

BYLAWS OF

Parent Teacher League of

Amite School Center, Liberty MS

Signed By:

PTL President
2025-2026

Date

PTL Recording Secretary
2025-2026

Date

These Bylaws as set forth herein have been voted on by the

Amite School Center PTL on August 25, 2025

Preamble

The Parents of Amite School Center ("the School") recognize that parent involvement is a vital component of a successful private school. Parent leadership is essential in order to develop school strengths, identify and solve problems, and to build the partnership between parents and schools that is necessary for education to flourish and for children to thrive. As such, the Parent-Teacher League of ASC will seek to welcome and encourage the meaningful participation of all its members.

Article I – Name and Mission

The name of the association shall be: **The Amite School Center Parent-Teacher League.**
Its address shall be 1640 Old McComb-Liberty Rd, Liberty MS, 39645

Amite School Center's Mission is to provide a quality, Christian education in a disciplined and safe environment.

Article II – Objectives

The objectives of the PTL are to provide support and resources to the school for the benefit and educational growth of the students; to develop a cooperative working relationship between the parents, faculty, administration, and staff; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels; and to provide opportunities for parents to participate in school governance and decision making.

The Amite School Center PTL shall function as a non-profit organization with strict adherence to all 501(c)(3) guidelines.

Article III - Membership

Section 1. Eligibility

Section 1.1. Parents . All parents by birth or adoption, step-parents, legally appointed guardians, foster parents and any persons in a parental relation to a child currently on the School's register are considered members of the PTL. Such individuals will herein be referred to collectively as "Parents". Parents of a child who is attending the School full time are considered members of the PTL of the School. To be considered a voting member, all Parents must pay the annual \$25 membership fee. At the beginning of each academic year, the PTL shall send a welcome letter to inform Parents of their opportunity for membership status and voting rights and shall encourage participation.

Section 1.2 . Staff . Membership shall also be open to all teachers, paraprofessionals, and administrative staff currently employed at the School,

excluding Headmaster, Principals, Assistant Principals, Parent Coordinators and any other supervisory staff even if they have a child currently attending the School. Such individuals will herein be referred to collectively as "Staff". As outlined in Article IV, Sections 2.3 and 6.1 below, Staff is not eligible to serve as an officer of the PTL.

Section 1.3. Others . Persons who are not "Parents" as defined herein, such as caretakers, non-custodial family members, and alumni can participate as members of the PTL and are permitted to serve as officers.

Section 2. Dues

Dues are not a requirement for general membership, but are a requirement for voting and candidacy.

Each voting member shall make a payment of \$25.00 at the beginning of each school year.

Section 3. Voting Privileges

Every paid member has the right to vote on all matters presented at general membership meetings. Each paid member shall be entitled to one vote except that:

Voting must be in person. Voting by proxy, absentee ballot, email or conference call is not permitted. The right of a member to vote may be limited by the Conflicts of Interest restrictions.

Any PTL or Executive Board member who has any direct or indirect interest in a business dealing with the school, the community school district, including contract personnel appointment, must refrain from participation in any decision relating to that matter.

Article IV – Officers

Section 1. Mandatory Members

In order to be a functioning Parent-Teacher League, the PTL must elect the following mandatory officers: President, Vice President, Recording Secretary, and Treasurer.

Section 2. Qualifications

Section 2.1. Parents . There shall be no qualifications for any PTL office other than to be a Parent of a child currently attending the School and to have paid in full the \$25 dues.

Section 2.2. Employees . Employees of the School may not serve as PTL officers. This restriction applies equally to such employees who have a child currently attending the School. Individuals whose employment is located at the School but who are paid by a non-school funding source for a program that is not part of the regular school day are exempted from this restriction.

Section 2.3. Staff . Staff is not eligible to serve as officers of the PTL even if they have a child currently attending the School.

Section 2.4. Others. Persons considered “others” as clarified in Section 1.3 are eligible to serve as officers pending PTL membership dues are paid in full.

Section 3. Titles

The Executive Board of officers of the PTL shall be:

- (1) President
- (2) Vice President
- (3) Recording Secretary
- (4) Treasurer

In the event that all officer positions are not filled during the May election, there shall be a subsequent election during the first meeting of the upcoming academic year.

