

Bylaws of Governor French Academy Parents, Teachers and Students Organization (GFA PTSO)

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME

The name of the organization shall be the Governor French Academy Parents, Teachers and Students Organization (also known as the GFA PTSO). The PTSO is located at Governor French Academy, 219 W. Main St., Belleville, IL 62220.

Section 2: DESCRIPTION

The PTSO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE

The purpose of the PTSO is:

To enhance and support the educational experience at Governor French Academy
To develop a closer connection between school and home by encouraging parent involvement to provide and to improve the environment at Governor French Academy through volunteer and financial support. To provide an advisory board to the Governor French Academy faculty and administration. To provide an advocacy council on behalf of Governor French Academy to the broader community

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of current Governor French Academy students, plus all staff at Governor French Academy. There are no membership dues. Members have voting privileges, one vote per household.

Should a household's children cease to be enrolled in Governor French Academy during the school year, the parents or guardians of that household will lose voting privileges until their household re-enrolls in the school.

ARTICLE III: OFFICERS Section 1: EXECUTIVE BOARD

The Executive Board shall consist of the following officers:

- Chief Officer
- Secretary/Treasurer
- Fundraising Chair
- Advocacy Chair

- Student Involvement Chair

Officer positions are shared by two individuals: a current office holder and an incoming office holder. Only current officers, however, have voting privileges at Executive Board Meetings, unless they are unable to attend a vote, in which case the incoming officer is the automatic proxy unless otherwise designated.

The school headmaster, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE

The term of office for all officers is two years, beginning August 1 and ending July 31 of the second following year.

Voting for new officers will be conducted during the final PTSO meeting of the school year in May. A candidate must be nominated and seconded before being placed on the ballot. Candidates may run for any open position. If a candidate is elected to two or more positions, he/she must select a position and withdraw candidacy from the other positions. The parent with the next highest number of votes will be elected in his/her stead.

During the first year, each officer will assume an incoming role, while those in their second year or service will be promoted to a current role.

The current officer is expected to make decisions pertaining to his/her role and to ensure that his or her duties are being fulfilled. Current officers are also granted voting privileges at all Executive Board Meetings.

Incoming officers are expected to serve as understudies to the current officers and to attend meetings as alternates if a current officer is unable to attend. In the event that a current officer cannot attend an Executive Board Meeting, incoming officers are also expected to serve as voting proxies for current officers as needed, unless another proxy is designated.

Once a current officer's term ends, he or she will serve as an advisor to that officer role for the next year. Advisors are required to wait one full term before seeking another officer position.

Section 3: QUALIFICATIONS

Any PTSO member in good standing may become an officer of the PTSO, provided that they are not already serving in an elected position and are not serving in a one-year advisory position.

Section 4: DUTIES Executive Board:

Develop the PTSO's annual budget, establish and oversee committees to conduct the work of the PTSO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$100.

Chief Officer: Preside at general PTSO meetings and Executive Board meetings, serve as the official representative of the PTSO, and retain all official records of the PTSO.

Secretary/Treasurer: (Secretary) Record and distribute minutes of all Executive Board meetings and all general PTSO meetings, prepare agendas for official PTSO meetings, and hold historical records for the PTSO. (Treasurer) Serve as custodian of the PTSO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTSO, and hold all financial records.

Advocacy Chair: Manage communications and marketing for the PTSO and broader community outreach on behalf of Governor French Academy, including but not limited to PTSO newsletters, email broadcasts, website, bulletin boards, etc.

Fundraising Chair: Manage fundraising activities and volunteers, preside over fundraising committee meetings and help to set fundraising goals and strategies for the fiscal year.

Student Involvement Chair: Provide a line of communication between the PTSO and the student body, soliciting and reporting their feedback and providing students and faculty with direction on how students can support the activities of the PTSO.

Section 5: BOARD MEETINGS

The Executive Board shall meet monthly during the school year, or at the discretion of the Chief Officer. All current executive board members should either attend or designate a proxy for voting; if a proxy is not designated, the incoming counterpart to an absent board member may attend and serve as an automatic proxy.

Section 6: REMOVAL

An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY

If a vacancy occurs on the Executive Board, the Chief Officer shall appoint a PTSO member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV: MEETINGS

Section 1: GENERAL PTSO MEETINGS

General PTSO meetings shall be held to conduct the business of the PTSO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING

Each member in attendance at a PTSO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM

Seven (7) members of the PTSO present and voting constitute quorum for the purpose of voting.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR

The fiscal year of the PTSO begins August 1 and ends July 31 of the following year.

Section 2: BANKING

All funds shall be kept in a checking account in the name of the GFA PTSO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING

All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTSO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE

The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS

Authority to sign contracts is limited to the President or the President's designee.

ARTICLE VI: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTSO member. Amendments presented at a PTSO meeting shall be considered for voting at a subsequent meeting.

Two-thirds (2/3) approval of all members present, and voting is required to adopt an amendment to the bylaws.

ARTICLE VII: DISSOLUTION

In the event of dissolution of the PTSO, any funds remaining shall be donated to Governor French Academy.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.

These amended bylaws were adopted on (08/21/21).

Amended (date): (08/30/2023)