

**BYLAWS**  
**Of**  
**Liberty Tech Charter School PTO**

**ARTICLE I- NAME, DESCRIPTION & PURPOSE**

**Section 1: NAME** – The name of the organization shall be Liberty Tech Charter School Parent Teacher Organization (LTCS PTO). The PTO is located at 119 Price Road, Brooks, GA 30205.

**Section 2: DESCRIPTION** – The LTCS PTO is organized exclusively for the charitable, scientific, literary and / 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 (hereinafter "Internal Revenue Code")

**Section 3: PURPOSE** – The purpose of the PTO is to enhance and support the educational and recreational experience at Liberty Tech Charter School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Liberty Tech Charter School through volunteer and financial support. LTCS PTO works in partnership with the school's administration, board, and committees to organize events, programs, and fundraisers in support of that mission.

**ARTICLE II – MEMBERSHIP**

**Section 1: REGULAR MEMBERSHIP** – All parents and/or legal guardians of students who currently attend Liberty Tech Charter School shall be eligible for membership in the LTCS PTO. Regular Members shall have the right to attend and participate in all meetings and activities of the LTCS PTO, but shall not have the right to vote or to hold office.

**Section 2: VOTING MEMBERSHIP** – All Regular Members and Faculty Members who register and/or pay the dues shall be designated as Voting Members, Voting Members shall have the right to vote on all issues before the membership, to elect officers, and to hold office.

**Section 3: Honorary Membership** – All persons or entities interested in supporting the goals of the Liberty Tech PTO that do not meet the criteria of section 1 or 2 shall be defined as an Honorary Member. Honorary Members shall not have the right to vote or to hold office.

**Section 4: FACULTY MEMBERSHIP** – All faculty and staff who currently are employed at Liberty Tech Charter School shall be eligible for membership in the LTCS PTO. Faculty Members shall have the right to attend and participate in all meetings and activities of the LTCS PTO. All Faculty Members who are "Voting Members" shall have the right to vote on all issues before the membership, to elect officers, and to hold the designated Teacher Representative positions on the Executive Board.

**ARTICLE III – OFFICERS**

**Section 1: EXECUTIVE BOARD** – The Executive Board shall consist of the following elected officers: President, Vice President of Operations, Vice President of Academic Affairs (in lieu of a President and Vice Presidents there may be Co-Presidents) Recording Secretary, Communications Coordinator, Treasurer, Co-Treasurer, and Parliamentarian. The school Principal and a Teacher Lower School Representative and a Teacher Upper School Representative designated by the Principal are voting members of the Executive Board.

**Section 2: TERM OF OFFICE** – The term of office for all officers is two (2) years, with the option of serving a second term, if duly elected. In the event that no one steps up for nomination in a given position, the officer currently assigned to that role may elect to run for a third term as an interim, if he/she is in good standing, and is duly elected. Each person elected shall hold only one office at a time.

**Section 3: QUALIFICATIONS** – Any PTO member in good standing may become an officer of the PTO. With regard to the role of President, to be eligible a person must have been a Voting Member of the LTCS PTO and held the role of "Head Committee Person" and/or served on the Executive Board for one (1) year.

**Section 4: DUTIES –**

Executive Board – The Executive Board shall develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and examine policies, projects, and appropriations. No member of the Executive Board shall be personally liable for the debts, liabilities, or other obligations of the LTCS PTO.

President – Prepare agendas and preside at General PTO meeting and Executive Board Meetings, serve as the official representative of the PTO, shall in general supervise and control all the activities of the PTO, the President shall be an ex-officio member of all committees of the PTO, and retain all official records of the PTO. The President shall serve as an authorized signatory of all LTCS PTO checks.

Vice President of Operations – Act as an aide to the president, perform the duties of the President in the absence of that officer, and carry out other duties as designated.

Vice President of Academic Affairs – Act as an aide to the President, perform the duties of the President in absence of the President and VP of Operations, and carry out other duties as designated.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO Meetings. Minutes shall be written and distributed for review. The Secretary shall in general perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or Executive Board.

Communications Coordinator - Manage communications and marketing for the PTO including, but not limited to, PTO newsletters, email broadcasts, website management, and social media.

Treasurer – Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month and at other times as requested by the Executive Board, prepare year-end financial report, facilitate an annual audit, and hold all financial records. The Treasurer shall serve as an authorized signatory of all LTCS PTO checks. The Treasurer shall file all Federal and State reports as required.

Co-Treasurer – Act as an aide to the Treasurer, and perform the duties of the Treasurer in the absence of that Officer.



Parliamentarian – Shall advise the President and the membership when requested, on points of order or procedure concerning these Bylaws, the corresponding Standing Rules of the LTCS PTO, the proceeding of a meeting, or the action of the PTO. The Parliamentarian shall also serve as a timekeeper to ensure effective and efficient use of time during meetings as well as restore order during meetings, if needed.

Teacher Representative - There shall be two Faculty Representatives, one from the lower school and one from the upper school. Shall serve as a voice for the teacher/staff of the school, and bring ideas that may benefit the staff and students of Liberty Tech Charter School. The Principal assigns these positions.

Principal– Assists the Teacher Representative(s) with their duties and be a voice for the school and staff. The Principal has final approval and/or veto power of any function, if said function will interfere with procedures, policy and/or the best interest of Liberty Tech Charter School.

**Section 5: BOARD MEETINGS** – The Executive Board shall meet monthly during the school year. Additional meetings may be called at the discretion of the President. Four (4) members of the Executive Board present at any scheduled LTCS PTO meeting shall constitute a quorum necessary for the transaction of business of the LTCS PTO.

