

BYLAWS OF
GLOBAL IMPACT ACADEMY PTO
“GIA PTO”
FAIRBURN, GEORGIA

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ARTICLE I DEFINITIONS

GIA or “the school” - Global Impact Academy Stem High School of Fulton County Schools in Fairburn, Georgia.

GIA PTO or “the Organization” – The Global Impact Academy PTO, of Fairburn Georgia, the non-profit organization to which these Bylaws apply.

Officer – Any individual currently elected or appointed to serve as a President, Vice President, Secretary, or Treasurer of the GIA PTO.

Board – The collective group of all current elected and appointed Officers of the GIA PTO

Board Search Committee (BSC) – A committee of at least three volunteers who recruit new Officers and administer an annual election

Term – Each elected or appointed Officer shall serve a term of two fiscal years unless otherwise specified in these Bylaws.

Member – Any parent, guardian, or other adult standing in loco parentis for a student who is currently enrolled or will be enrolled within four months at GIA and who has paid annual dues shall be a member. Also, any teacher, administrator or staff member who have paid annual dues shall be a member.

Fiscal Year – July 1 – June 30 of each year.

ARTICLE II NAME OF THE ORGANIZATION

The name of the Organization is the Global Impact Academy PTO (GIA PTO) of Fairburn, Georgia.

ARTICLE III MISSION

The missions of the GIA PTO are to enhance the education and welfare of the students at Global Impact Stem High School (hereinafter GIA or the School) and to foster communication throughout the GIA community, including but not limited to students, staff, and families.

The PTO is organized for the purpose of supporting the education of the students at the School. It does this in ways that include, but are not limited to the following:

- (a) Supporting the efforts of the School to involve the parents/guardians in the education of their children.
- (b) Facilitating communications between the parents/guardians and the School.
- (c) Sponsoring, organizing and/or funding special programs and events for the School.
- (d) Raising funds for the School.
- (e) Promoting the School throughout and beyond Fairburn, GA.

ARTICLE IV MEMBERSHIP AND DUES

Section IV.1 Membership Inclusion

Membership in the GIA PTO shall be made available without regard to race, color, citizenship status, sex, gender identity or gender expression, age, disability, religion, creed, national origin, or sexual orientation.

Section IV.2 Member Enrollment

The GIA PTO shall conduct an annual enrollment of members and may admit persons to membership at any time when they are determined to satisfy all requirements for membership.

Section IV.3 Membership Dues

Each member of the PTO shall pay annual dues per family to the organization to be deposited in the PTO's checking account at a bank of the PTO's choosing. The annual dues shall be determined by the Board of the PTO.

Section IV.4 Membership Termination

Membership may be terminated upon resignation, expulsion, suspension, or by not meeting the membership requirements specified in Article IV of these Bylaws.

ARTICLE V MEETINGS

Section V.1 Annual Meetings

The Annual Meeting shall be in the spring and shall be for the purpose of electing Officers and/or reporting on the results of any electronic voting; setting budget spending limits; assigning check-signing authority to at least two Officers, no two of whom shall be from the same family; receiving reports of Officers and committees; and conducting any other business that may arise.

Section V.2 Regular Meetings

At least six regular meetings, in addition to the Annual Meeting, shall be held during each school year. Regular meetings of the PTO may be called by the President(s) or by a majority of the Board. All parents/guardians are welcome at these meetings, regardless of their PTO membership status.

Section V.3 Notice of Annual and Regular Meetings

Notice of an annual or regular meeting of the members, setting forth the time, place, dial-in instructions if necessary, and the purpose of the meeting, shall be given to each member entitled to vote at the meeting not less than five days before the meeting is to be held. Notice may be given by means of post mail, electronic mail, telephone, website postings, printed media, or any combination thereof.

Section V.4 Special Meetings

Special meetings of the PTO may be called by the President(s) or by a majority of the Board, with twenty-four hours' notice having been given. Notice may be given by means of post mail, electronic mail, telephone, website postings, printed media, or any combination thereof.

Section V.5 Quorum for Meetings

Four members shall constitute a quorum for the transaction of business in any meeting of the GIA PTO.

Section V.6 Voting

(a) Voting by proxy is prohibited.

(b) The privilege of making and debating motions at GIA PTO meetings shall be limited to members who are attending in person or approved online formats.

(c) Unless otherwise specified in these Bylaws, all votes of the Organization shall be decided by simple majority of those attending and voting.

Section V.7 Meeting Format and Procedures

Meetings may be conducted using voice and/or video technology or in-person.

ARTICLE VI OFFICERS

Section VI.1 Officers and Intent of Terms

The Officers of the PTO shall be at least one and no more than two President(s), Vice Presidents, Secretary(s), and Treasurer(s). The Board and Board Search Committee shall strive to secure two persons to fill each Office. The two Officers for each position shall serve staggered terms, if possible, such that only one Officer will end their term at the end of the fiscal year and the other serving Officer shall remain and be joined by a new Officer for the final year of their term. The intent of this provision is to preserve the institutional knowledge of each position to be passed forward to future Officers and support the involvement of as many members of the community as possible in the GIA PTO.

