

Gateway Preparatory Academy PTO Bylaws

ARTICLE I Name

This organization shall be called Gateway Preparatory Academy Parent Teacher Organization (GPA PTO.)

ARTICLE II Purpose

The purpose of this organization shall be to promote the welfare of Gateway Preparatory Academy and the students therein, to bring into closer relation the parents and the school and to support the activities and programs of the school through financial and/or voluntary support.

ARTICLE III Policies

(Section 1) This organization shall be a non-profit organization. The use of funds, dues, and proceeds derived by this organization shall be for the benefit and improvement of the school. The funds may not be used to support any organized charitable drive.

(Section 2) This organization shall be non-commercial, non-sectarian, non-partisan and non-political. The names of its members or officers shall not be used in any manner other than in the regular work of the organization.

(Section 3) This organization shall not seek to direct the administrative activities of the school or to control its policies.

(Section 4) In the event of the dissolution of the organization, a committee shall be immediately appointed by the organization to disburse all funds on hand within thirty days of the dissolution date. Such disbursement shall be for the benefit of the school, under the laws of the State of Utah

ARTICLE IV Membership and Dues

(Section 1) Any person in the communities surrounding Gateway Preparatory Academy interested in the purposes for which this organization is established and willing to uphold its policies and subscribe to its bylaws may become a member upon payment of dues as hereinafter provided.

(Section 2) The annual dues shall be \$5.00 per Family. Membership in the GPA PTO shall be on a year to year basis.

ARTICLE VI Duties of Officers

(Section 1) The President shall preside at all meetings of the organization and of the executive committee, shall appoint the committees and committee chairmen, and shall perform all other duties pertaining to the office.

(Section 2) The 1st Vice-President shall take charge of all responsibilities of the president in his/her absence. He/she shall also work in any capacity delegated by the president and executive committee for the fulfillment of all school related activities, fundraisers, etc.

(Section 3) The 2nd Vice-President shall be responsible for membership and any program segments of regular meetings. He/she shall work with teachers to correlate PTO meetings with school programs and shall perform other such duties as may be delegated.

(Section 4) The 3rd Vice President shall be responsible for all fundraising and any committees organized to help with fundraising.

(Section 5) The Secretary shall keep a complete record of the proceedings of each meeting and read the minutes for approval, and shall perform other such duties as may be delegated.

(Section 6) The Treasurer shall collect all dues and money forthcoming from any and all projects and make a clear record of the same and report thereon to the membership whenever called upon to do so. The Treasurer shall pay all bills and accounts against the organization when properly certified. Two signatures will be required on all checks. The Treasurer is responsible for financial integrity, monthly report of income and expense and year-end reporting of income, expenditures and remaining balance.

(Section 7) The Historian shall be responsible for pictorial accounts of school related activities and shall perform other such duties as may be delegated.

(Section 8) The Parliamentarian shall govern this organization in accordance with Roberts Rules of Order, Newly Revised in all cases which are applicable and are not inconsistent with these bylaws. A Teacher Representative shall hold this office.

(Section 9) The Executive Committee may transact business of the organization up to \$500.00 if necessary. However, no action shall be in conflict with that taken by the voting body of the organization.

ARTICLE VII Committees

(Section 1) Committees are formed to provide a specific service for one year or more. Committees may be appointed or dissolved by the Executive Committee.

(Section 2) Coordinators support service functions within the school and representatives serve as liaisons as needed.

ARTICLE VIII Meetings

(Section 1) The organization will meet on a regular basis. The dates of the meetings shall be flexible so as to adjust to the school calendar.

(Section 2) Members present at a duly called meeting shall constitute a quorum.

(Section 3) The privilege of holding office, making motions, debating and voting shall be limited to representatives of the organization whose dues have been paid.

ARTICLE IX Amendments

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting provided the proposed amendment has been presented through the executive committee and has been read at the previous meeting of the organization.

Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern the GPA PTO in all cases to which they are applicable and in which they are consistent with these bylaws.