

Revision #5 Revision date: April 30, 2004

**BYLAWS OF
FORT CASPAR ACADEMY
PARENT TEACHER ORGANIZATION**

PREAMBLE

WE, the parents of students, the teachers, and the principal, of Ft. Caspar Academy, in recognizing the importance of parental involvement in the public school system, and in creating, supporting, and maintaining a public school that fosters the involvement of all parents and teachers in the education and development of the students, and in the interest of establishing a school that maintains the highest possible standards of academic excellence and citizenship, hereby establish the Ft. Caspar Academy Parent Teacher Organization.

**ARTICLE I
NAME**

1.1 NAME: The name of this organization shall be the Ft. Caspar Academy Parent Teacher Organization ("PTO").

**ARTICLE II
PURPOSES**

2.1 PURPOSES: The purposes for which this PTO is formed are to promote the growth of children in the home, school and community; promote parental involvement in the school; to increase and facilitate communication and cooperation between the home and the school; to encourage academic excellence; to encourage physical, mental, social and moral education of children and to provide a forum for the discussion of local district school objectives and local school issues.

**ARTICLE III
POWERS**

3.1 POWERS: The PTO shall have all legal powers necessary to fulfill its purpose, including but not limited to: the right to set policies and procedures; the right to hold meetings; issue communications to parents, teachers or local officials; sponsor specific or special projects for the benefit of Ft. Caspar Academy or its students; study specific problems or areas of interest; form committees and subcommittees; raise and expend its funds.

3.2 PARENT/TEACHER/STUDENT HANDBOOK: The school policies, procedures and standards established by the PTO in conjunction with the principal of Ft. Caspar Academy ("Principal") shall be set forth in the Ft. Caspar Academy Handbook. Parent/legal guardians shall read the handbook and Sign a statement each year agreeing to abide by the policies, procedures and standards as set forth in the handbook.

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ARTICLE IV

MEMBERS

4.1 MEMBERS: All parents and legal guardians of children enrolled at Ft. Caspar Academy ("Parent") and all Ft. Caspar Academy full time, on-site certified, faculty are members of the PTO ("Members"). Each individual member is eligible to vote by ballot at the Annual Meeting.

ARTICLE V

GOVERNING COUNCIL

5.1 GOVERNING COUNCIL: The PTO hereby establishes a council ("Governing Council") to serve as the governing body of the organization. The Governing Council shall consist of eighteen (18) representatives ("Governing Council Representatives").

5.2 COUNCIL MEMBERS: The Governing Council shall consist of fifteen (15) representatives elected at large by the Members, plus one (1) non-faculty parent representative and two (2) faculty representatives appointed by the Principal, all of whom are Members of the PTO. In no event may the number of Governing Council representatives drop below twelve (12) elected Members. The Principal shall be an ex officio member of the Governing Council.

5.3 ELECTED REPRESENTATIVE POSITION: An elected representative position may be held individually, or it may be held jointly by a husband and wife, provided they were elected jointly. A representative position shall in all cases have only a single vote. In no event may members of a family hold more than one (1) representative position at the same time.

5.4 APPOINTED REPRESENTATIVE POSITION: An appointed non-faculty parent representative position may be held individually, or it may be held jointly by a husband and wife, provided they were appointed jointly. Such a representative position shall in all cases have only a single vote. Appointed faculty representative positions may only be held individually.

5.5 TERM OF OFFICE: (a) Elected Representative: Each elected Governing Council Representative shall be elected for a term of two (2) years. There shall be no limit on the number of terms a representative may serve. (b) Appointed Representatives: The individuals appointed to the Governing Council by the Principal shall serve a term of one (1) year. The Principal may in his/her sole discretion reappoint an individual for an additional term of one (1) year.

5.6 RESPONSIBILITIES: Governing Council Representatives shall be responsible for representing the interests of the Members and for implementing and maintaining policies and supporting the stated purposes of the PTO. Governing Council representatives shall attend all meetings of the Governing Council. Should a representative be unable to attend a meeting he/she should notify the Governing Council Secretary in advance. Each Governing Council Representative shall participate in a committee established by the Governing Council and have the responsibility of reporting on that committee's activities to the Governing Council.

