

Adopted: August 23, 2005

Amended: July 12, 2024

By-Laws of the BRCVPA PTO

Article I - Name

This organization shall be known as the Baton Rouge Center for Visual and Performing Arts Parent-Teacher Organization(BRCVPA), herein called the PTO.

Article II - Objective and Policies

Section 1: Objective

The objective of the PTO is to foster a working relationship between parents and school staff that facilitates:

1. The educational progress of students
2. An understanding of the needs and concerns of the school in its responsibility of serving students.
3. A greater awareness of parental responsibility for the success of BRCVPA.

Section 2: Policies

The organization will not endorse political candidates.

Article III - Membership and Dues

Section 1: Membership

PTO membership is open to parents, guardians, relatives, friends and supporters of BRCVPA students; and school staff.

Section 2: Dues

PTO members shall pay annual dues per family as determined by the Board.

Article IV - Governing Body

Section 1: Officers and Board

- A. The governing body of this PTO shall be the Board. The Board shall be composed of the PTO's Officers (President, Vice-President (K-2nd grade), Vice-President (3rd-5th grade), Secretary, Treasurer); one Faculty Representative; and any other at-large Member appointed by the President or Faculty Representative.
- B. The Board shall pass upon all matters pertaining to the executive operation; approve all expenditures and contracts; and settle all matters of policy pertaining to the PTO. A simple majority of the quorum present is required for Board action, except as specified elsewhere in these By-Laws.
- C. The Board shall hold a regular quarterly meeting at a time and place determined by the President and the Faculty Representative. The meeting schedule shall be published and distributed to the general PTO membership at the beginning of the school year.
- D. The general PTO membership is invited to attend and participate in discussion at all Board meetings.
- E. There shall be an Executive Committee composed of the PTO's officers (President, Vice-Presidents, Secretary and Treasurer). The Executive Committee shall act for the Board between meetings of the Board. However, in all matters, the Board may overrule the Executive Committee. The Executive Committee shall meet at the request of the Faculty Representative or the President; all members must be notified, in advance, in a timely manner, of all meetings.
- F. If there is not a roll of governing board members, or if Quorum is not met, then all PTO members present may function as full members of the governing board.

Section 2: Duties of Officers and Board Members

- A. Duties of the President will be to abide by and enforce all rules and regulations as stipulated in these by-laws; to preside over the meetings of the PTO Board and the Executive Committee; and to serve as liaison to various committees at the school.

- B. Duties of the Vice-Presidents will be to assist the President as needed; and to preside over meetings of the PTO Board and Executive Committee in the President's absence.
- C. Duties of the Secretary will be to record and publish minutes of each Board meeting and Executive Committee meeting.
- D. Duties of the Treasurer will be to maintain an accurate financial accounting of PTO funds; to initial all Board-approved expenditures; and to report on PTO finances at all Board meetings.
- E. Board members are encouraged to attend all meetings.

Article V - General Meetings

- A. The PTO will have at least four general meetings during the school year. Two meetings will be held each semester.
- B. Notices of all meetings will be included in the school newsletter.

Article VI - Funds

Section 1: Source and Designation of Funds

- A. PTO funds will be generated by PTO Dues and by PTO Fundraisers.
- B. PTO funds will be designated annually towards projects or capital expenditures that benefit the school. Annual designation of funds pledged to BRCVPA, not to exceed \$10,000, shall be as follows:
 - 1. 60% of funds raised by PTO will be awarded to the BRCVPA Arts Department.
 - 2. 25% of funds raised by PTO will be awarded to BRCVPA in an effort to feed and support faculty and staff.
 - 3. 15% of funds raised by PTO will be awarded to the BRCVPA administration for PBIS activities.Annual Funds raised by PTO events that exceed the pledged \$10,000 can be used at the discretion of the PTO Board.

Section 2: Management of Funds

- A. PTO funds will be held in a separate bank account. Deposits and withdrawals will be carried out by the President or Treasurer.
- B. An accounting of PTO funds and expenditures are a matter of public record and can be viewed anytime.

Section 3: Expenditures

- A. Any expenditures shall be submitted to the Board for discussion and approval in advance by majority vote.
- B. Check requests shall be initiated by the Treasurer or the President, who will ensure that the expenditure falls within the approved budget and that adequate funds exist in the PTO account.

Article VII - PTO Positions

Section 1: Chairperson Positions

There will be 2 Chairperson Positions. These positions are volunteer positions that will be filled at the last PTO meeting of the year.

- 1. Fundraising Chairperson
 - a. This Chair purpose will be to find, advertise and execute fundraising opportunities.
- 2. Communications Chairperson
 - b. This Chair purpose is to create and distribute any communications and announcements from the PTO Board.

Section 2: Grade Level Liaisons

Grade Level Liaisons are volunteer positions that will be filled at the first PTO meeting of the year. The purpose for this position is to be the go between people for the PTO and teachers. No authority is given to this position.

Section 3: Special Committees

The President and Vice-President, with the approval of the Board, shall appoint such special committees as may be needed to carry on the work of the PTO, and shall name the chairperson of each.

Section 4: Authority

No PTO Position or individual shall have the authority to commit the PTO on matters of policy or to create financial obligations. All financial obligations and commitments will be decided by the Board.

Article VIII - Election of Officers and Board Members

Section 1: Faculty Representative

The Faculty Representative will be appointed on a yearly basis by the school Principal.

Section 2: Officers

The Vice-Presidents, Secretary and Treasurer shall be elected by the PTO general membership at the last general meeting of each school year, and assume their duties for the next year at that time. Any PTO officer from the prior year shall run for the position of President for the following year.

Article IX- Amendments

- A. PTO Board members may propose amendments to the By-Laws; proposed amendments shall be presented to the Board for approval.
- B. If approved, the proposed amendment shall be sent to the full membership in writing or published form at least thirty days prior to a regular membership meeting.
- C. The proposed amendment shall be voted on and a two-thirds affirmative vote of the regular membership present is required for passage.

Article X - By-Laws

- A. A copy of the By-Laws shall be posted on the PTO website and BRCVPA PTO Facebook page.