

Bylaws of Discovery Schools Parent-Teacher Organizations

ARTICLE I: The Nest PTO

We are a parent-teacher organization that welcomes all Swamp Owl families to participate. We strive to create and promote activities and programs to support our school, faculty, and community. The name of the organization shall be the N.E.S.T. (stands for Nurturing, and Empowering Students and Teachers).

The PTO is responsible for organizing and executing several events across all campuses. They are also responsible for promoting and coordinating monthly fundraisers to help replenish the PTO funds.

Section 1: NAME AND LOCATION

The Nest PTO has three Branches:

Kenner Discovery (KDHS) PTO

Maine Campus: 2504 Maine Avenue, Kenner, LA 70003

Loyola Campus: 3837 Loyola Drive, Kenner, LA 70065

Vintage Campus: 201 Vintage Drive, Kenner, LA 70065

Dr. John Ochsner Discovery (DJOD) PTO

1108 Shrewsbury Road Jefferson, LA 70121

Baton Rouge Ochsner Discovery (BROD) PTO

17255 S Harrells Ferry Road, Baton Rouge, LA 70816

Section 2: DESCRIPTION

The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE

The purpose of the PTO is to enhance and support the educational experience at Discovery Schools, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment through volunteer and financial support.

ARTICLE II: MEMBERSHIP

Membership shall be granted to all parents and guardians of Discovery School students, plus all staff at Discovery Schools. The membership dues are \$10 per family or staff member, per Branch. Members have voting privileges of one vote per household in each Branch that they hold membership in.

ARTICLE III: EXECUTIVE BOARD

The Executive Board shall consist of the following officers: President, Vice President, President-Elect, Secretary, and Treasurer and Historian. **The school Principal,** or their designee, is also a voting member of the Executive Board.

Section 1: OFFICERS - each Branch shall include the following officers

President:

- Serve as leader and key contact for the PTO.
- Preside at all PTO meetings.

- Ex-Officio member of most committees.
 - Appoint chairpersons for committees.
 - Coordinate the work of the officers and committees so that the PTO's objectives can be met.
- (Effort: Year-round, ongoing)

President-Elect:

- Work closely with the current president in preparation for the following year when he or she will serve as president.
 - Two-year commitment
- (Effort: Year-round, ongoing)

Vice President:

- Act as an aide to the President.
 - Perform the duties of the President in the absence or inability of that officer to serve.
 - Assume other responsibilities as assigned by the Executive Board.
 - Coordinate the general activities of any Special Committees created by the Executive Board.
- (Effort: Year-round, ongoing)

Secretary:

- Keep the minutes of all general meetings and all meetings of the Executive Board.
 - Prepare correspondence and perform all other duties assigned.
 - Maintain master documents via school designated account.
 - Help recruit committee chairpersons for all vacant standing committees of the board.
 - Keep the calendar of events for the PTO.
- (Effort: 3-5 hours per month; includes attending meetings and typing up minutes)

Treasurer:

- Be responsible for and have custody of all funds.
 - Make disbursements as properly authorized.
 - Be present at all PTO events where money will be collected.
 - Ensure that PTO policies and best practices are followed with regard to funds.
 - Prepare financial reports for each meeting and as needed.
 - Prepare the books for an annual audit.
- (Effort: 4 hours per month)

Historian:

- Work closely with and assists the Secretary with communication
 - Captures, assembles and preserves records of activities and achievements of the PTO via photos, social media posts, etc.
 - Collects volunteer hours for PTO meetings and events
- (Effort: 3-5 hours per month)

Section 2: TERM OF OFFICE

The term of office for the Executive Board Officers is one year, beginning July 1 and ending June 30 of the following year. Each Officer, with the exception of the President and President-elect, can hold a specific title for no longer than two consecutive years. The President and President-elect are limited to 1 term as defined by their duties.

Section 3: QUALIFICATIONS

Any PTO member in good standing may become an Officer of the PTO, with the exception of the President and Treasurer. In order to qualify for these positions, nominees must also be in good financial standing with the school (fees must be

paid). Nominees for these positions may also be subject to additional qualifications (background checks) as they have direct access to PTO funds.

To be considered for an Officer position, the candidate must be nominated via the *PTO Board Nomination* Google Form by an active PTO member for that Branch. You may nominate yourself or someone else enrolled in the PTO. Nominations will take place in April and members will have the opportunity to meet all Officer Nominees at the May PTO meeting. The elected Executive Board Officers will be announced by the third Monday in May of the ending school year.

Section 4: DUTIES

Develop and contribute to the PTO's annual budget by establishing fundraisers and accepting donations. The PTO should also assist with additional non-monetary donations from Discovery families. The PTO is responsible for:

- Monthly fundraisers
- Teacher Appreciation Week
- Senior Appreciation Week (gifts/lunch)
- Senior Sunrise/ Senior Sunset
- Open House (snacks)
- College Tour Guides (snacks)
- Grandparent's Day
- City Park Night
- Teacher Mini-Grants
- PTO Board Elections
- Additional duties as needed to support Discovery Schools

Section 5: BOARD MEETINGS

PTO meetings will be held on the 2nd Tuesday of every other month. The PTO Executive Board will lead the meetings.

There will be 6 general PTO meetings each year. They will be in June, September, November, January, March, and May (election meeting).

Section 6: REMOVAL

An officer can be removed from office for failure to fulfill their duties, after reasonable notice by a majority vote of the Executive Board of that Branch.

Section 7: VACANCY

If a vacancy occurs on the Executive Board of a Branch, the President of that Branch shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV: MEETINGS

Section 1: GENERAL PTO MEETINGS

General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held every other month on the second Tuesday of each month during the school year or at the discretion of the Executive Board of that Branch.

Section 2: VOTING

Each paid member in attendance at a PTO member meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed. As a response to COVID 19, electronic voting may be allowed. Decisions are approved through a simple majority vote of the PTO members. Any call for vote must be presented with a motion by one executive board member and a second.

Section 3: QUORUM

The quorum consists of those who attend the meeting. In committees and executive boards, a quorum is a majority of

the members of the board or committee unless provided otherwise.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR

The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BANKING

All funds are held by the school board and checks require two signatures. Authorized signers include The PTO President, The Head of Discovery Schools, The Discovery Schools Development Director (or other Head of School designee).

Section 3: REPORTING

All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) and report all financial activity.

Section 4: ENDING BALANCE

The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS

The authority to sign contracts is limited to the President or the President's designee. All contracts are subject to school administration approval prior to signature and may be subject to additional approvals based on the dollar amount.

ARTICLE VI: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting.

ARTICLE VII: DISSOLUTION

In the event of the dissolution of any PTO Branch, any funds remaining shall be donated to Discovery Schools.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised when they are not in conflict with the organization's bylaws.

These bylaws were adopted on (10/5/2021).

Amended (date): __5/9/2023__