

# Archimedean Kids Parent Teacher Organization, Inc.

## BYLAWS



### ARTICLE I

#### GENERAL

**1.1 NAME.** The official name of the Parent Teacher Organization (PTO) is Archimedean Kids Parent Teacher Organization, Inc. (AA PTO or Archie Kids PTO, Inc.) a not-for-profit Florida corporation and shall hereinafter be referred to as the “AA PTO.”

**1.2 ADDRESS.** The AA PTO shall have its principal place of business located within the boundaries of Miami-Dade County.

**1.3 REGISTERED AGENT.** The AA PTO’s agent for the service of process shall be Veronica Ulloa of ULLOA & COMPANY PROFESSIONAL ASSOCIATION, 14050 SW 84<sup>th</sup> Street, #104, Miami, FL 33183, or such other qualified person or entity as the Executive Board may designate.

### ARTICLE II

#### PURPOSE OF THE CORPORATION

**2.1 PURPOSE.** The general purpose for which the AA PTO is organized is as follows:

The AA PTO’s mission is to serve as an active forum, strengthening communications and involvement between school staff, students, Archimedean families, administration, and the community to achieve excellence in education. We will work on behalf of the well-being of scholars by making intelligent decisions in bringing together the school, scholars, parents, and teachers, and uniting their efforts to ensure the highest advantages in mental, social, and physical well-being. (e.g., fundraising, events, and advancing the school model)

**2.2 CORE VALUES.** Our AA PTO core values are as follows:

- a) Respect - To treat one another in high regard.
- b) Honesty - Telling the truth and living truthfully in word and deed.
- c) Responsibility - Doing your part for the groups that make us whole.

# ARCHIE KIDS PTO BYLAWS

- d) Confidentiality - The principle of keeping sensitive information private unless the owner or custodian of the data gives explicit consent for it to be shared with another party.

## **2.3 FUNCTION.**

The function of the AA PTO is to raise funds for Archimedean School, and its scholars and promote involvement in school activities through the following means:

- a) To engage in any fundraising activities necessary to promulgate the purposes of the AA PTO.
- b) To provide charitable and educational services through the operation of one or more Archimedean Schools within the State of Florida.
- c) To act consistent with all applicable statutes, ordinances, rules, and regulations affecting the actions of the AA PTO and to do all other things otherwise permitted by law.
- d) Recruiting active members and encouraging parent participation.
- e) Planning and conducting special events and activities.
- f) Raising funds to purchase needed school equipment, enhance educational programs as needed, and elevate the overall school experience for scholars.
- g) Communicating accurate school information to AA PTO group members.
- h) Providing input to the principal's office regarding various aspects of the school; operations, programs, and communications.
- i) Producing information for the monthly school newsletter.
- j) Coordinating speakers on topics of interest.
- k) Fundraise and donate (if readily available) money to Archimedean School as needed to aid in future school buildouts. Always leave a minimum of \$3,000 in the bank account for the following school year. At the discretion of the AA PTO Executive Board in unison with Archimedean School financial donations can be made for the enhancement, functionality, and/or safety.

## **ARTICLE III**

### **3.1 BASIC POLICIES.**

- a) The organization shall work in cooperation with Archimedean's School Principal, Archimedean School Board, and the PTO Board Members to provide quality events for Archimedean scholars and their families.
- b) The AA PTO will partner in cooperation with other organizations, national or international, on behalf of the children's welfare; however, the person(s) representing the AA PTO should not make any commitments or decisions without consulting the AA PTO Board Members, and Archimedean Schools Administration to receiving final approval.

## ARCHIE KIDS PTO BYLAWS

- c) None of the earnings of the AA PTO will be used to the benefit of any member, anytime or under any circumstance.
- d) This organization will not be dissolved unless Archimedean Schools approaches its end, in which case, all money, after paying all debt and obligations will be turned over to Archimedean Schools.

### **3.2 DEDICATION OF ASSETS.**

The Corporation's assets are irrevocably dedicated to its public benefit purposes. No part of the net earnings, properties, or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any Director or Officer of the Corporation. Upon dissolution of this Corporation, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation, including disposition of assets pursuant to any applicable charter contract or law applying to charter schools, shall be distributed to a nonprofit fund, foundation, or corporation that is organized exclusively for charitable purposes, pursuant to Section 501(c)(3) of the Internal Revenue Code, or the corresponding provision in any future tax code.

