

Summit Parent Organization Bylaws

Article I—Name

The name of the organization shall be the Summit Parent Organization (SPO).

Article II—Purpose

The purpose of the SPO shall be to support The Summit Preparatory School of Southwest Missouri's (SCHOOL) mission and educational philosophy, encourage parental involvement in the SPO and SCHOOL activities, foster cooperation, communication, mutual respect, and partnership among parents, faculty, administration and trustees.

Article III—Policies

Section 1: The SPO will be operated as an autonomous organization of the SCHOOL, a not-for-profit organization governed by the laws of Missouri.

Section 2: The SPO shall seek neither to direct the administration of the activities of the SCHOOL nor control its policies.

Section 3: Roberts Rules of Order shall govern all SPO meetings.

Article IV—Membership and Dues

Section 1: All parents and legal guardians that have a student attending the SCHOOL are members and may cast one vote per member.

Section 2: Dues may be set at the discretion of the SPO Board for use by the SPO throughout the year.

Article V—Board

Section 1: The SPO Board consists of the SPO Executive Committee, Chairs of each Standing Event Committee, Class Representatives from each classroom, and a representative of the Board of Trustees, herein referred to as BOT Rep.

Section 2: The SPO Board shall meet monthly during the academic year of the SCHOOL.

Section 3: A majority of the Board (as provided herein) shall constitute a quorum. A majority vote shall carry an issue. In calculating the total number of Board members for purposes of determining whether a quorum is in attendance at a meeting, only one Class Representative for each Lower School class (grades Beginners through 5th), one Class Representative for Middle School (grades 6th through 8th), and one Class Representative for Upper School (grades 9th through 12th) shall be counted (i.e. the total number of Class Representatives counted being 10).

Article VI—Executive Committee

Section 1: The Executive Committee shall consist of the SPO Officers and BOT Rep.

Section 2: A majority of the Executive Committee shall constitute a quorum. A majority vote shall carry an issue.

Section 3: The Executive Committee shall review and approve the SPO Bylaws annually at the end of the academic school year.

Section 4: The Executive Committee shall ensure that the SPO adheres to the Bylaws.

Section 5: The Executive Committee shall meet as needed. Any member of the Executive Committee may call a meeting at any time with a minimum of 3 days notice.

Section 6: Persons may not serve as a voting member on both the Summit Board of Trustees and the SPO Executive Committee.

Article VII—Board of Trustees Representative (BOT Rep)

Section 1: The BOT Rep shall:

- A. Serve as a member of the Executive Committee without voting rights.
- B. Serve as a member of the Board without voting rights.
- C. Advise the SPO in policies of the SCHOOL which may affect the activities of the SPO.
- D. Serve as an adviser and consultant to the SPO on ways to align parent resources with the needs of the SCHOOL.
- E. Be an authorized signatory on all SPO expenditures approved by the Executive Committee.

Article VIII—Officers

Section 1: The Officers of the SPO shall be President, Vice President of Communication, Vice President of Finance, Vice President of Lower School, Vice President of Upper School, and Past President.

Section 2: The officers shall perform the duties prescribed in these bylaws.

Section 3: The President shall:

- A. Schedule and preside at all meetings of the SPO.
- B. Review the volunteer form annually and will ensure appointments of Class Representatives and chairs for SPO Committees.

- C. Monitor the progress of the committees and have reports available for the SPO business meetings.
- D. Be an authorized signatory on all approved SPO expenditures.
- E. Act with the VP of Finance and BOT Rep in approving SPO expenditures exceeding \$200.
- F. Oversee the VP Positions and provide support as needed.
- G. Assist with the Parent Orientation.
- H. Serve as a nonvoting member of The Summit Preparatory School Board of Trustees, or appoint a representative.
- I. Must have served at least one term on the SPO Board.

Section 4: The Vice President of Finance shall:

- A. Maintain the SPO bank account and keep an accurate record of receipts and expenditures for SPO.
- B. Prepare monthly financial reports to be presented to the Board of Trustees Finance Committee and the SPO Board.
- C. Be an authorized signatory on all approved SPO expenditures.
- D. The VP of Finance and BOT Rep may approve SPO expenditures up to \$200. Any expenditure above \$200 but below \$1,000 must be approved by the VP of Finance, BOT Rep and the SPO President. Any expenditure above \$1,000 (not including SCRIP) must be approved by the Executive Committee, including BOT Rep.
- E. Shall serve as liaison with Standing Event Committees, attend meetings, and report to SPO Exec and Board at monthly meetings.
- F. Assist the SCRIP Coordinator with inventory, reports and reconciliation of the SCRIP checking account.