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5.7 MEETINGS: Regular Meetings of the Governing Council, which are open to the Members, shall be held once a month during the school year at the time and place established by the Governing Council. In the event a Regular Meeting would fall on a holiday or during a school vacation, the meeting shall be rescheduled. The Governing Council may change the date of a Regular Meeting for any other cause. Notice of such change shall be given to Members at least three (3) school days in advance of the meeting.

5.8 SPECIAL MEETINGS: Special Meetings of the Governing Council, may be called at the direction of the chairman of the Governing Council ("Chairman") or upon the request of a majority of the Governing Council Representatives. Notice of Special Meetings shall be given to the Members three (3) school days in advance of the meeting except in the event a Special Meeting is called during the summer vacation. Special Meetings are open to the Members.

5.9 EMERGENCY MEETINGS: Emergency Meetings of the Governing Council may be called at the direction of the Chairman or upon the request of a majority of the Governing Council representatives. Notice of Emergency Meetings shall be given to the Governing Council representatives. Emergency Meetings are open to all Members.

5.10 COMMITTEES: The Governing Council may establish committees to carry out its obligations. Committee representatives shall be determined on a volunteer basis from Members. If an inadequate number of Members volunteer for a committee, then the Chairman may appoint Members to the committee.

5.11 QUORUM: Unless otherwise provided herein, no business shall be conducted by the Governing Council unless a minimum of ten (10) representatives of the Governing Council are present.

5.12 RULES OF ORDER: Business conducted by the Governing Council shall be conducted in accordance with Robert's Rules of Order. In the instance of a conflict between these Bylaws and Robert's Rules of Order, these Bylaws shall control.

5.13 VOTING METHOD: Voting by the Governing Council shall be conducted by any method selected by the Chairman that provides a recorded tally of the vote. A Governing Council Representative may call for a roll call vote, in which case, the secretary of the Governing Council ("Secretary") shall call the name of each representative and record their vote.

5.14 MAJORITY VOTE: Unless otherwise provided herein, no position or action of the Governing Council shall be effective unless approved by a majority vote of the Governing Council Representatives present at the meeting when the vote is taken.

5.15 AGENDA: An agenda for each regular and Special Meeting of the Governing Council shall be distributed to the Members one (1) school day in advance of the day of the meeting.

ARTICLE VI
OFFICERS

6.1 OFFICERS: The officers of the PTO shall be the Chairman, vice-chairman, Secretary, treasurer and budget officer. While a representative position on the Governing Council may be held jointly by a husband and wife, an officer position and a position on the executive committee must be held individually.

6.2 QUALIFICATIONS: Each officer must be an elected representative on the Governing Council. The Chairman must have served on the Governing Council for at least one (1) year prior to his/her election as Chairman, but not necessarily the previous year.

6.3 TERM OF OFFICE: Officers shall serve for a year term No officer shall be elected to serve in the same capacity for more than two (2) consecutive one-year terms.

6.4 DUTIES: The respective duties of the officers shall be as follows:

a. CHAIRMAN: The Chairman shall act as the operating and directing authority of the PTO subject to all policies and resolutions adopted by the Governing Council. The Chairman shall preside at all Regular, Special and Emergency Meetings of the Governing Council and all meetings of the executive committee. The Chairman shall, in addition to the Ft. Caspar Academy Principal, sign all contracts, agreements, official correspondence and other instruments requiring execution on behalf of the PTO. The Chairman shall be responsible for the preparation of the agenda for each Regular and Special Meeting of the Governing Council. The Chairman shall make a report at each Regular Meeting of the Governing Council of his/her activities on behalf of the PTO. In case of the permanent absence or inability of the Chairman to act, the office of the Chairman shall be declared vacant by the Governing Council and the vice-Chairman shall assume the position of Chairman. The Chairman shall vote in instances where the vote of the Governing Council on any matter has resulted in a tie.

b. VICE-CHAIRMAN: The vice-chairman of the Governing Council ("Vice-Chairman") shall perform such duties as from time to time may be assigned by the Chairman or by the Governing Council. In addition, the Vice-Chairman shall serve as parliamentarian for the Governing Council. The Vice-Chairman shall, at least quarterly, verify the financial documentation for expenditures and receipts of the PTO. The Vice-Chairman shall have all the powers and perform all the duties of the Chairman in case of the temporary absence of the Chairman or in case of his/her temporary inability to act. Should the Vice-Chairman assume the position of Chairman, the Governing Council shall elect from its representatives an individual to serve the remainder of the term of the Vice-Chairman.