## ARTICLE IV

### **4.1 MEMBERSHIP.**

- a) To become a member of the AA PTO, the person should provide a completed application form with name, address, contact phone number, scholars name, and e-mail address, and pay a membership fee to the organization.
- b) The AA PTO shall have an open and rolling enrollment of members. Members can join at any time during the current academic school year. Membership is valid for the current academic school year and can be renewed each year by re-enrolling and paying the fee.
- c) Membership in AA PTO shall be available to all registered Archimedean School parents regardless of their race, ethnicity, religion, or origin.
- d) All AA PTO members are expected to follow basic respect and decorum within the organization's communication forums. This may include but is not limited to, social media, verbal conversations, emails, group chats, or any other communication outlets. Failure to comply will result in membership termination.
- e) Any parent or guardian with children attending Archimedean School and Archimedean Staff who are interested in the mission of the AA PTO, and who are willing to uphold its basic values, and policies and subscribe to its Bylaws may become a member.

# ARCHIE KIDS PTO BYLAWS

- f) Volunteering, attending meetings, being active, and knowing and supporting the AA PTO mission and its rules are imperative to being a member.
- g) Volunteer parents must always abide by the Archimedean School handbook and school security rules. Volunteers must always check in with security if on campus for an event.

## **4.2 EXECUTIVE BOARD AND ELECTIONS.**

The AA PTO Executive Board shall consist of a President, (2) two Vice-Presidents, a Recording Secretary, and a Treasurer. The board members shall total an odd number for voting purposes with the President having final decision-making power, when applicable.

- a) An election will be held every two years via in-person ballot only; in the month of April for any vacant seats that the Executive Board was not able to fulfill from within. If there is only one nominee for any officer position, the election for that officer may be done by voice vote by the Executive Board.
- b) Additional officers will be elected according to the organization's needs and upon the executive board's approval.
- c) An Executive Board member shall serve a term of two (2) consecutive years within the same position and may continue for up to two (2) additional consecutive terms unless their position is challenged. In the event of a challenge, the position would be voted upon during the election period.
- d) Should the President not renew after their two-year term, it is recommended that one of the Vice Presidents assume the President position for the following two-year term to aid in continuity. If the Vice Presidents are unable to fulfill, nor are any current members of the Executive Board, the position may then be filled by an existing AA PTO Board Member who would like to step up to aid in continuity. If a current member does not exist, then the President's position will be open to a Ballot vote.

**4.3 POWERS OF THE EXECUTIVE BOARD.** The Executive Board shall have the power:

- a) To call a meeting of the Executive Board members.
- b) To authorize and cause the AA PTO to enter into contracts for the day-to-day operations of the AA PTO and the discharge of its responsibilities and obligations.
- c) The President will choose an Archimedean Teacher Liaison and may attend all meetings.

**4.4 DUTIES OF THE EXECUTIVE BOARD.** It shall be the duty of the Executive Board:

- a) To keep a complete record of all its actions and corporate affairs.

# ARCHIE KIDS PTO BYLAWS

b) To supervise all officers, agents, and members of the AA PTO and to see that their duties are properly performed.

## **4.5 COMPENSATION.**

AA PTO Board Members shall not receive salary for their services as Board Members. A member may be reimbursed for authorized expenses if such expenses are approved by the Board.

## **4.6 VACANCIES AND ELECTIONS.**

a) A position is declared vacant upon resignation or termination of duties. A vacancy, except the office of the President (which shall be filled by either Vice President; see section 4.2 line item d), shall be filled by appointment of the remaining Executive Board members, and approved by the majority vote of the AA PTO Board members.

b) If a vacancy should occur in the Executive Board, a new member shall be elected by a majority of a quorum of the remaining members of the Executive Board. If the vacancy is created due to the resignation or removal of an Executive Board member during their term, the new member shall be elected to serve for the remainder of the existing term.

## **4.7 RESIGNATION AND REMOVAL.**

Any AA PTO Board member may resign at any time by giving written notice to the AA PTO Executive Board President. The resignation of any AA PTO Board Member shall take effect when the notice is received. The Executive Board may also vote for the removal of a Board Member by a two-thirds majority of the AA PTO Board in office and present at any regular or special board meetings. Notwithstanding, the foregoing, if any Executive Board member misses two (2) meetings in a fiscal year, such Executive Board member may be removed from the Board by a vote of a majority of a quorum of the Executive Board present at any meeting of the AA PTO Board of Directors. If an Executive Board member is not complying with their duties, they may be suspended, expelled, or terminated for gross incompetence, intentional neglect, misconduct, breach of confidentiality, defamation of school and organization, and/or harassment of other members or officers.

## **4.8 TERMINATIONS.** Termination of Board Member:

The Executive Board and AA PTO Board Members, by an affirmative vote of two-thirds (2/3) of all the members of the Board, may suspend or expel a member, and may, by a majority vote of those present at any regularly constituted meeting, terminate the membership of any board member for failure to comply or to fulfill duties. A member may be suspended, expelled, or terminated for gross incompetence, intentional neglect, misconduct, breach of confidentiality, defamation of school and organization, and/or harassment of other members or officers. Members cannot be reinstated after termination.

