

BYLAWS
PARENTS TEACHERS
ORGANIZATION
PEACE ACADEMY TULSA

ARTICLE I: NAME

The name of this organization shall be the Peace Academy Parent Teacher Organization and may be referred as Peace PTO or PTO in this document.

ARTICLE II: MISSION

To support and help Peace Academy achieve its goals.

ARTICLE III: PREMISE

- a) This organization shall neither seek to direct the administrative activities of the school nor to control its policies.
- b) This organization may make suggestions to the administration concerning activities of the school with sole concern of the betterment of all stakeholders (i.e. students, parents, teachers and administration).
- c) The Peace PTO shall be noncommercial, nonsectarian, and nonpartisan.
- d) No part of the net earnings of the Peace PTO shall be utilized for the benefit of or be distributed to its members, officers, or any other person except that the organization shall be authorized and empowered by the Peace Academy Board of Trustees to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. All net earnings are the property of Peace Academy and must be deposited in a Bank Account approved and established by Peace Academy.
- e) The PTO may request Peace Academy Board of Trustees for allocation of annual fund by submitting a budget proposal to the Principal of Peace Academy every year. The Principal shall review the Budget Proposal and submit it to the Peace Academy Board of Trustees for approval. This budget shall be used to support the activities of the Peace PTO during the year.
 - i. Any substantial deviation from the budget that amounts to over 10% of the total budget, under normal circumstances, must be approved in advance by the Peace Academy Board of Trustees or
 - ii. In case of urgency, the Principal of the school and Chairman of the Peace Board together may authorize such change while the approval from the Peace Academy Board of Trustees may be sought in the next Peace Academy Board of Trustees' meeting.
- f) In the event of dissolution of this organization, all the assets belonging to this organization shall be handed over to Peace Academy Administration after paying or adequately providing for the debts and obligations of the Organization.
- g) The Principal of Peace Academy retains the authority to approve or disapprove any function or activity if, in his discretion, such function or activity will interfere with procedures or policies of the school or if it is not in the best interest of the School.

ARTICLE IV: MEMBERSHIP

- a) All parents and guardian of children enrolled and attending Peace Academy are members of Peace PTO.
- b) All members of the teaching staff at Peace Academy are member of Peace PTO.
- c) Membership in this organization confers equal rights to its members.

ARTICLE V: OFFICERS

The members of the Peace PTO shall elect following officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Volunteer Coordinator
6. Youth Organizer

The body of the Peace PTO Officer shall be referred to as Peace PTO Executive Committee or PTO Executives.

ARTICLE VI: ELECTION OF OFFICERS

- a. The members of the Peace PTO shall elect its Officers by the end of the fourth week of first quarter of each school year.
- b. The elected officer shall assume their duties by the end of the 6th week of first quarter of school year.
- c. All Officers shall serve a term of two years or, as specified elsewhere in this document, until their successors are elected.
- d. The process of election for the next term should be conducted by an Election Committee.
 - i. The Election Committee shall consist of two Peace PTO members nominated by Peace PTO Officers in their meeting.
 - ii. All Members of Peace PTO are eligible to be nominated for Election Committee except those serving as Peace PTO Officers at that time.
 - iii. The nominees shall consist of one male and one female from among the Peace PTO Members.
 - iv. The two nominees may not come from the same family.
 - v. After nomination, the Election Committee members may choose to include other Peace PTO Members as Election Committee Member.
 - vi. The Election Committee shall be nominated by the end of the first week of first quarter of school year.
 - vii. The Election Committee should prepare the election schedule and present it to Peace PTO President by the end of the second week of first quarter of school year
- e. In order to be eligible to contest election, a member should be nominated by other members.
- f. A nominee must receive at least one nomination from other PTO members.
- g. Nominees must consent to serve in the PTO committee if elected by the members.
- h. A vacancy occurring in any office of PTO Executives shall be filled in for the remaining term by a member elected by the majority vote of the remaining members of PTO Executive Committee.

ARTICLE VII: DUTIES OF OFFICERS

1. The President:
 - a. Shall preside all the meetings in which he/she is present.
 - b. Shall coordinate the work of the officers and all committees in order to ensure that it supports the PTO mission.

