



***Parents & Teachers of the  
International Academy East  
Bylaws***

**Table of Contents**

Article I – Name and Description of Organization

Article II – Objectives

Article III – Policies

Article IV – Membership

Article V - Dues

Article VI – Executive Board and Its Duties

Article VII – General Meetings

Article VIII – Nominations and Elections of Executive Board

Article IX – Standing and Special Committees

Article X – Finances

Article XI – Dissolution

Article XII – Parliamentary Authority

Article XIII – Bylaw Amendment

Article XIV – Ratification

Article XV – Adoption of Bylaws

## **Article I – Name and Description of Organization**

Parents & Teachers of the International Academy East shall be the official name of this organization. The abbreviation to be used is PTIA East.

Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

## **Article II – Objectives**

The objectives of the PTIA East are:

- A. To act as a liaison between the family and the school in an effort to enhance the growth and education of the students.
- B. To cooperate with and assist the administration and the teachers in upholding the standards of the school.
- C. To communicate all activities of the PTIA East among the teachers, administrators and families of the school.
- D. To plan and implement fundraising events for the benefit of the students and the school.
- E. To promote enriching opportunities for all students in the school.

## **Article III – Policies**

Section 1. This organization shall be non-sectarian, non-partisan and non-commercial. Neither the name of the organization nor the names of its officers in their official capacities shall be used in the endorsement of any political candidate or commercial enterprise.

Section 2. This organization shall not seek to direct the administrative activities of the school or to control its policies.

Section 3. This organization shall refrain from raising funds for the sole purpose of donating them to a charitable organization.

Section 4. This organization may cooperate with other organizations and agencies active in child/student welfare, provided they make no commitments which bind their member groups.

### **Article IV – Membership**

Section 1. Any parent or guardian of a registered student attending the International Academy East may become a member upon payment of annual dues (see Article V). Payment of dues allows for voting rights.

Section 2. The teachers and administrators of the International Academy East shall be members of this organization in a non-voting capacity without payment of dues. Teachers and administrators may not pay dues in order to obtain voting rights.

Section 3. The involvement of the alumni of the International Academy East is to be determined in the future.

### **Article V – Dues**

Section 1. The annual dues shall be determined by the incoming PTIA East Executive Board (as defined in Article VI). In the absence of any specific determination of dues, the amount in effect for the preceding year shall be the dues for the upcoming year.

Section 2. Dues shall be collected on a per family basis. Payment of dues allows for one vote per family.

Section 3. All PTIA East Board members, including special and standing committee members, must be members in good standing of the PTIA East for the year in which they are serving.

## **Article VI – Executive Board and Its Duties**

Section 1. The Executive Board shall consist of the following officers: President, Vice-President, Recording Secretary, Treasurer and Past President. An officer elect must have a student currently enrolled at the International Academy East to serve on the Executive Board.

Section 2. Duties of the Executive Board shall be:

- A. To attend a majority of meetings of the Executive Board.
- B. To submit and approve or adopt a budget for the fiscal year.
- C. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization, including authorizing non-budgeted expenditures not exceeding five hundred dollars (\$500.00) aggregate.
- D. To create standing committees and appoint their chairperson(s).
- E. To review and act upon plans of the standing committees.
- F. To approve routine bills within limits of the budget.

Section 3. Executive Board Meetings

- A. Meetings of the Executive Board may be called by the President or by a majority of the Executive Board. The purpose of the meeting shall be stated in the notice.
- B. Each individual Executive Board member shall have one (1) vote and voting shall only take place during an Executive Board Meeting. All votes must be cast in person.

Section 4. Budget Committee

- A. The Budget Committee shall consist of the Executive Board.
- B. The Budget Committee shall review the previous year’s budget and develop budgetary guidelines for the upcoming year, which includes determining the PTIA East membership dues for the upcoming year. These guidelines shall be presented to the PTIA East for approval at the first regularly scheduled PTIA East meeting. Additions, deletions or revisions to the budgetary guidelines which exceed five hundred

Dollars (\$500.00) shall be presented to the PTIA East for approval at the next scheduled PTIA East meeting.

