

# JOSEPH NEAL STEAM ACADEMY

Parent Teacher Organization

## BYLAWS

Adopted \_\_\_\_\_

Effective \_\_\_\_\_

### ARTICLE I: NAME

The name of this organization shall be the Joseph Neal STEAM Academy Parent Teacher Organization hereinafter referred to as the "PTO".

### ARTICLE II: MISSION STATEMENT

The mission of the PTO is to foster active participation, build a sense of support, safety, pride, and enthusiasm within the school and community through volunteering, school-wide activities, and fundraising.

### ARTICLE III: PURPOSE

The PTO is an independent nonprofit volunteer organization that collaborates with the school and community to support students and staff.

The PTO will not direct or interfere with school administrative duties governed by CCSD.

The PTO shall conduct all activities in accordance with applicable CCSD regulations and Nevada law.

All fundraising activities must receive prior administrative approval.

### ARTICLE IV: MEMBERSHIP

Membership is open to parents, legal guardians, and grandparents of currently enrolled students, as well as all school staff.

Each member shall be entitled to one vote.

#### ARTICLE V: EXECUTIVE BOARD

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and the Principal or designated school administrator.

Executive officers must be a parent or legal guardian of a currently enrolled student at Joseph Neal STEAM Academy, or a staff member of Joseph Neal STEAM Academy during their term of service.

No two officers shall be members of the same household.

Officers shall serve one-year terms beginning July 1 and may be re-elected.

The Executive Board shall oversee the administration of the PTO, including budget preparation, authorization of expenditures, formation of committees, and planning of PTO activities.

No officer shall enter into contracts or financial commitments on behalf of the PTO without Board approval.

Conflict of Interest: Officers must disclose any personal, family, or financial interest in matters before the Board and shall recuse themselves from related discussion and voting.

An officer may be removed for cause, including but not limited to misconduct, neglect of duties, or violation of these Bylaws, by majority vote of the Executive Board following written notice and opportunity to respond.

#### ARTICLE VI: COMMITTEES

Committees may be formed as needed. Committee Chairs shall be appointed by the President and approved by the Executive Board.

Chairs are responsible for volunteer coordination and reporting to the Board.

#### ARTICLE VII: ELECTIONS

Nominations shall open one week following Spring Break and remain open for a period of five (5) school days.

Elections shall be conducted the week following the close of nominations.

Voting shall remain open for three (3) consecutive school days, with clearly defined and communicated start and end times.

Elections may be conducted using paper ballots, electronic voting, or a combination of both.

Each voting member as defined in Article IV shall be entitled to one vote in PTO elections. Measures shall be taken to ensure no member votes more than once.

All voting methods shall:

- Maintain the confidentiality of individual votes
- Ensure accuracy of vote collection and tabulation
- Prevent duplicate or unauthorized voting

Electronic voting, when utilized, shall:

- Be conducted through a secure and verifiable platform
- Maintain a record of votes cast for audit and verification purposes
- Allow results to be reviewed and validated by at least two neutral individuals, one of whom shall be a school staff member not serving on the Executive Board

Ballots, whether paper or electronic, shall be counted and verified by at least two neutral individuals, one of whom shall be a school staff member not serving on the Executive Board.

Election results shall be documented and made available to members upon request.

In the event of a dispute regarding election results, the Executive Board shall review all available records and determine appropriate corrective action in accordance with these Bylaws.

Terms shall begin July 1.

Vacancies shall be filled by majority vote of the Executive Board.

Officers may be removed by majority vote following written notice and opportunity to respond.

Newly elected officers shall transition with outgoing officers prior to July 1.

## ARTICLE VIII: VOTING AND QUORUM

### Section 1 — Membership Voting

Voting by the general membership shall occur during officer elections (as governed by Article VII) and amendment approvals. Each voting member as defined in Article IV shall be entitled to one vote.

### Section 2 — Executive Board Voting

Each Executive Board member shall have one vote in matters before the Executive Board. The Principal or designated school administrator shall serve as a voting member of the Executive Board.

### Section 3 — Quorum

A quorum for Executive Board meetings shall consist of a simple majority of the current Executive Board members.

#### Section 4 — Electronic Voting

Electronic voting procedures for officer elections shall be governed by Article VII.

#### Section 5 — General Meeting Quorum

A quorum for General Meetings shall consist of a simple majority of the current Executive Board members in attendance plus at least two (2) additional voting members.

### ARTICLE IX: MEETINGS

General meetings shall be held monthly during the school year unless otherwise determined by the Executive Board.

Executive Board meetings shall be held monthly July–June.

Meetings may be held in person, virtually, or via teleconference.

### ARTICLE X: FINANCIAL PROCEDURES

The fiscal year is July 1 – June 30.

The Board shall prepare and approve an annual budget.

Expenditures over \$50 require Board approval.

Reimbursements require receipts within 30 days.

#### **Money Handling**

All cash collections shall be counted and verified by at least two unrelated adults, one of whom must be a member of the Executive Board, immediately following the event or collection period.

No single individual shall have sole control over collected funds at any time.

Funds shall be deposited into the PTO account within five (5) business days.

A record of all collections, including amount, date, purpose, and individuals involved in verification, shall be maintained.

### ARTICLE XI: RECORD INSPECTION

Books and records may be inspected by any member upon written request.

### ARTICLE XII: AMENDMENTS

Amendments require a majority vote of voting members present at a General Meeting where quorum has been established.

#### ARTICLE XIII: DISSOLUTION

In the event of dissolution of the PTO:

The Executive Board shall vote to approve dissolution.

Notice of dissolution shall be provided to the general membership.

All outstanding debts and financial obligations shall be satisfied.

A final financial report shall be prepared and made available to members.

Any remaining funds and assets shall be transferred to Joseph Neal STEAM Academy Student Generated Funds (SGF).

No part of the organization's assets shall be distributed to any individual member or officer.

#### ARTICLE XIV: COMPLIANCE WITH CCSD, STATE, AND FEDERAL REGULATIONS

##### Section 1 — CCSD Regulations

The PTO shall comply with all current Clark County School District (CCSD) regulations governing school-affiliated organizations, including but not limited to:

- CCSD Regulation 1223 — Fundraising and School-Associated Organizations
- CCSD Regulation 3210 — Internal Accounts and Handling of Funds
- CCSD Regulation 3613 — Use of School Facilities by Non-School Groups
- CCSD Regulations 3613.1 & 3613.2 — Facility Use Requirements, Fees, and Custodial Support

The PTO shall comply with all related CCSD policies and administrative guidelines.

##### Section 2 — Nevada State Law

The PTO shall comply with all applicable Nevada statutes, including but not limited to:

- NRS Chapter 82 — Nonprofit Corporations
- NRS Chapter 462 — Charitable Lotteries and Raffles
- NRS Chapter 598 — Fundraising and Consumer Protections

Any raffle or game of chance shall be conducted only if permissible under Nevada law and with any required approvals.

Section 3 — IRS and Federal Guidance

If the PTO maintains tax-exempt status or operates under an EIN, it shall comply with all relevant federal guidance regarding nonprofit governance, recordkeeping, and reporting.

Section 4 — School Administrative Oversight

All PTO activities conducted on school property and all fundraising activities must be approved by the school administration in accordance with CCSD requirements.

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