appropriate date.

Article 6. Duties of Officers

Section 1. The Chair shall:

- A. Preside at all meetings of the PTO.
- B. Organize committees and assign duties.
- C. Have the authority to sign PTO checks, should the treasurer be unable to do so.

Section 2. The Vice-Chair shall:

- A. Act in behalf of the Chair at such times that the Chair is unable to preside.
- B. Become Chair in the event that the Chair steps aside.

Section 3. The Secretary shall:

- A. Keep minutes of all PTO meetings and attend to all correspondence.
- B. Publish notices of all meetings and agendas.
- C. Provide ballots of any election of officers.

Section 4. The Treasurer shall:

- A. Collect all monies and make timely deposits into the PTO bank account(s).
- B. Give a monthly report to the PTO, itemizing all financial activity.
- C. Sign all checks, except as provided in Section 1 of this Article.
- D. Reconcile all bank statements with PTO financial records.

- E. Maintain monthly records of account activity including revenues, expenditures, end of month balances of all accounts, and obligated but undisbursed funds.

Section 5. Volunteer Coordinators

- A. Highlight and advertised volunteer opportunities
- B. Organized and Managed volunteer cards

Each officer is responsible to attend all PTO meeting unless the Chair is notified prior to the meeting.

Article 7. Financial Expenditures

Section 1. All PTO expenditures except as provided in Section 3 of this Article will be approved by the membership at a regular monthly meeting.

Section 2. All PTO moneys shall be held in one or more bank accounts in the name of the PTO.

Section 3. The PTO officers may spend up to \$100 between monthly meetings without approval as provided in Section 1 of this Article to deal with expenditures of a timely character.

Section 4. To facilitate expenditure planning, the Treasurer will complete a yearly budget and funding plan which will be presented to the PTO membership at the October meeting for modification and approval.

Section 5. A minimum of \$1000, and a maximum of \$1500 shall be retained in the PTO general account at the end of each fiscal year to support the fundraising efforts during the next year.

Article 8. Method of Financial Support

Section 1. The PTO shall be a non-profit volunteer supported organization.

Section 2. The PTO shall raise funds by donation, solicitation, and special projects as approved by the membership.

Section 3. Moneys obtained to support a particular activity or project shall only be used to support that activity or project.

Section 4. Should the PTO disband, all monies in the PTO treasury shall be turned over to the Granada Islamic School to be used in accordance with Article 2.

Section 5. The PTO fiscal year shall begin on the first day of July.

Article 9. Amendments and Modifications

The articles of the By Laws may be amended or modified at any time by a majority vote of the PTO, provided the proposed amendment or modification is presented in writing to the membership prior to the vote.