All candidates for office may be subject to a criminal background check.

Section VI.2 Eligibility of Officers

The following provisions shall govern the qualification and eligibility of individuals to be Officers of the GIA PTO:

(a) Each candidate for office must be a member of the GIA PTO.

(b) No Officers may be eligible to serve more than one consecutive term in the same position, except that:

(i) A qualified Officer may extend their term for one year in the absence of a qualified successor if such an extension is approved by a majority vote of the Board; and

(ii) A qualified Officer may serve a single term as President immediately after serving no more than two consecutive terms in other offices.

(c) A person who has served in an office for less than one-half of a full term, shall be deemed to have not served a full term in such office.

Section VI.3 Nomination of Officers

Annually, the Board Search Committee (BSC) will seek out candidates to be nominated for open Officer positions in the next fiscal year.

- (i) The BSC or PTO Officer shall notify all GIA PTO members and rising 9th grade PTO members about any Officer positions opening up in the coming fiscal year.
- (ii) The BSC shall actively recruit and use its best efforts to identify at least one eligible candidate for each office to be filled.
- (iii) The Board shall set a deadline for the submission of nominees, which shall coincide with the date of a regular meeting in March or April. At that meeting the BSC shall report out its list of nominees. Any member may also make additional nominations from the floor during the meeting. The PTO is required to give its membership 30-day prior notice of that meeting.
- (iv) All qualified nominees named at the meeting described in Section VI.3 shall become the ballot, which shall be communicated to the PTO membership at least 30 days prior to the Annual Meeting when the election takes place. The ballot shall include the names of all eligible candidates for each open position.
- (v) In the instance when no candidate(s) has/have been identified by the meeting referred to in Section VI.3, the President maintain the right to nominate a candidate(s) to the ballot.

Section VI.4 Election of Officers

There shall be an annual election of Officers in the spring of each school year at the Annual Meeting. The election may be conducted by electronic ballot, paper ballot during the Annual meeting, or a voice vote.

- (a) If the election is conducted by electronic ballot it should be conducted through an online voting tool approved by a majority vote of the Board.

- (b) In the event of a tie for any contested position, the committee will hold a run-off election for that position until there is a plurality.
- (c) The candidate receiving a plurality of votes for a position shall be deemed elected to that position.

Section VI.5 Terms of Officers

Newly elected Officers shall assume their official duties following the close of the current fiscal year and shall serve for a term of two years or until their successors are elected, except as provided in Section VI.2(c)(i) of this Article VI wherein the term is extended for one year. The Treasurer shall assume their duties after the books have been closed.

Section VI.6 Removal of Officers

If an Officer fails to attend four consecutive meetings without adequate excuse, or is not fulfilling the responsibilities of the office as prescribed in the Bylaws, or engages in conduct which the Board or PTO members determines to be injurious to the Organization or its mission, the Board or PTO members may, by a majority vote, take such action as it determines appropriate which may include asking for the resignation of the Officer or making a formal recommendation that the Officer be removed from office.

Section VI.7 End of Term Requirements

Upon the expiration of the term of office, or in the case of resignation or termination, each Officer shall turn over to the President(s), without delay, all records, books, and other materials pertaining to the office and shall return to the Treasurer(s) or the President(s), without delay, all funds pertaining to the office or otherwise being held on behalf of the PTO.

ARTICLE VII DUTIES AND RESPONSIBILITIES

Section VII.1 Board

The Board shall:

- (a) Implement the votes of the Organization.
- (b) Create such standing as it may deem necessary to promote the mission and carry on the work of the Organization.
- (c) Approve the work of the committees.

- (d) Prepare and submit to the GIA PTO for adoption a budget for the year, including spending authorities and limits for committee Vice Presidents or other Officers with spending authority.
- (e) Amend the bylaws when necessary.

Section VII.2 President

The President shall:

- (a) Preside over all meetings of the GIA PTO or appoint another Officer to preside in their absence.
- (b) Coordinate and communicate the missions and activities of the GIA PTO with the GIA Principal and/or Assistant Principal and communicate news and information from the GIA Principal and/or Assistant Principal to the Board.
- (c) Transact necessary business in the intervals between Board meetings and such other business as may be referred to it by the GIA PTO.
- (d) Coordinate the work of the Officers and committees of the GIA PTO in order that the missions may be promoted.
- (e) Appoint a facilitator, subject to the approval of the Board, if they so deem necessary.
- (f) Perform such other duties as may be provided for by these Bylaws or directed by the Board.
- (g) Have signature authority on all PTO bank accounts.