# ARCHIE KIDS PTO BYLAWS

## ARTICLE V

### 5.1 OFFICERS AND ELECTIONS.

- a) If no one volunteers for one of the AA PTO Board Member positions and the current officer does not continue to serve for another term, the Executive Board will mutually agree on the reallocation of the duties of the unfilled AA PTO Board Member position.
- b) New Officers shall assume their duties as officials on the last day of the school year.
- c) A board member shall not be eligible to serve as AA PTO Accountant/Treasurer if they serve as the School Treasurer.

### 5.2 PARTICIPATION, INVOLVEMENT, AND EXPECTATIONS.

Participation is expected of all Executive Board and AA PTO Board Members. As part of their duties, they must be able to convey, with understanding, the importance of the organization to the broader AA community. Board Members must be committed to the purpose of the AA PTO and execute their designated duties without the assistance or expectation of other members. As a volunteer organization, showing up and being active within the organization is key to its success. Inactive members may be terminated for incompetence.

## ARTICLE VI

### DUTIES OF EXECUTIVE BOARD

#### 6.1 PRESIDENT.

- a) To prepare agendas in cooperation with the principal prior to meetings.
- b) To convene meetings.
- c) To preside at meetings.
- d) To facilitate any group discussions.
- e) To review meeting minutes provided by the recording secretary.
- f) To make presentations to various groups and the school board, with the assistance of the Communications Secretary.
- g) To orient the new President.
- h) To plan the annual calendar.
- i) To receive, process, and deposit AA PTO monies.

## ARCHIE KIDS PTO BYLAWS

j) To be readily available for any and all deficiencies that may stem from the duties of any and all board members that may occur.

k) Final decision-making power to maintain overall continuity and betterment of the organization.

### **6.2 VICE PRESIDENT.**

a) Act as an assistant to the President.

b) Performs duties of the President in the absence of that officer.

c) Coordinate special projects as they arise with the assistance of AA PTO board members.

d) To receive, process, and deposit AA PTO monies.

e) The procurement of annual fundraisers.

f) Assists with special events as needed by the school.

### **6.3 TREASURER.**

a) Treasurer should have a minimum of 3 years of accounting experience. Highly recommended that this position be filled by a certified accountant.

b) Able to receive, process, and deposit AA PTO monies.

c) Maintain an adequate paper trail for all transactions.

d) To reconcile checking accounts monthly.

e) To provide timely and relevant financial information to support financial decision-making.

f) To work closely with the President to fulfill all the duties listed above.

### **6.3 RECORDING SECRETARY.**

a) To attend all meetings and record meeting minutes and votes of the AA PTO.

b) To submit minutes of the meetings and attendance to the President prior to the next scheduled meeting.

c) To maintain the calendar of events.

# ARCHIE KIDS PTO BYLAWS

## DUTIES OF OFFICERS

### 6.4 AA PTO BOARD MEMBERS

#### **PRESIDENT**

The AA PTO President serves as the leader of the group and a key contact for members, officers, and constituents. The President presides at all meetings and events. They ensure all efforts are being directed toward meeting the school's goals, needs, and objectives.

The President works closely with School administration to meet their goals and AA PTO board members. The President will meet with AA PTO Board Members every (3) three-months to review member participation.

#### **1ST VICE-PRESIDENT (FUNDRAISING CHAIR).**

The fundraising chair must develop and manage sponsorship procurement and work closely with the school administration to plan key fundraising events. Ensure fundraisers are planned and executed properly.

#### **2ND VICE-PRESIDENT (SPECIAL EVENTS CHAIR).**

The AA PTO Special Events Chair works closely with the Event Coordinator to plan special events with the school. This includes everything about the individual event from idea to execution. This may include promoting the event with the Communication Secretary and community members. The 2nd VP works closely with the Event Coordinator and Volunteer Coordinator.

#### **TREASURER.**

The treasurer is responsible for ensuring accurate bookkeeping, tax filings, and business name filings. Updating excel spreadsheet for end-of-year tax filing, tracking receipts and expenses. Experience in accounting is highly recommended. Responsible for updating bulletin boards (monthly) in the common area. As well as preparing and distributing online orders.

#### **RECORDING SECRETARY.**

The AA PTO Secretary maintains the group's calendar of events and keeps a log of important notes from all general meetings. Maintaining an accurate history of key points discussed at each meeting is vital to keeping communication open within the board. Works closely with the Communication Secretary and assists in entering and tracking volunteer hours. Works with Parliament to organize and execute weekly before &/or after school sales.



# ARCHIE KIDS PTO BYLAWS

## **COMMUNICATIONS SECRETARY.**

The AA PTO Communications Chair handles the creation and distribution of all AA PTO-related information. Creates newsletters, and advertisements, is able to manage excel spreadsheets, responsible for preparing event name lists, etc. Works with Parliament to organize and execute weekly before &/or after school sales. Communication about events and AA PTO should always be approved by the President.