Section 5: The Vice President of Communications shall:

- A. Keep an accurate record of all meetings of the SPO and post meeting minutes upon approval under the SPO section on the SCHOOL website.
- B. Ensure minutes are prepared in proper form for submission for review, approval, and distribution to parents, faculty, administration, and the Board of Trustees.
- C. Work with the SCHOOL in the distribution of SPO information as directed by the Board.

D. Maintain the SPO section of the SCHOOL website.

E. Serve as Volunteer Coordinator and distribute volunteer information to Committee Chairs as needed.

Section 6: Vice President of Upper School shall:

A. Serve as liaison with Upper School Class Reps.

B. Assist SPO President with New Family Orientation

Section 7: Vice President of Lower School shall:

A. Serve as liaison with Lower School Class Reps.

B. Assist SPO President with New Family Orientation

Section 8: The Past President shall:

A. Serve as an advisor to the Executive Committee and the SPO Board.

B. Serve as a nonvoting member of the Executive Committee.

C. Serve as a voting member of the SPO Board.

D. Responsible for Nominating Committee

E. Perform the duties of the President in the event of the President's absence.

Section 9: All officers shall serve without compensation.

Section 10: All officers shall serve two year terms.

Section 11: Officers shall assume their official duties following the close of the school year in which they were elected.

Article IX—Assistant Treasurer

Section 1: Assistant Treasurer shall:

A. Be appointed by the SPO President annually.

B. Prepare SPO deposits of revenue weekly.

C. Disburse all approved SPO expenditures, including payments from petty cash.

D. Reconcile petty cash box monthly.

E. Shall serve on the Executive Committee without voting rights.

Article X—Class Representatives

Section 1: In coordination with teachers, the Class Representative's purpose is to develop and supervise activities and projects relating to students within their respective classes and to keep their class parents advised of SPO activities and events, and to coordinate parent volunteers to achieve these purposes, including, but not limited to, the following:

- A. To work closely with the classroom/level teacher(s), to facilitate communication between the teacher(s) and parents, and to assist the teacher(s) as needed throughout the school year;
- B. To plan and organize class/level parties, including the holiday party in December, and to obtain parent volunteers to help as needed;
- C. To arrange and obtain parent drivers for class field trips;
- D. To plan and obtain parent donations for the class Gala basket/project, Teacher Appreciation Week gifts, teacher holiday gifts and teacher birthday gifts, and to obtain parent volunteers as needed.

Section 2: Each Lower School class shall have at least one Class Representative, the Middle School (grades 6th through 8th) shall have at least one Class Representative and the Upper School (grades 9th through 12th) shall have at least one Class Representatives.

Section 3: Class Representatives shall serve on the Board as a voting member.

Section 4: Class Representatives shall serve on the Nominating Committee.

Section 5: At least one Class Representative from each Lower School class, and at least one Class Representative from the Middle and Upper School shall attend each Board meeting. If two meetings during a school year are not attended by the required number of Class Representatives for a class or school level, the Class Representatives for that class or level will be removed and replaced as provided herein.

Section 6: Class Representatives shall be appointed by the President.

Article XI—Nominations, Election of Officers, Vacancies

Section 1: The SPO shall elect Officers no earlier than February 1st and no later than April 30th each year.

Section 2: The offices of President, Vice President of Lower School and Vice President of Communications are elected in odd numbered years. The offices of Vice President of Upper School and Vice President of Finance are elected in even numbered years.

Section 3: No person shall serve more than two consecutive terms in the same office.

Section 4: Nominating Committee

A. The Chairperson of the Nominating Committee shall be the immediate Past President of the SPO provided he/she is a current parent at the school. If he or she is unable to serve, the current President shall select a Chairperson.

B. The Class Representatives and Standing Event Committee Chairpersons will serve on the Nominating Committee. Any member seeking a nomination for executive officer shall recuse themselves from this committee.

C. Nominations for Officers of the SPO shall be solicited from all SPO members. Candidates will be voted on as provided in Section 1, above. Elections will be determined by majority vote of the SPO.

