

**BYLAWS
Of
PATRIOT PREPARATORY ACADEMY**

ARTICLE I. NAME, DESCRIPTION & PURPOSE

Section 1: Name of the Organization -

Patriot Preparatory Academy PTO - 4938 Beatrice Dr.-Columbus, Ohio 43227

Section 2: Description –

The PTO is a non-profit organization that exists exclusively for charitable, 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 the corresponding section of any future federal tax code.

Section 3: Purpose

The purpose of the PTO is to enhance and support the educational experience at PPA, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at PPA through volunteer and financial support.

ARTICLE II. MEMBERSHIP

Section 1. Membership

Membership shall be automatically granted to all parents and guardians of PPA students, plus all staff at PPA. There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS

The officers of this Board shall be the President, Vice-President, Secretary and Treasurer. All officers must have the status of active members of the Board.

Section 1. EXECUTIVE BOARD – The executive Board shall consist of the following officers: President, Vice President, Secretary and Treasurer. Officer's positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year.

Section 3: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO.

Sections 4: DUTIES –

Executive Board – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising program, approve by majority vote of the Board unbudgeted expenditures of no more than \$200.00

President – Presides at General PTO meetings and Executive Board Meetings, serve as the official representative of the PTO, and retains all official records of the PTO.

Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.

Secretary – Record and distribute minutes of all Executive Board meetings and General PTO meetings. Manage communication and email broadcasts as needed.

Treasurer – Serve as custodian of the PTO’s finances along with the President, collect revenue, pay authorized expenses report financial activity every month, prepare year-end financial report, facilitate and annual audit and hold all financial records. All purchases over \$250.00 will need prior approval from President or Vice President.

Section 5: BOARD MEMBERS- The Executive Board shall meet monthly during the school year or at the discretion of the President.

Section 6. REMOVAL OF OFFICERS – 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. VACANCIES – If a vacancy occurs on the Executive Board, the president shall appoint a PTO member to fill the vacancy, for the remainder of the officer’s term.

ARTICLE IV. MEETINGS OF MEMBERS

Section 1. Regular PTO Meetings

Regular meetings of the members shall be held Monthly, at a time and place designated by the chair.

Section 2. Quorum

Eight (8) Members of the PTO present and voting constitute quorum for the purpose of voting

Section 3. Voting

Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

ARTICLE V – FINANCIAL POLICIES

Section 1. FISCAL YEAR – The fiscal year of the PTO begins August 1st and ends July 31 of the following year.

Section 2: BANKING – All funds shall be kept in a checking account in the name of the PTO requiring two signatures of the Executive Board (President & Treasurer) and held at a local financial institution.

Section 3: REPORTING – All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the accounts(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE – The PTO shall leave a minimum of \$500.00 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS – Contract signing authority is limited to the President or the President’s designee.

ARTICLE VI. AMENDMENTS

Section 2. Bylaws

The Board of Directors may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.

ARTICLE VII – DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to general school funding account of Patriot Preparatory Academy.

ADOPTION OF BYLAWS

We, the undersigned, are all of the initial directors or incorporators of this corporation, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the 2 preceding pages, as the Bylaws of this corporation.

ADOPTED AND APPROVED by the Board of Directors on this ____ day of _____, 20__.

Stacy Porter, President – Patriot Preparatory PTO Nonprofit, Inc.

Principal - Patriot Preparatory PTO Nonprofit, Inc.