c. **SECRETARY:** The Secretary shall prepare the minutes of all Regular, Special and Emergency Meetings of the Governing Council and all meetings of the executive committee. The minutes shall include, in addition to a description of the meeting, list the Governing Council Representatives present, record the tally of each vote taken and in the case of a roll call vote, record the vote of each representative, and be signed by the Secretary. Official distribution shall be made of all minutes and shall include one (1) copy each to the Chairman, Principal, each Governing Council Representative and the PTO files one (1) day prior to the next PTO meeting. Additional copies will be available at the PTO meeting. The minutes of all meetings of the Governing Council shall be available at the front desk one week after the meeting.

d. **TREASURER:** The treasurer of the Governing Council ("Treasurer") shall have general custody of all funds and financial records of the PTO and shall prepare and sign a written financial report each month, submitting a copy to each Governing Council Representative and the PTO files maintained by the Principal. The Treasurer shall receive financial institution statements at Ft. Caspar Academy addressed to the Treasurer. The Treasurer shall maintain a file consisting of the originals of these statements with the Principal at the school. The Treasurer shall submit a signed, annual report at the end of the school year to the Chairman and Principal, with a copy to be included in the PTO files. The financial records of the PTO shall be maintained in accordance with the guidelines established by the Governing Council.

e. **BUDGET OFFICER:** The budget officer of the Governing Council ("Budget Officer") shall be responsible for formulating the annual budget plan for the PTO, and tracking spending once the Governing Council approves the budget. Factors to be addressed by the budget plan include the Governing Council's spending priorities, funds available in the PTO's accounts, fund raising goals, and amounts to be carried over from year to year. The proposed annual budget shall be submitted to the Governing Council for approval at the second Regular Governing Council Meeting of each school year.

ARTICLE VII EXECUTIVE COMMITTEE

7.1 **EXECUTIVE COMMITTEE MEMBERS:** The executive committee shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer, Budget Officer and one (1) additional Governing Council Representative. The one additional executive committee member shall be elected by the Governing Council at the same meeting and in the same manner as the officers.

7.2 **FUNCTIONS:** The executive committee shall serve as an advisory group and perform such functions as may be necessary from time to time at the discretion of the Governing Council. These functions shall include, but are not limited to, meeting with the executive committee of the Casper Classical Academy Governing Council at least once quarterly to maintain consistency and development of their individual programs.

ARTICLE VIII
COMMITTEES

8.1 COMMITTEE PARTICIPANTS: The committee participants who serve on a committee established pursuant to 5.10 above, shall, upon majority vote of the committee participants present at the committees annual organizational meeting, elect a committee chairman from the participating Members. The annual organizational meeting shall be convened each year in the month of May. The committee chairman shall serve for one (1) year.

8.2 COMMITTEE REPORTS: The committee chairman shall provide to the Governing Council Chairman a written report of committee activities in advance of each Regular Meeting of the Governing Council.

8.3 ACTIVITY APPROVAL: The activities of each committee require prior approval of the Governing Council. Activities include, but are not limited to, committee functions to raise and expend funds.

8.4 GRANTS: Requested grant must have the principal's approval.

ARTICLE IX
ELECTIONS

9.1 GOVERNING COUNCIL ELECTIONS:

a. Nominations Committee: At the January Governing Council Regular Meeting, a Nominations Committee shall be formed, consisting of one member appointed by the Chairman, three (3) Members appointed by the Governing Council and one (1) member appointed by the Principal. The Nominations Committee members shall elect, by secret ballot, a committee chairman. The Nominations Committee shall call for interested Members to submit their names as potential nominees. The Nominations Committee shall require all potential nominees, including those nominated from the floor, to sign a statement that they have read these Bylaws and understand the duties of a Governing Council Representative, and agree to perform those duties if elected. Each nominee who meets the preceding requirements shall be included on the ballot. The Nominations Committee shall insure that at least one (1) candidate is nominated for each vacancy on the Governing Council and shall make its report to the Governing Council at the March Governing Council Regular Meeting. Additional nominations may be made from the floor at the Governing Councils March Regular Meeting. Potential nominees from the floor shall meet the preceding requirements at least three (3) weeks prior to the annual Member meeting. The Nominations Committee shall make the list of nominees available to the members at least two (2) weeks prior to the annual Member meeting ("Annual Meeting"). Elections to the Governing Council shall then be held during the Annual Meeting.