## **EVENTS COORDINATOR (LEAD & DAY OF LOGISTICS).**

An Event Coordinator is responsible for overseeing all tasks related to the event planning process. Their responsibilities include meeting with vendors to get quotes, assisting with event set-up, collecting (pre-agreed upon) supplies and decorations, and working with volunteers to ensure the completion of a successful event. Will work closely with the Special Events Chair.

## **PARLIAMENTARIAN (HISTORIAN).**

Photograph and document all events to help capture images for yearbook use. Responsible for preparing & distributing online orders. Leads, organize, and execute weekly before &/or after-school sales.

## **BOARD MEMBERS (VOLUNTEER COORDINATORS).**

Coordinates and collaborates with key members of the AA PTO to fulfill volunteer assignments as needed for all events. This role is also responsible for training and managing volunteers once they have signed up. Also, not limited to tracking and entering volunteer hours. Works with Parliament to organize and execute weekly before &/or after school sales.

## **ARTICLE VII**

### **7.1 FIFTH GRADE COMMITTEE.**

The 5th-grade committee consists of an Archimedean school administrator, the 5th-grade lead, and an AA PTO board member. The AA PTO President should be present at all meetings to remain informed and make sure there are no conflicting events on the calendar. AA PTO shall have a 5<sup>th</sup> Grade Committee for fundraising purposes, to coordinate and execute 5th-grade scholar activities, and community engagement to offset their end-of-year activities costs. This Committee shall make initial decisions relating to their functions; however, no decision shall be acted upon without administrative approval. The 5<sup>th</sup> Grade Committee shall cease to exist on the last day of each school year. All unused monies shall remain in the bank accounts for the next year to access. A minimum of \$500 (if possible) is to be left in the committee accounts at the end of each year.

a. 5<sup>th</sup> Grade Committee purpose:

# ARCHIE KIDS PTO BYLAWS

- i. 5<sup>th</sup> Grade Graduation
- ii. 5<sup>th</sup> Grade End of the Year Banquet
- iii. 5<sup>th</sup> Grade year-round fundraising to offset end-of-year activities expenses.

## ARTICLE VIII

### 8.1 BOARD MEETINGS.

AA PTO shall meet with its registered PTO members (4) four times a year, September through June with additional meetings as needed. Meeting times and dates are to be set by the Executive Board.

## ARTICLE IX

### 9.1 FINANCIAL CONTROLS.

- a) AA PTO Fiscal Year is defined as starting on July 1, XXXX, and ending on the following June 30, XXXX.
- b) There shall be a minimum of \$3,000 in the AA PTO bank account at the end of the fiscal year to fund immediate costs of the following year.
- c) Mailing address on the bank account will be Archimedean Kids PTO Accountants office mailing address: Archimedean Academy Kids PTO, Inc., in care of Ulloa & Company, P.A., 14050 SW 84 Street, Suite 104, Miami, FL 33183. (The mailing address will change if the organization's Accountant changes or as needed).
- d) AA PTO Organization 501(c)(3) registration address is Archimedean Kids PTO, Inc. Attention: CURRENT PRESIDENT NAME / C/O CURRENT AA PRINCIPLES NAME: 12425 Sunset Dr, Miami, FL 33183.
- e) Checks signatures shall be the President, Vice President, and/or Accountant/Treasurer. Two Board Members must always be present when cash is initially collected and counted.
- f) All requests for reimbursement must be submitted on applicable forms: Event Expense Form, Reimbursement Form, etc.
- g) AA PTO Treasurer will reconcile the bank statements monthly.
- h) Annual audit to be conducted in August. A report on the findings is to be presented at the first AA PTO meetings of the new school year.
- i) A maximum of a \$50 gift can be used for the retirement of active teachers and staff.
- j) An approved Go Fund Me donation can be made up to \$150 with approval by the Executive Board.

# ARCHIE KIDS PTO BYLAWS

## **9.2 DEBT.**

All debt incurred must be paid before the end of each school year. Debt will not become the responsibility of the new leadership. The current leadership that incurred the debt must settle their debt before turning over financial control. A minimum of \$3,000 is to be left in the AA PTO bank account for the new leadership. (See Financial Controls – Section 9.1 line item b)

## **9.3 CONFIDENTIALITY.**

Any and all AA PTO Board Member meetings and everyday communication are considered confidential and should remain board member privilege only. If it is discovered that a board member is sharing confidential information about the AA PTO Board and items listed above to anyone outside of the BOARD, without the knowledge or consent of the full board can be dismissed from duties.

## **ARTICLE X**

### **10.1 AMENDMENTS.**

These bylaws may be amended at any regular meeting of the organization by having a majority vote of those present, providing notice of the proposed amendment was given at the previous meeting.