Section 4. Term of Office and Term Limits

Section 4.1. Term of Office . The term of office shall be from May through the following May of the next academic school year.

Section 4.2. Term Limits . Term limits for each officer position for the PTL shall be two (2) consecutive one (1) year terms. Any candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate(s) is/are nominated and willing to serve. After completing a total of two (2) consecutive years for any one (1) Executive Officer position, that officer may be nominated to serve on the Executive Board in a different leadership role, not to exceed 4 consecutive years in any position.

Section 5. Duties of Officers

Section 5.1. All Officers. PTL Officers are responsible for running the day-to-day affairs of the PTL and communicating with members to inform them and hear their concerns. Officers' general responsibilities include, but are not limited to, the following:

- (a) Officer's Contact Information . Upon being elected, the mandatory officers must provide their contact information, accurately and legibly, on the Election Certification Form. The information must include an email address where they can be reached. The email address provided will be shared with the appropriate Executive Board.
- (b) Information for Membership . A list of all officers' names and positions must be posted on the School website at the beginning of each academic year. The list must also be made available at every general membership meeting and to members upon request. The list must include:
 - (1) A phone number where the Executive Board can be reached.
 - (2) Individual email addresses for each mandatory officer.
- (c) Communications to the Membership . The Executive Board may communicate with the general membership via school website, printed notices/flyers, group messaging, social media accounts, the PTL general email and/or any other mode of communication the Executive Board feels is appropriate to reach a majority of the Parents. The group website, social media accounts and any other mode of communication linked to the PTL must be used exclusively for PTL purposes. Executive Board communications must not be used to endorse an individual candidate or slate of candidates in any election.
- (d) Training and Preparation. The outgoing Executive Board Members shall assist with the May transfer of PTL records to the incoming Executive Board. Newly elected officers are responsible for reading and familiarizing themselves with these Bylaws in order to fully understand their role and responsibilities as PTL officers.
- (e) Transfer of Records. The outgoing Executive Board shall remain available to the incoming Executive Board to render such assistance as may be reasonably requested in completing the audit of the fiscal year(s) of their service including, without limitation, providing information and documents needed for the year-end close of the financial books and records of the PTL, the audit and any related financial affairs. The involvement of the outgoing Executive Board shall be subject to the authority of the incoming Executive Board to fulfill their individual and collective responsibilities.

All PTL records must be maintained for six (6) years. PTL records older than six (6) years shall be disposed of as part of the May transfer of records.

Section 5.2. President. The President shall be the Chief Executive Officer of the PTL. The President shall convene and preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The President shall delegate responsibilities to other PTL officers and members and shall encourage meaningful participation in all Parent and school activities. The President shall meet regularly with Executive Board Members in accordance with these Bylaws to plan the agendas for general membership meetings. The President shall act as a liaison between the PTL and the school administration and shall meet on a semi-regular basis with the Headmaster.

Section 5.3. Vice President . The Vice president shall assume the president's duties in his or her absence or at the president's request. The vice president shall assist in the May transition of PTL records to the incoming executive board.

Section 5.6. Recording Secretary. The Recording Secretary shall, among other duties, maintain the official record (minutes) of the proceedings and actions of all PTL meetings which includes the preparation of minutes, notices, agendas, sign-in sheets and materials for distribution for all PTL meetings. The Recording Secretary shall make these records available upon request. The Recording Secretary shall sign and incorporate all amendments into these Bylaws and shall ensure that signed copies of the Bylaws with the latest amendments are on file in the School administration office.

The Recording Secretary must arrive at least five (5) minutes prior to the scheduled start time of any Executive Board, general membership or special meeting to prepare to record the proceedings. The Recording Secretary or Recording Secretaries must keep track of all motions and related calls for consensus and vote at all PTL meetings. The Recording Secretary shall provide all notices required by these Bylaws to the Board and general membership. The Recording Secretary shall be responsible for hospitality for designated PTL events and meetings.