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b. Elections Committee: At the January meeting of the Governing Council, the Chairman, with the approval of the Governing Council, shall appoint an Elections Committee consisting of at least five (5) members. The Elections Committee members shall elect, by secret ballot, a committee chairman. The Elections Committee shall insure that the ballots and any amendments brought forth by petition as noted in Section 12.2 of these bylaws are properly prepared one (1) week in advance of the Annual Meeting. Elections Committee shall also check the credentials of each voter, administer the election, and count the ballots on the same day as the election and provide the election results immediately to the Chairman once the votes have been counted.

c. Elections: Elections to the Governing Council shall be held during the Annual Meeting. Election shall be by secret ballot. Each Member may cast one (1) vote for each open position on the Governing Council and no Member may cast more than one (1) vote for any nominee. Those nominees receiving the most votes shall fill the open positions on the Governing Council. In the event of a tie vote for the last open position, on the day of the election, lots will be cast by the Elections Committee to fill the position. The Chairman shall provide the election results to the Members within five (5) school days of the election. The new Governing Council Representatives shall take office at the end of the May meeting of the Governing Council.

d. Absentee Voting: Absentee ballots shall be available for voting by Members one (1) week in advance of the Annual Meeting. The procedure for voting by absentee ballot shall be established by the Governing Council.

9.2 ELECTION OF OFFICERS: During its May Regular Meeting, the Governing Council Representatives who will serve the coming year shall elect the officers and the one additional executive committee member for the coming year. The outgoing Chairman shall conduct the election by secret ballot. New executive committee members will assume their positions at the end of the May meeting.

9.3 VACANCIES: In the event a vacancy occurs in the executive committee other than the Chairman, a replacement shall be elected by the Governing Council for the unexpired term. If any vacancy occurs on the Governing Council, the Governing Council may elect a replacement for the unexpired term.

9.4 REMOVAL FROM OFFICE: Upon the affirmative vote by secret ballot of two thirds (2/3) of all the Governing Council Representatives, an elected officer may be removed from his/her position for failure to perform assigned duties, impropriety, or for any other just cause. Any vote for the purpose of removing an elected officer shall occur only after the individual in question is given written notice of the meeting and the agenda. The affected individual shall be given the opportunity to address the Governing Council before any vote for removal is conducted.

ARTICLE X
MEMBER MEETINGS

10.1 ANNUAL MEETINGS: The Annual Meeting of the Members shall be held during the month of April. Notice of the Annual Meeting shall be provided to the Members thirty (30) days in advance of the meeting.

10.2 ADDITIONAL MEETINGS: The Governing Council may call additional meetings of the Members as it deems necessary or appropriate. Notice of such meetings shall be given to the Members five (5) school days in advance of the meeting.

10.3 MEMBER CALLED MEETINGS: Upon presentation to the Chairman of a petition calling for a meeting of the Members, such meeting shall be scheduled and notice of such meeting shall be given to the Members five (5) school days in advance of the meeting. To be effective, the petition must be signed by fifteen percent (15%) of the Members, and the issue or issues to be addressed at the meeting must be set forth on the petition. The issue or issues to be addressed shall be provided to the Members along with the notice of the meeting. No action or position adopted at such meeting shall be effective unless and until the action or position is adopted by the Governing Council at its next meeting after the Member called meeting is held.

ARTICLE XI
FUNDS

11.1 DEPOSITS: All PTO funds shall be deposited in a federally insured financial institution in an account in the name of Ft. Caspar Academy PTO. Amounts over \$100.00 shall be deposited within twenty-four (24) hours of their receipt. In no event shall any funds be held for more than one (1) week before being deposited. All funds, including after-school-activities funds, are to be maintained under the controls provided herein. The monthly statements of the account shall be mailed by the financial institution to the school.

11.2 ADDITIONAL ACCOUNTS: The Governing Council may authorize opening additional accounts to service special fund raising activities of the PTO, or for any other reason it determines, subject to the controls established herein. The Governing Council may adopt different controls for the particular account.

11.3 FINANCIAL OBLIGATIONS: Obligations for the expenditures of funds by the Ft. Caspar Academy PTO may only be incurred with the prior approval of the Governing Council.