Section 5: Vacancies

A. Should the office of President become vacant through incapacity, death, resignation, or disqualification, the VP of Communications shall serve the unexpired term. The Executive Committee will select a qualified nominee to fill the office of the VP of Communications. The nominee will stand for election at the next regular or special meeting of the SPO.

B. Should the offices of the Vice Presidents become vacant through incapacity, death, resignation, or disqualification, the Executive Committee will select a qualified nominee to fill the vacancy. The nominee will stand for election at the next regular or special meeting of the SPO.

Article XII – General Parent Membership Meetings

Section 1: The SPO shall meet a minimum of two times during the academic school year. All members of the SPO are invited to these general meetings, and any business may be transacted.

Section 2: The President may call special meetings of the SPO at any time with a minimum of 3 days' notice.

Section 3: 15% of voting members shall constitute a quorum. A majority vote will carry an issue.

Section 4: Proxies shall not be recognized.

Section 5: If the manner of deciding any question that has not otherwise been described in these Bylaws, it shall be decided by majority vote of the members present in person.

Article XIII—Standing Event Committees

Section 1: Each Standing Event Committee shall have a chairperson, co-chairperson as needed, and SPO member volunteers, as determined by the chairperson.

Section 2: Chairpersons of Standing Event Committees shall be appointed by the President and shall serve for a term of one year.

Section 3: The duty of the Standing Event Committees shall be to plan and execute SPO sponsored events.

Section 4: Standing SPO sponsored events shall be designated by the Executive Committee.

Article XIV—Financial

Section 1: Accounts and Authorized Signatories

A. All funds received by the SPO shall be in a separate SPO account and shall be used for the benefit of the SCHOOL.

i) Revenue shall include funds raised by SPO events, contributions to class funds, Scholastic Dollars and funds received through the Box Tops for Education and Best Choice Save-a-Label programs.

ii) The VP of Finance, SPO President and BOT Rep are authorized signatories on the SPO account.

B. All SCRIP funds shall be placed in a separate SCRIP account which shall be capped at \$8,000.

i) The SCRIP Coordinator, SPO President and BOT Rep are authorized signatories on the SCRIP account.

ii) Ninety percent of rebates received will be disbursed to SCHOOL to be credited to participants as designated by SCRIP Agreement Form.

iii) Ten percent of rebates received will be maintained in SCRIP account to cover SCRIP program expenses.

iv) Funds in the SCRIP account exceeding \$8,000 shall be transferred to the SPO account.

Section 2: Expense Approvals

A. The Executive Committee shall approve all contracts or other instruments pertaining to the business of the SPO and all requisitions for payment of money, as provided herein.

B. The SPO shall have no authority to incur or contract for any liability without the written consent of the Executive Committee and the BOT Rep.

C. All SPO expenditures require two signatures.

i) The VP of Finance and BOT Rep may approve SPO expenditures up to \$200. Any expenditure above \$200 but below \$1,000 must be approved by the VP of Finance, BOT Rep and the SPO President. Any expenditure above \$1,000 (not including SCRIP) must be approved by the Executive Committee, including BOT Rep.

D. All purchases made for SPO are tax-exempt. Purchases made without presenting SCHOOL's tax exempt letter will be reimbursed for the purchase amount less tax.

Section 3: Budget

A. A budget of projected annual revenues and expenses shall be developed and approved by the Executive Committee and submitted to the Finance Committee of the Board of Trustees for review and recommendation for approval by the Summit Board of Trustees.

Section 4: The SPO shall not loan money or gift to any person or organization.

Section 5: SPO will keep all monies and financial account information, including the checkbook, secure at all times.

Section 6: The SPO will maintain a petty cash box of no more than \$300 for reimbursement of small expenditures.

Article XV – Amendments

Section 1: The Bylaws of the SPO may be amended or repealed and new bylaws may be adopted by a majority vote of the Board at any Board meeting at which a quorum is present (as defined in Article V, Section 3 hereof).

Article XVI – Miscellaneous

Section 1: As with any organization in association with the school, the SPO falls under the auspices of the Board of Trustees of the SCHOOL.

Section 2: In the event of a conflict between the Board of Trustees and SPO, the decisions of the Board of Trustees shall prevail.