The Recording Secretary shall maintain custody of the PTL's records in designated locked space on school premises ensuring that a complete file of all approved Executive Board, general membership and special meeting minutes and agendas is maintained on the PTL Google Drive and in the office of the School's administration building. The Recording Secretary shall maintain and bring a binder with the current Bylaws and all meeting minutes for the current academic year to each Executive Board, general membership and special meeting of the PTL. The Recording Secretary, with input from the Executive Board, shall determine the most appropriate methods and frequency of communications with members.

The Recording Secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the PTL unless specific

correspondence has been forwarded to another board member for handling. The Recording Secretary shall be responsible for checking and responding to emails sent to the PTL general email address. Emails sent to the PTL general email address will be checked weekly during the academic year except for weeks (Monday-Friday) where school is out of session for more than two (2) days for holiday, vacation or other reasons.

Section 5.7. Treasurer. The Treasurer shall be responsible for all financial affairs and funds of the PTL. The Treasurer shall also be responsible for maintaining an updated record of all income and expenditures in designated locked space on school premises and/or in the school's Administrative Office. The Treasurer shall adhere to and implement all financial procedures established by the PTL. The Treasurer(s) shall be prepared to present and provide copies of financial reports at all PTL meetings. The Treasurer(s) shall also prepare and provide copies of the interim and annual financial reports to the Headmaster by January 31st of each school year. The Treasurer shall make available all books or financial records for viewing by members and for audit. The Treasurer shall oversee the creation and presentation of the PTL budget to the general membership at the fall PTL meetings prior to final vote at the August PTL meeting.

Section 6. Election of Officers

Section 6.1.

- (a) Nominations** . Nominations for elected positions shall be made by the general membership. The Executive Board may make suggestions to general membership. A list of proposed officers will be presented at the last scheduled PTL general membership meeting of the academic school year.
- (b) Election Procedures** . Elections shall be conducted at the last PTL general membership meeting of the school year. Open positions shall be prepared and published at least fourteen (14) calendar days prior to this meeting. Additional nominations may be made from the floor through and including election day. Those who have been nominated must have provided their consent to serve prior to the election. The newly elected officers shall take full possession of their offices at the close of the last meeting of the school year. All transfers of PTL documents from outgoing to incoming officers will occur at the last PTL meeting of the school year and will be observed by at least two (2) current PTL general members.

Section 6.2. Notices . The written meeting notice and agenda for the general membership election meeting shall be distributed at least fourteen (14) calendar days prior to the election meeting. The Executive Board must create the notice and submit it to be distributed at least fourteen (14) calendar days prior to the

election meeting. The Notice of Election Meeting must be in writing and must include:

- (a) The date, time and location of the election;
- (b) A list of all Executive Board positions to be filled;
- (c) An acknowledgement that the only qualifications for all offices is that the candidate be considered as a Parent (1.1) or Others (1.3), cannot be a paid staff member (1.2), and has paid in full the \$25 membership fee;
- (d) The mechanism(s) by which parents and others can become candidates for PTL office and the date nominations close;
- (e) For expedited elections, a statement that all nominations will be taken from the floor at the election meeting;
- (f) Term limits for all positions to be filled; and
- (g) The date the notification was distributed to all Parents and means of distribution.

Section 6.3. Campaigning and Addressing the Membership. At the election meeting, candidates must be provided with an opportunity to address the general membership prior to voting.

No materials in support of a candidate or a slate of candidates may be distributed or posted on school premises, on the school's website or on the School Google Group by any candidate, supporter, Executive Board member or PTL committee. Candidates who violate this provision, directly or indirectly, will be subject to disqualification and may be deemed ineligible for office for that election year.

Section 6.4. Contested Elections and Use of Ballots . When there is more than one candidate for any office, voting must be by ballot pursuant to the following:

- (a) All paid members of the PTL at the time of the election are eligible to vote.
- (b) The Headmaster or her/his designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PTL.
- (c) Written ballot shall be used in all contested elections.
- (d) Required items on each ballot shall include first name, last name, and position.
- (e) Ballots shall be distributed once voter eligibility has been established.
- (f) Ballots shall be counted immediately following the election.
- (g) Ballots must remain in the meeting room and must be counted following the conclusion of voting in the presence of at least five (5) PTL members.
- (h) Ballots shall be retained on the school premises in the designated locked space for one (1) year following the date of the elections.