11.4 EXPENDITURES: All expenditures shall be supported by invoices and/or other documents. A copy must be submitted to the treasurer and the budget officer annotated with the committee's name. The Budget Officer will verify that the expenditure is within the limits approved by the Governing Council. All allocated funds not spent by the end of the school year shall revert to the general fund, unless otherwise determined by the Governing Council.

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11.5 DISBURSEMENTS: Two (2) signatures shall be required on all checks issued by the PTO. Authorized signatures shall include the Chairman, Treasurer, Principal, and anyone else authorized by the Governing Council.

11.6 RECEIPTS: All funds received by the PTO for any purpose shall be counted and the amount verified by two individuals who shall sign a verification slip (verification slips may be obtained at FCA). At least one (1) of the individuals shall be a Member. The funds shall be deposited in the appropriate account and the verification slip and deposit slip shall be given to the Treasurer within 72 hours of the deposit being made.

11.7 ANNUAL REPORT: The Treasurer shall submit an annual report to the Governing Council of the financial activities of the PTO which shall be signed by the Treasurer. The annual year-end financial statement shall be presented to the Governing Council and made available to all Members prior to June 15.

11.8 AUDIT COMMITTEE: A review of the financial records of the PTO shall be conducted annually. The review shall be conducted after the annual report is prepared by the Treasurer. The audit committee shall consist of the Vice-Chairman and two other Members appointed by the Governing Council. It shall be the responsibility of the audit committee to verify the Treasurer's annual report to the Governing Council at the first PTO meeting the following school year. The audit committee shall complete its review prior to the first PTO meeting the following school year.

11.9 AUDIT: The Governing Council may direct that the financial records of the PTO be audited by a certified public accountant. Expenses incurred in conducting such an audit shall be paid from PTO funds.

ARTICLE XII **AMENDMENTS**

12.1 BYLAW AMENDMENTS: These Bylaws may be amended only by a two-thirds (2/3) affirmative vote of the Governing Council. An amendment must be presented at a Regular Meeting of the Governing Council and may not be voted on until the next Regular Meeting. Written notice of the proposed amendment shall be provided to all Members five (5) school days prior to the vote on the proposed amendment.

12.2 HANDBOOK AMENDMENTS: The Ft. Caspar Academy Handbook may only be amended by the affirmative vote of two-thirds (2/3) of the Members voting in an election held to amend the handbook. Proposed amendments to the handbook may be offered by the Governing Council, or may be submitted by written petition of fifteen percent (15%) of the Members which shall be presented to the Chairman or Secretary one (1) week in advance of the Annual Meeting. The date of the election shall be the same as the date of the annual Member meeting. Amendments shall take effect the beginning of the next school year.

ARTICLE XIII
REFERENDUM

13.1 REFERENDUM: Upon petition of fifteen percent (15%) of the Members, any position or action taken by the Governing Council shall be submitted to the Members for ratification. Notice of the election shall be provided to the Members five (5) school days in advance of the election, which shall be scheduled at a time and place established by the Governing Council. The petition shall be in writing, shall specify the position or action which shall be the subject of the ratification election, and shall be presented to the Chairman or Secretary. The election shall be held within thirty (30) days of receipt of the petition. The position or action taken by the Governing Council shall be ratified unless a majority of the Members vote against ratification. If a majority of the Members vote against ratification of the action or position that was adopted by the Governing Council, such action or position shall be rescinded effective the date of the election.

Article XIV
DISSOLUTION

14.1 DISSOLUTION: The PTO may be dissolved only upon a two-thirds (2/3) affirmative vote of the Members. The vote to dissolve may be taken only at a meeting called for the purpose of dissolution with prior notice given to the Members thirty (30) days in advance of the meeting.

14.2 DISTRIBUTION OF FUNDS: In the event of a dissolution, any and all remaining funds in the treasury and usable supplies belonging to the PTO shall be distributed in the manner determined by the Governing Council.

NOTICE OF ADOPTION AND AMENDMENT

The foregoing Bylaws were adopted by a majority vote of the Members voting on the 12th day of March, 1996.

/s/ SCOTT LOE
Chairman

/s/ AMY DECKER
Secretary

/s/ DOUG KING
Vice-Chairman

/s/ NORM CARRELL
Principal