SOMERSFIELD ACADEMY (the "SCHOOL")
PARENT TEACHER ASSOCIATION
BY-LAWS

ARTICLE I – NAME

The name of this organization shall be the Somersfield Academy Parent Teacher Association ("SPTA").

ARTICLE II – MISSION

The mission of the SPTA shall be to encourage and enhance the educational experience of our students, teachers and administration. In doing so, we will foster a sense of support, pride and enthusiasm through the creation of family activities and volunteer based programs that support our teachers, students and parents.

The SPTA supports the mission of the School by

a. Organizing and promoting volunteerism from the parent body
b. Raising funds to provide facilities/programs

ARTICLE III – MEMBERSHIP

The members shall be any parents or guardians of students, teachers, staff and administration.

ARTICLE IV – EXECUTIVE COMMITTEE AND THEIR ELECTION

Section 1 *Executive Committee*

a. The management of the SPTA shall be conducted by an Executive Committee consisting of President, two Vice Presidents, Secretary, Treasurer, Deputy Treasurer and Diversity Representative (each an "Executive".
b. The Executives will be elected biennially to those positions at a General Meeting, ordinarily the last General Meeting of the academic year.
c. Current members of the School Board may not serve on the Executive Committee.
d. The Executive Committee may appoint other officer positions to serve the SPTA or support the Executive Committee in various capacities, but such officer positions are not members of the Executive Committee.

Section 2 *Nominating Procedures*. Prior to the General Meeting where Executive Committee shall be voted upon, the Executive Committee shall itself, or through volunteers from the SPTA membership, act as a Nominating Committee. The Nominating Committee will be responsible for issuing an invitation to all SPTA members for nominations and subsequently compiling lists of all persons nominated who are willing to serve. The lists of nominated persons must accompany the notice calling the

General Meeting. An official invitation for further nominations must also accompany the notice.

Members who were not named on the list accompanying the notice may be nominated at such General Meeting "from the floor" providing they have a seconder.

Section 3 *Voting Procedures*. Each member of the Executive Committee attending shall be entitled to one vote. No proxies or absentee voting will be accepted. Voting will be by show of hands, unless the President in his/her sole discretion chooses to use a ballot system.

Section 4 *Appointments.* In the event no nominations are forthcoming for one or more of the Executive positions, the President will have the power to appoint a person the fill the position at his/her discretion at such meeting or thereafter. The Executive Committee may appoint two (2) more members to the Executive Committee should a special need arise (e.g. special project). In the event that a member of the Executive Committee is unable, as agreed by the Executive Committee, to fulfill his or her obligations, the President may appoint a person to replace the position, until the following General Meeting. If the President is unable, to fulfill his or her duties for any reason, the Executive Committee shall choose a Vice President to fill the position of President.

Section 5 *Removal from Office.* Should it ever be perceived that a member of the Executive Committee is not facilitating the objectives of the SPTA By-laws, or fulfilling their named duties as a member of the Executive Committee, any member of the Committee may raise the issue at an Executive Committee Meeting. If warranted, a vote for the removal of the said Executive will be called, and all members of the Executive Committee must be present to vote with the exception of the Executive in question, who may be present but may not cast a vote. If the result of the vote dictates the removal of said Executive, the President has the power to appoint a person to fill the position until the next General Meeting.

ARTICLE V – MEETINGS

Section 1 *Executive Committee Meetings*.

a. The minimum number of Executive Committee Meetings shall be three (3) per year.
b. Notice of an Executive Committee Meeting shall be given not less than five (5) days before the date of the meeting.
c. The President may invite other attendees to full, or parts of Executive Committee Meetings, in a non-voting capacity.
d. A quorum for an Executive Committee Meeting shall be three (3) members.
e. Executive Committee Meetings should be held in person, but may be held virtually at the discretion of the President.

Section 2 *General Meetings*.

a. Notice of a General Meeting shall be given not less than fourteen (14) days before the date of the meeting. General Meetings should be held at least twice during the academic year.
b. All matters for consideration, subject to the Amendments Clause (Article VII) shall be determined by a majority of the members present and voting on such matters. The President shall have one vote except in the event that there is an equal division of votes, when the President shall have a second or casting vote. Voting will be by show of hands, unless the President in his/her sole discretion chooses to use a ballot system.

c. A quorum for a General Meeting shall be 25 members.

ARTICLE VI – FINANCE

Section 1 *Budgeting*. The Executive Committee shall use reasonable efforts to prepare a budget and a list of funding priorities for the following academic year, by the end of June each year. The Executive Committee may consult with the School Board and School leadership.

During the first General Meeting of the academic year (ideally September) a general list should be presented to the SPTA, with the goal of encouraging feedback on priorities from parents. This will help shape the SPTA spending during the year.

Section 2 *Reporting*. The Treasurer shall keep accurate records of any disbursements, income and bank account information in a timely manner. The Treasurer will also provide year-end financial statements no later than August 30th of each year, and will make available for review all financial records, given a reasonable period of notice.

Section 3 *Authorization of Expenditures*. The Executive Committee has the authority to spend funds without prior approval of the SPTA. Any expenditure over $15,000 will be submitted to a General Meeting for approval.

Section 4 *Funding Requests*. Any member of the SPTA is entitled to request funding should a perceived need arise. The process for requesting funding is as follows:

- Requestor completes a funding request form and submits to Executive Committee for discussion with the Head of School.
- If deemed valid by the Executive Committee, the request will then be voted on by the Executive Committee or at a subsequent General Meeting, as applicable.
- Only the specified amount of funding will be dispensed, per the approved funding request. The SPTA will not bear the burden of cost overruns.

The Executive Committee may direct the requestor to present their funding request at a General Meeting so that the SPTA may ask questions.

Section 5 *Operating Expenses*. Payments to vendors will only occur upon receipt and approval of a valid invoice. Two signatures are required for every payment. Additionally, the Treasurer will prepare a financial report that will be presented to the membership body at each General Meeting. Comprehensive details from this report will be made available to any interested member.

Section 6 *Surplus Funds*. At the end of the academic year the Executive Committee will determine the allocation of surplus funds, subject to the parameters in Article VI, Section 3. It is recommended that a minimum reserve be kept in the SPTA accounts, as agreed by the Executive Committee from time to time.

ARTICLE VII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall govern this association in all cases in which they are applicable and in which they are not in conflict with these articles.

ARTICLE VIII – AMENDMENTS

The terms of these By-laws may only be amended at a General Meeting of the SPTA of which notice shall be given by the Secretary to all members stating the time, date and place of meeting, and such notice must include the proposed amendment(s). The amendment(s) shall only be valid if passed by a majority of at least two-thirds of the members present and voting. The Secretary shall convene such a General Meeting to consider any amendment at the direction of the President, the Executive Committee or on a requisition signed by any ten (10) members of the SPTA.

ARTICLE IX – DISSOLUTION

This organization may be dissolved with previous notice (21 calendar days) and a two-thirds vote of the SPTA. As such, all books, papers, assets (after payment of all liabilities), shall be handed over to the School Board.