

# Lexington Universal Academy Parent-Teacher Organization

## By-Laws

4580 Nicholasville Rd  
Lexington, KY 40515  
U. S. A.

December 1<sup>st</sup>, 2015  
An amended version of the original 2003/2004 Bylaws

## **Article 1 - Organization**

The name of this organization shall be the **LUA Parent-Teacher Organization** (PTO).

## **Article 2 - Purpose**

Section A. To provide community and individual resources available to assist and support the administration and teachers in meeting educational needs of the students in ways the school and PTO determine beneficial.

Section B. To promote communications between the school, parents, guardians, and community; particularly to better inform individuals on matters relating to the school and educational needs of the students.

Section C. The organization shall concern itself with matters of general interest encompassing policies, procedures and assistance to the school system.

Section D. To create extra-curricular activities that provide a physically competitive and/or an educational atmosphere in which the school and PTO determine beneficial.

Section E. This organization shall be non-profit.

Section F. No part of the **organization** monies shall go to any individual member for services rendered as an officer. In the event the **organization** is dissolved, the assets will be turned over to the LUA.

## **Article 3 - Membership**

Section A. The members of the PTO shall be made available, without regard to race color, creed or national origin, to all parents and guardians of children currently within the LUA system and teachers and administration of the Lexington Universal Academy.

Section B. An annual enrollment of members shall be conducted. Additional members shall be accepted at any time.

Section C. Only members of this organization shall be eligible to participate in the voting at business meetings, or to serve in any of its elective or appointive positions.

Section D. This organization shall collect dues in an amount determined by the membership in the **Fall** of the current year.

Section E. All other interested people are invited to attend the meetings.

## **Article 4 - Officers and Their Election**

Section A. The Executive Board shall consist of a President, Vice-President, Treasurer and Secretary.

Section B. Each officer of this organization shall be a member in good standing of the Lexington Universal Academy PTO.

Section C. Officers are to be elected once a year, during the **November** meeting. If there is but one nominee for any office, election for that office may be by voice vote. If there is more than one nominee, a ballot vote will be conducted.

Section D. Elected officers are to serve for one year beginning in **January**.

Section E. Officers, with the exception of the treasurer, shall assume their duties at the **beginning of the election term** and shall serve for a term of one year or until their successors is elected. The treasurer shall assume his/her duties following the completion of annual audit and serve for two years **or until the end of the fiscal year**.

Section F. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section G. Nomination:

- **Nomination should be held during November of each year. All members of the PTO of the current year should be informed of the upcoming nomination at the beginning of November. Any PTO member can nominate up to three PTO members to be on the nomination ballot. Nomination period should be seven days.**
- **All nominated individuals should be PTO members. If a nominated individual is not a PTO member, he/she can become a PTO member prior to accepting the nomination.**
- **After the nomination period is over, an election should be held if more than ten nominees accept the nomination.**

Section H. Temporary subcommittees may be appointed by the President to conduct duties of the PTO.

Section I. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board **on the next scheduled meeting**, notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall **assume responsibility of the president until an election is held within the executive board and person is elected by a majority vote on the next scheduled meeting**.

## **Article 5 - Duties of Officers**

Section A. The President will prepare the agenda, designate subcommittees to coordinate functions and activities of the PTO, administer by-laws, and will take action on decisions made by the membership. The president will preside at all meetings of the organization and of the executive board.

Section B. The Vice-President will assist the president with all duties and will preside at meetings when the president is absent.

Section C. The Treasurer shall:

- present a financial statement at every meeting of the organization and at other times when requested by the executive board, and makes a full report at the annual meeting
- have custody of all funds of the organization
- keep a full and accurate account of receipts and expenditures
- administer a checking account

Section D. The Secretary shall keep minutes of all meetings of the Executive Board, and handle correspondence as determined by the Executive Board or directed by the organization. Shall maintain a membership list, and shall perform such other duties as may be delegated to him/her.

Section E. All other duties of the officers and specific members of the PTO shall be expressed in writing and amended to the by-laws.

### **Article 6 - Executive Board**

Section A. The Executive Board shall consist of the officers of the organization, the chairpersons of the standing committees, and the principal of the school or a representative appointed by him/her. The members of the Executive Board, with the exception of the treasurer, shall serve until the election/selection of their successors.

Section B. The duties of the Executive Board shall be:

- To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- To prepare and submit to the organization for adoption a budget for the year.
- To approve routine bills within the limits of the budget.

Section C. Regular meeting of the Executive Board shall be held during the year, the time to be fixed by the board at its first meeting of the year. A majority of the Executive Board may be called by the president or by a majority of the members of the board with 7 days notice being given.

### **Article 7 - Meetings**

Section A. The Executive Board shall establish a calendar of meetings and events for the upcoming school year to be submitted at the first general meeting of the school year. Notice shall be given of change of date.

Section B. Special meetings of the organization may be called by the president or by a majority of the executive board, 7 days notice having been given.

Section C. Six members shall constitute a quorum for the transaction of business in any meeting of the organization.

Section D. Decisions will be made by the majority vote of members present.

Section E. The privilege of introducing motions, debating, and voting shall be limited to members of this PTO whose current dues are paid.

Section F. The meetings will proceed using an agenda outlining topic discussions with a section for amended items or corrections to the agenda.

Section G. Any member of the PTO can request a vote and the majority discernment shall be executed.

### **Article 8 - Committees**

Section A. Only members of this organization shall be eligible to serve in any elective or appointive positions.

Section B. The Executive Board may create such committees as it may deem necessary to promote the objects and carry on the work of the organization. **The number of committees should always be maintained at an odd number.** The term of each **officer** shall be one year or until the selection of a successor.

Section C. The **officer** of each committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section D. The power to form special committees and appoint their members rests with the organization and/or the Executive Board.

### **Article 9 - Fiscal Year**

The fiscal year of this organization shall begin on July 1 and end on the following June 30.

### **Article 10 - Amendments**

Section A. These bylaws may be amended at any regular meeting of the organization provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon; that a quorum has been established; and a two-third vote of the members are present and voting.

Section B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the organization, or by a two-third vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same in the case of an amendment.

Section C. Any amendment or revision shall become effective upon the date of approval.

## Article 11 - Dissolution

Section A. In the event that the organization should choose to dissolve, dissolution shall occur by a resolution stating a reason for such action. A motion must be presented, then seconded and voted on to rescind the bylaws.

Section B. In the event of dissolution of the Lexington Universal Academy Parent-Teacher Organization, the assets will revert directly to the LUA to be used or disposed of as decided by the principal and or LUA staff.

Section C. The cash assets will be immediately transferred to the Student Activity Fund of LUA.

This amended bylaws was read twice on December 1<sup>st</sup>, 2015 and is passed by majority vote.

President:

Iman Shalash