**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 President(s) shall appoint a PTO member to fill the vacancy, for the remainder of the officer's term.

**Section 8: NOMINATIONS AND ELECTIONS** - The nomination process shall be one of self-nomination or nomination by another member on or before the May meeting. Election shall be by majority vote of Voting Members present at the meeting. Absentee voting will not be allowed. Election shall be by ballot when there is more than one nominee for an office. Officers will be selected at the May meeting for a two (2) year term to begin in June.

## **ARTICLE IV – GENERAL MEETINGS**

**Section 1: GENERAL PTO MEETINGS** – General PTO meetings shall be held to conduct the business of the PTO. A minimum of six (6) meeting shall be held during the school year. The time and place shall be announced in writing at least seven days prior to the meeting, and all scheduled meeting dates for the school year shall be placed online where members can access at any time.

**Section 2: ADDITIONS** – Items submitted as additions to the agenda will be subject to the President's discretion as to the timing and nature of the decisions.

**Section 3: MEETING PROCEDURE** – Rules contained in Robert's Rules of Order, current edition, shall govern the LTCS PTO in all cases in which are applicable and in which they are not in conflict with theses Bylaws.

## **ARTICLE V – STANDING AND SPECIAL COMMITTEES**

**Section 1: STANDING COMMITTEES** – 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. The President(s) shall be a member of all committees.

**Section 2: CHAIRPERSONS** -The Chairperson of all standing committees shall be appointed or deleted at the discretion of the Executive Board.

**Section 3: CHAIR TERM** - The term of each team leader shall be one (1) year, or until the end of the school year.

**Section 4: CHAIR DUTIES** - The Chairperson of all standing committees shall present plans to the Executive Board and no committee work or expenditures shall be undertaken without the approval of the Executive Board. Each elected office and Chairperson will be required to maintain a Chairperson notebook. Chairpersons will be required to fill out the after action report after each event/activity. All Notebooks with job specific information must be turned in by the last day of school. The Chairperson, of all standing committees has the responsibility to select a minimum of three (3) members to form the committee.

**Section 5: SPECIAL COMMITTEES** - Special Committees may be established by the President(s) and/or Executive Board. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or at the conclusion of the school year, whichever occurs first.

## **ARTICLE VI – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** – The fiscal year of the PTO begins July 1st and ends June 30th of the following year.

**Section 2: BANKING** – All funds shall be kept in a checking account in the name of (our PTO), requiring two (2) signatures, one being the President(s) and one being the Treasurer, and held at a local financial institution.

**Section 3: BUDGET** – The Executive Board before the start of the new school year shall draft a tentative budget. The Executive Board shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Board during the year.

**Section 4: EXPENDITURE APPROVAL** – The Executive Board shall approve all expenses of the organization; and all expenditures by any PTO member must first be presented to the board and voted on, unless



it is part of the original approved budget. The PTO Elected Officers may approve expenditures of up to \$500.00 per item. Any expenditure over \$500.00 must be approved in an Executive Board Meeting.

**Section 5: REPORTING** – All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

**Section 6: ENDING BALANCE** – The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

**Section 7: CONTRACTS** – Contract signing authority is limited to the President(s) or the President's designee and/or the school Principal.

**Section 8: DISSOLUTION** – Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills, and the remainder to be donated to Liberty Tech Charter School.

#### **ARTICLE VII – BYLAW AMENDMENTS**

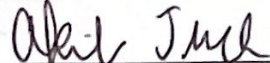
Any PTO member may propose to the Executive Board - amendments to the bylaws. Amendments shall be considered for voting at subsequent meeting. A majority approval of the Executive Board is required to adopt an amendment to the Bylaws.

#### **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

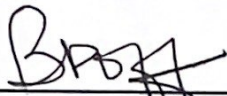
Roberts Rules of Order Newly Revised shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

These Bylaws were amended on 03/06/2019

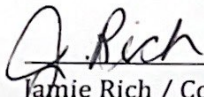
As an Executive Board member of the Liberty Tech Charter School PTO I have reviewed the above bylaws of this organization and I agree to comply and enforce the bylaws as an active member of the Executive Board.



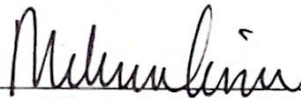
Akila Tuck / Co - President  
(Operations)– LTCS PTO




Brandy Koff / Co-President  
(Academic Affairs) - LTCS PTO



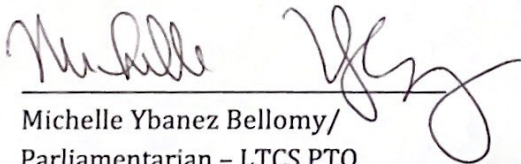
Jamie Rich / Communications  
Coordinator - LTCS PTO



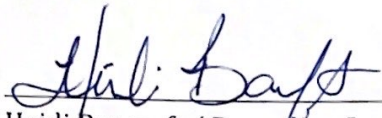
Melissa Quinn / Treasurer - LTCS  
PTO



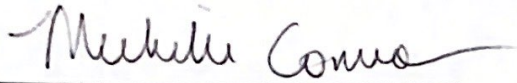
Shondra Rosier / Co - Treasurer -  
LTCS PTO



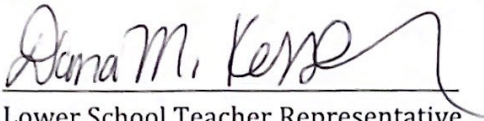
Michelle Ybanez Bellomy/  
Parliamentarian - LTCS PTO



Heidi Bancroft / Recording Secretary



Upper School Teacher Representative



Lower School Teacher Representative



Melissa King / LTCS Principal