Section 5. Audit Committee

- A. The Audit Committee shall be appointed by the President yearly to review the Treasurer's report, bank statements, deposits, receipts and any other activities or transactions of the PTIA East treasury.
- B. The Audit Committee shall be comprised of at least three (3) but not more than five (5) PTIA East members in good standing that are willing to do the review. Audit Committee members must be the parent or guardian of a freshman, sophomore or junior at the International Academy East.
- C. The Treasurer shall assist the Audit Committee with any request. All the documents, receipts, bills, transactions including the bank statements shall be turned over to the committee for review. The actual checkbook shall remain with the Treasurer or President.
- D. The review shall be completed after the end of the school year and before the upcoming school year begins.
- E. If, after the review, the Audit Committee determines the treasury of the PTIA East needs further review, an outside certified public accountant (CPA) shall be hired. The cost of the independent review to be performed by the CPA shall be paid by the general funds of the PTIA East. The selection of an outside CPA shall be made by a committee comprised of the sitting President, three (3) current PTIA East members in good standing that are not Executive Board members and either the Principal of the International Academy or the Associate Principal of the International Academy East. The CPA cannot be the parent or guardian of a student attending any campus of the International Academy nor have a relative who is affiliated with the school in any manner.

Section 6. The duties of the individual officers shall be:

- A. The President shall: preside at the meetings of the PTIA East, call all special meetings, serve on the Budget Committee and select the annual Audit Committee. The President shall distribute a copy of the current Bylaws to the Executive Board at the commencement of every school year.

- B. The Vice-President shall: act as an aid to the President, perform the duties of the President in the President's absence, serve on the Budget Committee and serve on the Nominating Committee.
- C. The Recording Secretary shall: keep an accurate record of all meetings of the PTIA East and the PTIA East Executive Board, prepare and distribute the agenda in advance for upcoming meetings and prepare typed minutes of the past meetings for distribution at the meeting. Any member in good standing that is present at a PTIA East meeting can act as an alternate recording secretary in the secretary's absence.
- D. The Treasurer shall: collect all dues and receive all monies, keep an accurate record of receipts and disbursements of the PTIA East, serve on the Budget Committee, assist the Audit Committee, prepare a written report for each PTIA East meeting and pay all bills. Reimbursements and expenses shall be paid out with the approval of the PTIA East Executive Board. Approval shall be given by two-thirds (2/3) of the members present and voting.
- E. The Past President shall: act as an advisor to the PTIA East Executive Board.
- F. Any of the individual officer roles (including President, Vice President, Recording Secretary, and Treasurer) may be shared and the duties split between two elected members.

## **Article VII– General Meetings**

- Section 1. General Meetings of the organization shall be held monthly during the school year.
- Section 2. The Annual Meeting for elections shall be held each year in May.
- Section 3. Special General Meetings of the organization may be called by the President or upon the written request of at least five (5) members. This request must state the purpose of the meeting and a notice to that effect must be issued.
- Section 4. The order of business of the meetings will be substantially as follows:
  - 1. Call to order
  - 2. Reading and approval of minutes
  - 3. Statement of Treasurer

4. Reading of Communications
5. Reports and their disposal
  - a. Principal's Report
  - b. Teachers' Report
  - c. President's Report
  - d. Standing Committees
  - e. Special Committees
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

- Section 5. In a General Meeting and in a Special Meeting each paid family membership is entitled to one (1) vote. This refers both to the general membership and the Executive Board.
- Section 6. The presiding officer at any general meeting, special meeting or Executive Board meeting shall not vote except in the case of a deadlock.
- Section 7. Motions shall be passed by a simple majority of members present.

### **Article VIII - Nominations and Elections of The Executive Board**

- Section 1. Nominations
- A. A Nominating Committee shall be appointed by the President. It shall consist of the Vice-President and at least two (2) other members of the organization.
  - B. The Nominating Committee shall query the current officers to determine their intent to serve in the upcoming year.
  - C. The Nominating Committee shall select at least one (1) nominee for each office which is up for election (see Article VIII, Section 6.) The consent of all nominees must be secured before such name is placed on the slate of nominees.

- D. The Nominating Committee shall present the slate of nominees in writing at a regularly scheduled meeting at least thirty (30) days prior to the Annual May Meeting for elections. This requirement may be waived by a two-thirds (2/3) majority vote of the voting members present.
- E. Each nominee placed on the slate must be the parent or guardian of a freshman, sophomore or junior at the International Academy East. An exception to place the parent or guardian of a senior on the slate may be made at the regularly scheduled meeting at least thirty (30) days prior to the Annual May Meeting for elections.

Section 2. At the Annual May Meeting for elections, the President shall present the slate of nominees for election. Additional nominations may be made from the floor at this time with the nominee’s consent.

Section 3. Elections shall be determined by a simple majority vote of those members present.

Section 4. A vacancy on the Executive Board (with the exception of the Presidency) occurring during a term shall be filled by a recommendation of the Executive Board and presented by the President at a regularly scheduled PTIA East meeting. The officer will be confirmed by a vote of the voting members present at the next regularly scheduled meeting.

