Parent Teacher Organization of Bella Vista Christian Academy Bylaws

ARTICLE I: NAME

The name of the organization shall be the Parent Teacher Organization (PTO) of Bella Vista Christian Academy (BVCA), a ministry of St. Paul's Lutheran Church (SPLC) in Tracy, CA.

ARTICLE II: MISSION STATEMENT, OBJECTIVE AND PURPOSE

Mission Statement:

Our mission is to promote a better understanding and closer relationship between the school, the home, and the church, so that parents and teachers can more effectively work together in communicating, educating, and financially supporting the best possible Christian education at Bella Vista Christian Academy.

Objectives:

- Develop teams of parents and teachers working together to effectively use personal time, resources, talents, and fundraising, in order to foster the spiritual and educational growth of BVCA students, parents, teachers, and staff.
- Provide an open forum, for the benefit of the BVCA students, where:
    - Parents can learn about the ongoing operations and needs of the teachers and staff
    - Teachers and staff can gather input from parents regarding their children's needs in their Christian learning process

Purpose:

Our purpose is to support the Christian learning process and safety at BVCA and empower the students to form the values and self-confidence to become contributing members of society.

ARTICLE III: RELATIONSHIP WITH ST. PAUL'S LUTHERAN CHURCH AND BELLA VISTA CHRISTIAN ACADEMY

The PTO is a distinct volunteer organization and as such, shall have the right to govern itself. The organization shall communicate with the BVCA/ St. Paul's Lutheran Church administration concerning PTO goals and desires, and foster a spirit of cooperation and teamwork. The PTO shall respect and support all established school policies set forth by the administration of BVCA and St. Paul's Lutheran Church, and has no authority to violate such policies.

ARTICLE IV: MEMBERSHIP

All the parents and guardians of BVCA students, as well as BVCA's teachers and staff are eligible to be members of the PTO. As members, they have the right to attend meetings and vote on issues presented.

ARTICLE V: MEETINGS

Regular meetings will be held on the third Thursday of each month (except Dec, Jan, and May) in the Conference Room at 8am. Any meeting that needs to be postponed or canceled due to conflicts will be announced via email, one week prior.

ARTICLE VI: CLASS REPRESENTATIVE

A Class Representative (one per grade, K thru 8) will serve as an important liaison between teachers and parents of their class. The responsibilities of the Class Representative include:

- Attending regularly scheduled PTO Meetings. Their attendance is essential in the success of the organization
- Serve as a primary source of information to teacher and families and help to communicate in a constructive manner
- Encourage parent attendance at PTO meetings and events
- Encourage and facilitate parent volunteerism at BVCA

ARTICLE VII: COMMITTEES

Section 1. Membership. Committees may consist of general members. The committee chairperson shall be appointed and report to the members as needed.

Section 2. Standing Committees. The following committees shall be held by the organization:

- Scholastic Book Fair: held twice yearly for 1 week
- Family Fun Nights: 3 yearly- 1st, 2nd, and 4th quarter
- Assemblies: 2- 4 yearly
- Dine & Donates: Once a month except September (Texas Roadhouse), January (Crab Feed), and April (Texas Roadhouse)
- Candy Grams: Twice yearly, October (Halloween) and February (Valentine's Day)
- Uniform Swap: Twice yearly, November and April
- Teacher Appreciation Week: Once yearly, end of March/ beginning of April
- Reformation Lunch: Once yearly, October 31st
- Raley's Extra Credit Grant: Twice yearly, Fall Cycle July 1- August 31st and Spring Cycle January 1st- February 12th
- Crab Feed: Once yearly, mid-January

Committees may be formed and dissolved as required.

ARTICLE VIII: FINANCES

Section 1. Fiscal Year. The fiscal year of the PTO begins July 1 and ends Jun 30 of the following year.

Section 2. Budget. A tentative budget shall be drafted prior to the upcoming school year and approved by majority vote of members present at the first scheduled PTO meeting (August).

Section 3. Reporting. All financial activity (income and expenses) shall be recorded by Barbara Kleinert (SPLC Accountant) to the PTO account within the SPLC financial accounts. That account will be reconciled monthly and reported at each PTO meeting.

Section 4. Handling Expenses. Funds spent within approved budgeted amounts and paid for personally by a member may be reimbursed by the SPLC Accountant with proper receipt documentation.

Section 5. Expenditure Authority

- **a. Payments.** Upon approval of the annual budget by the general membership, expenditures in accordance with the budget without further approval is authorized.
- **b. Budget Expense Request.** Unbudgeted expenditures requests should be submitted to the PTO via email and outline the following information:
    1. Requestor's name, date, $ amount, description, and justification.
    2. Requests should provide answers to commonly asked questions: Is this appropriate to PTO? Will this create a mortgage on the PTO account, i.e., subscription? Have we pursued other funding options? (i.e., grants) Does this include all costs, i.e., installation, permits, maintenance etc.?
- c. All submitted expenditure requests will be presented to the members at the next scheduled meeting for approval.
- d. **Budget Approval Process**
    a. Budget availability
    b. Approval requires PTO agreement (2/3 vote)
    c. Any other guiding principles of what these funds should or can be used for

ARTICLE IX: AMENDMENTS

These bylaws may be amended at any regular meeting of the PTO by two thirds vote of the members present, provided that written notice of the proposed amendment has been given to members prior to the meeting at which the amendment is to be voted upon.