Section VII.3 Vice President(s)

- (a) Act as aide(s) to the President(s) and perform the duties of the President in the absence or inability of that officer to act.
- (b) Assist in building community relationships, managing volunteers and fundraising efforts.
- (c) Perform such other duties as may be provided for by these Bylaws or directed by the President(s) or the Board.

Section VII.4 Secretary(s)

The Secretary(s) shall:

- (a) Record the minutes of all meetings of the GIA PTO.
- (b) Be prepared to read the records of any previous meetings.
- (c) File and retain all records.
- (d) Have a current copy of the Bylaws.

(e) Maintain a membership list and a list of all Officers and their contact information.

(f) Communicate upcoming PTO meetings to the parent body via email/Facebook/GroupMe.

(g) Perform such other duties as may be provided for by these Bylaws or directed by the Board.

Section VII.5 Treasurer(s)

The Treasurer(s) shall:

(a) Have signature authority on all PTO bank accounts and ensure that two of the authorized officers sign all checks;

(b) Maintain a full and accurate account of receipts and expenditures of the PTO.

(c) Make disbursements as authorized in accordance with the adopted budget and other financial documents of the Organization, or as approved by the President(s).

(d) Present an annual Treasurer's Report at the annual meeting.

(e) Adhere to financial controls recognized by the Organization at the start of each fiscal year that shall include, but not be limited to, the following:

(i) Naming two separate individuals (either the Treasurers or other appointed persons with appropriate authorities) who shall serve as a check and balance for each other for the tasks of issuing and reporting all payments.

(ii) Facilitating the establishment of a signing authority limit. Payments that exceed that amount must be approved in advance by the President(s) in writing and shared with the Secretary for record keeping.

(iii) Presenting a financial statement at meetings of the GIA PTO and at other times when requested by the Board.

(f) Complete and file all state and IRS forms as required for a 501(c)3 organization in good standing or oversee a third party to do so.

(g) Collect PTO membership fees.

(h) Perform such other duties as may be provided for by these Bylaws, prescribed by state or federal laws, or directed by the President(s) or the Board.

ARTICLE VIII COMMITTEE

Section VIII.1 Eligibility

Any member of the GIA community, or other individuals with relevant expertise, shall be eligible to serve in any elective or appointive committee position(s).

Section VIII.2 Committee Chair(s)

The member(s) who are responsible for the work of a particular committee, or another individual or individuals appointed by the Board, shall chair each committee.

(a) Responsibilities of the committee Chair(s) shall be:

- (i) Present a plan of work to the Board for approval. No committee work shall be undertaken without the consent of the Board.
- (ii) Keep a current list of committee members' names and contact information and share that list with the Secretary.
- (iii) Conduct the work of the committee in accordance with relevant protocols and policies of the Organization.
- (iv) If a Chair is not fulfilling the responsibilities of the position as prescribed in the Bylaws, or engages in conduct which the Board determines to be injurious to the Organization or its purposes, the Board may, by a majority vote, take such action as it determines appropriate which may include asking for the resignation of the Chair or making a formal recommendation that the Chair be removed from office.

(b) A committee Chair may serve for more than one successive term. In the case where a committee Chair is not an Officer, the term may vary depending on the purpose of the committee and/or the availability of the individual serving as Chair.

(c) Upon expiration of the term or in the case of resignation or termination, each Chair shall turn over to the President(s), without delay, all records, books and other material pertaining to the duties as prescribed.

Section VIII.3 Board Search Committee Members

(a) The Board Search Committee shall serve on an as needed basis to assist with PTO functions including PTO officer elections, fundraising and PTO meetings. The BSC will be composed of at least three members who shall be elected or appointed by the GIA PTO at a regular meeting at least four

months prior to the election of Officers each year as outlined in Sections VI.3 and VI.4 of Article VI of these Bylaws.

- (b) Board Search Committee members may serve on this committee no more than three consecutive years, unless otherwise approved by a special vote of the Board.
- (c) The responsibilities of the Board Search Committee are described in Sections VI.3 and VI.4 of Article VI of these Bylaws.

ARTICLE IX FISCAL YEAR

Section IX.1 Fiscal Year

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

ARTICLE X DISSOLUTION

The Organization may be dissolved at a meeting of the GIA PTO by a majority vote of the members present and voting, a quorum being present, provided that notice of the meeting and of the proposed dissolution has been communicated to members at least thirty days prior to the meeting. Assets shall be distributed to a 501(c)(3) nonprofit as approved by a majority vote of the members present at the meeting. Upon dissolution of the Organization, after paying or adequately providing for the debts and obligations of the Organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE XI AMENDMENTS

These Bylaws may be amended at any meeting of the GIA PTO by a majority approval vote of the members present and voting, a quorum being present, provided that notice of the proposed amendments has been communicated to the membership thirty days prior to the meeting.