- c. Shall attend the Peace Board of Trustees' meeting, as provided for in the Peace Board of Trustees' bylaws, and act as a liaison between PTO and Peace Board of Trustees
 - d. Shall perform all other duties assigned to him in these bylaws or by the Peace PTO Executive Committee.
 - e. Shall advise Secretary about the agenda of the PTO Executive Committee meetings.
 - f. Shall frequently consult with the Principal of the school to acquire support and to keep administration abreast of all activities planned and being executed.
 - g. Shall have the right of tie-breaking vote in Peace PTO Executive Committee and Peace PTO Members meetings.
2. Vice President
 - a. Shall act as an aid to the President
 - b. Shall assume the duties of the president in the event the office of President is vacant until such time such vacancy is filled in accordance with these bylaws.
 - c. Shall preside the meetings in the absence of the President.
 - d. Shall perform such other duties as prescribed in these bylaws or assigned to him by the President.
3. Secretary
 - a. Shall record the minutes of all meeting of Peace PTO.
 - b. Shall prepare the agenda of all meetings of Peace PTO in consultation and with approval of the President.
 - c. Shall distribute or otherwise publicize the agenda of the meetings to the respective audience.
 - d. Maintain a list of all members of the organization and their contact information with the help of the school administration.
 - e. Keep a copy of the then effective Bylaws.
 - f. Keep a copy of the Bylaws at hand in all meetings of the organization.
 - g. Monitor and submit updates to the PTO section of Peace Academy website.
4. Treasurer
 - a. Shall monitor and record all financial transactions.
 - b. Shall handle all fund receipts and deposit them in the bank account established by the Peace Academy.
 - c. Shall prepare and present a financial report in PTO meetings.
 - d. Shall be co-signer with the President on all checks on behalf of Peace PTO.
 - e. Shall prepare a final financial report to present before Peace Executive Committee at the end of the term or when resigning from the office.
5. Volunteer Coordinator
 - a. Shall prepare, update and maintain a volunteer list.
 - b. Shall identify tasks and activities that shall be taken up by the PTO.
 - c. Shall oversee the formation of volunteer committees and assign tasks.
 - d. Shall monitor and help volunteer committees perform their tasks.
 - e. Shall receive feedback, reports and comments from volunteer committees and prepare and present an overall activity report in Peace Executives meetings.
 - f. Shall record or estimate participation by members to enable PTO Executives to nominate a volunteer as 'Parent of the Year' or any other such award if and when such award is approved by the PTO Executive.
6. Youth Organizer

- a. Shall work with students to organize and help them in their extracurricular activities and activities of various student clubs.
- b. Provide guidance to Students Council and mentor them to become leaders.
- c. Guide and assist Students Council to prepare a plan of activities for the year and help them execute their plan.
- d. Muster support from other parents and form a committee to perform his/her duties.

Every officer shall deliver to his/her successor the official materials at the close of their service in the office.

ARTICLE VIII: MEETINGS

1. General Meetings
 - a. A quarterly meeting shall be held with all the members of the PTO.
 - b. Executive Committee may decide to hold additional meeting if and when deemed necessary
2. Executive Committee Meetings
 - a. A monthly meeting should be held.
 - b. The president may call a meeting whenever necessary with a minimum of 24 hours notice.
 - c. Majority of the Officers holding office at the time should constitute a quorum for any such meeting.
 - d. The Executive Committee shall hold its first meeting within 14 days of taking charge of their office notwithstanding any vacancies that may exists at that time.
 - e. The Executive Committee shall hold its last meeting with the newly elected Officers in order to transfer the charge over to new Officer within 14 days after the announcement of election results. Failure to transfer charge in the specified period and in the specified manner will result in the issue being taken up by the chairman of the Peace Academy Board of Trustees whose decision will be final and binding in all matters of Peace PTO and on all parties involved.

ARTICLE IX: AMENDMENTS

These by-laws may be reviewed and/or revised by the Peace Executive Committee as deemed necessary to meet changing conditions in the school and the community. Any such amendments and revisions should be approved by the Peace Board of Trustees before inclusion in these bylaws.

ARTICLE X: LIMITATION OF AUTHORITY

If any part of these Bylaws shall conflict with the decisions, policies or procedures of the Peace Academy, they shall be deemed null and void and the decision of the Peace Academy Board of Trustees, in all cases, shall rule.