Section 6.5. Uncontested Elections. If there is only one candidate for an office, a member must make a motion for a vote and have it seconded by another

eligible member. Following such a motion, an oral vote of the membership may be taken for any uncontested office. The result of the motion must be recorded in the minutes.

Section 6.6. Certification of the Election and Installation of Officers. The results of the election shall be announced by the Executive Board.

Election results must be recorded in the PTL Election Certification Form signed by the Headmaster or his/her designee, before the election meeting is adjourned. By signing the Election Certification Form, the Headmaster or his/her designee certifies that the nomination and election process was conducted in accordance with these Bylaws.

The PTL must retain the signed Election Certification Form, with a copy filed in the designated secure location.

The installation of new officers shall be held during the May general membership meeting.

Section 6.7. Officer Vacancies . Mandatory officer vacancies occurring **before** the start of the school year that are not the result of resignation shall be filled by an expedited election to be held no later than October 15th.

All officer vacancies occurring **after** the start of the school year may be filled by succession as follows:

- (a) Vacancies in the Office of President. A Vice President, selected by the Executive Board, may assume the duties of the President in case of a vacancy.
- (b) Vacancies in the Office of Vice President. If for some reason a person elected by the PTL general membership is no longer able to perform the duties of that office, the position will be filled by appointment of the Executive Board to be approved at the next general meeting.
- (c) Vacancies in the Office of Secretary. If for some reason a person elected by the PTL general membership is no longer able to perform the duties of that office, the position will be filled by appointment of the Executive Board to be approved at the next general meeting.
- (d) Vacancies in the Office of Treasurer. If for some reason a person elected by the PTL general membership is no longer able to perform the duties of that office, the position will be filled by appointment of the Executive Board to be approved at the next general meeting.
- (e) If an office cannot be filled through succession as outlined above, it may be filled by succession of the next highest-ranking officer. The ranking of officers for succession purposes shall be: President, Vice President, Recording Secretary, Treasurer.

Officers may choose to retain their position and not succeed to a vacant office. In the event that an officer so chooses and an office cannot be filled through

succession, an expedited election must be held to fill the vacancy of any mandatory officer positions as described in Article IV, Section 1 herein.

Section 6.8. Officer Resignation and Removal . Officers who wish to resign their positions once an election has been certified must submit their written resignation to the Recording Secretary and immediately turn over all PTL records. In the event of the resignation of the Recording Secretary, he/she must submit their written resignation letter to the President or highest-ranking officer and all association records. If a mandatory office cannot be filled by succession, an expedited election shall be held.

Section 6.9. Expedited Election Process . Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. Notice of any vacancies in mandatory core officer positions must be communicated to the general membership at least forty-eight (48) hours prior to holding the expedited election. The Executive Board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 6.3 of these Bylaws.

Section 6.10. Election Grievances . Individuals who believe an election was conducted improperly may submit an election grievance to the Headmaster.

An election grievance must be filed within five (5) days after the election meeting or announcement of results, if later.

Section 7. Disciplinary Action

Section 7.1. Failure to Attend Meetings. Any officer who fails to attend two (2) consecutive Executive Board or general membership meetings and a maximum of four (4) meetings per school year may be removed from office by recommendation of the Executive Board or general PTL membership. The officer shall be given the opportunity to submit in writing an explanation showing good cause, which explains his/her reason for not attending these meetings for the Executive Board's consideration. For purposes of this section, good cause shall be defined as substantial grounds or reasons for an officer's repeated absence from, or late arrival to, meetings including, but not limited to, serious illness, professional conflicts and/or legal commitments. Good cause shall be determined on a case-by-case basis by the Executive Board.

Section 7.2. Unsatisfactory Performance . PTL officers may be removed for unsatisfactory performance. Unsatisfactory performance may include, but is not limited to, failure to perform his/her duties and responsibilities as outlined in Article IV, Section 5 of these Bylaws, arriving late to and/or leaving prior to the adjournment of Executive Board, general membership and/or special meetings on more than three (3) occasions¹, not participating in and/or volunteering for

¹ An officer will be considered late if arriving more than ten (10) minutes after a scheduled and duly noticed Executive Board, general membership or special meeting is called to order without good cause. An officer will be counted as leaving a meeting early if he/she leaves ten (10) or more minutes prior to adjournment of a scheduled and duly

school-wide events and/or behaving in a manner that is disruptive or undermining to the mission of the School PTL.