Section 5. A vacancy of the Presidency occurring during a term shall be filled by a recommendation of the Executive Board and presented by an Executive Board member at a regularly scheduled PTIA East meeting. The President will be confirmed by a vote of the voting members present at the next regularly scheduled meeting.

Section 6. The President, Vice-President, Recording Secretary and Treasurer shall remain in office until one of the conditions applies:

- 1. The officer makes the decision not to serve in the upcoming year.
- 2. The officer’s youngest or only student becomes a senior at the International Academy East, unless there is an exception in accordance with Article VIII, Section 1, Item E.
- 3. A nomination is made from the floor at the Annual May Meeting for election and the nominee is voted into office.

Section 7. Newly elected Executive Board members shall take office at the conclusion of the May meeting.

Section 8. The newly elected President shall take office and the exiting President will move into the Past President position. The Past President shall act as an advisor to the PTIA East Executive Board.

## **Article IX – Standing and Special Committees**

### Section 1. Standing Committees

- A. A Standing Committee is a permanent committee constituted to perform a continuing function.
- B. The Chairperson/Co-Chairperson of each standing committee shall be appointed by the President annually.
- C. The Chairperson/Co-Chairpersons of each standing committee shall be comprised by the general PTIA East voting membership.
- D. The Chairperson/Co-Chairpersons of each standing committee shall present work plans to the President for approval. No committee's work shall be undertaken without the approval of the President.

### Section 2. Special Committees

- A. A Special Committee (or Ad Hoc Committee) is appointed by the President, as the need arises, to carry out a specific task. At the completion of its function or after presenting its final report, the committee shall cease to exist.
- B. A special committee should not be appointed to perform a task that falls within the assigned function of an existing standing committee.
- C. The President shall appoint special committees as deemed necessary to carry out the work of the organization and shall determine the number of members on such special committees.
- D. The President shall be an ex-officio member of all special committees except the Nominating Committee.

## Article X – Finances

- Section 1. Funds raised by the PTIA East will be recorded and deposited into the Parents & Teachers of the International Academy East (PTIA East) account by the Treasurer who will be responsible for both the collection and disbursement of the PTIA East funds. The funds will be made available to the PTIA East for approved activities. A general membership vote will be required on amounts to be spent in excess of five hundred dollars (\$500.00) aggregate.
- Section 2. A funds requisition form must be used for reimbursement of funds to an individual.
- Section 3. Corresponding receipts or invoices must be submitted to the Treasurer to reconcile funds allocated – no exceptions.
- Section 4. The signature of two of the following officers is required to issue a check over one thousand (\$1,000): President, Vice-President, Secretary or Treasurer.
- Section 5. A minimum balance of one thousand dollars (\$1,000.00) must be left in the treasury at the end of the school year to provide startup funds for the following year.
- Section 6. Funds in excess of seven thousand dollars (\$7,000.00) at the end of the school year must be designated for a specific purpose to be dispersed the following school year.
- Section 7. The PTIA East membership retains the right to allocate funds for the purchase of equipment, materials or services other than those requested by teachers and/or staff. Durable materials purchased by the PTIA East for classroom use will be considered property of the International Academy East.

## Article XI – Dissolution

In the event of the dissolution of the PTIA East, all PTIA East assets will be distributed, after payment of debts, to the International Academy East.

Upon the dissolution of the 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. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county, in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **Article XII – Parliamentary Authority**

The rules contained in Robert’s Rules of Order, Revised, shall govern the organization in all cases in which they are applicable and in which they are not inconsistent with the Bylaws.

### **Article XIII – Bylaw Amendments**

The Bylaws may be amended by two-thirds (2/3) majority vote of members in good standing at any regularly scheduled general membership meeting, provided notice in writing of the proposed amendment is filed with the Secretary and is presented at the monthly general membership meeting preceding the one at which the amendment is to be voted upon.

### **Article XIV – Ratification**

Upon ratification of these Bylaws by a two-thirds (2/3) majority vote of the members in good standing at a designated general membership meeting, they shall become valid and immediately binding upon the members of the Parents & Teachers of the International Academy East.

### **Article XV – Adoption of Bylaws**

Section 1. These Bylaws were originally adopted by the Parents & Teachers of the International Academy East on October 21, 2008.

Section 2. These Bylaws were revised and adopted in accordance with Article XIV on May 16, 2012 and replace any and all previous Bylaws of the PTIA East.