Section 7.3. Disclosure of Confidential Information . PTL officers may be removed from office for disclosing confidential information to PTL members or other individuals. Confidential information is any information that is not known to the general membership, including, but not limited to, Parent, Staff or Employee financial information, family relationships, marital status and any other information that should reasonably be recognized as confidential.

Section 7.4. Process of Removal . An officer may be removed for any reasons described in Section 9 herein by consensus of the remaining officers on the Executive Board. The Executive Board must have a quorum present and reach a unanimous agreement when deciding to remove an officer. The officer shall be provided written notice of the Executive Board's decision. The letter shall include the reason(s) for the removal and the officer's right to appeal the decision.

Any officer that is under review for removal shall have the opportunity to voluntarily resign. Any officer that is removed due to unsatisfactory or disciplinary action shall not be eligible to hold future officer positions on the Executive Board.

Article V - Executive Board

Section 1. Composition

The Executive Board shall consist of the officers set forth in Article IV herein. Such officers shall be PTL members and must be elected by the general membership as provided in these Bylaws. Designated persons as set forth in Article IV; Section 2 of these Bylaws shall be ineligible to serve as an elected officer. Officers shall be expected to attend all Executive Board, general membership and special PTL meetings.

Section 2. Powers and Duties

The PTL Executive Board is the administrative and governing body of this PTL and representatives of the Executive Board should meet with the Headmaster at least four (4) times a year. The Executive Board directs and supervises the PTL's policies, management and proceedings. The Executive Board shall be responsible for the operation and administration of the PTL and, with the 501(c)(3) Board of Directors, for the preparation and approval of an annual budget to be submitted to the general membership for ratification. The Executive Board shall consider and vote on PTL issues and on PTL sponsored programs and events.

The Executive Board is responsible for establishing and disbanding committees and should appoint at least one Executive Board committee member to serve on each established standing

noticed Executive Board, general membership or special meetings without good cause. For purposes of this section, good cause shall be defined as substantial grounds or reasons for an officer's repeated absence from, or late arrival to, meetings including, but not limited to, serious illness, professional conflicts and/or legal commitments.

committee, if any are established. In the event of an emergency, the executive committee shall have the power to discuss (via conference call, e-mail or in person) and make interim decisions, subject to later discussion and affirmation at the next regular Executive Board meeting.

Section 3. Meetings

Section 3.1. Regular Meetings . Regularly scheduled meetings of the Executive Board shall be held monthly, August through May, excluding December. The Recording Secretary or the President will notify each member of the board at least two (2) days prior to a meeting of the date and time. All Executive Board meetings shall be chaired by the President or, in their absence, by the Vice President.

Section 3.2. Special Meetings . Special meetings of the Executive Board may be convened by the President and must be convened by the President upon written request of two (2) board members. Notice to the board members of such meetings shall be provided.

Section 3.3. Emergency Meetings or Conferences. In emergency situations, where immediate action of the Executive Board is required, the President may conduct a telephone or email poll of the board members in lieu of a physical meeting. In such instances, the President shall make every reasonable effort to contact every board member. If immediate action is necessary, the action may be taken but is subject to later discussion and affirmation at the next regular Executive Board meeting.

The President must submit to the Recording Secretary a written record of the emergency situation that includes, but is not limited to, a brief description of the situation, when and how all board members were contacted, a summary of any discussions had with board members and the outcome or decision of the conversations. The written record must be kept with other Executive Board meeting minutes.

Section 3.4. Meetings with the Headmaster . The Headmaster must meet with the Executive Board regularly, but at least on a quarterly basis during the academic year. Having the Headmaster attend all or part of the Executive Board's regular meetings will satisfy this requirement.

Section 3.5. Reporting on PTL Activities. At each Executive Board meeting, the President should ensure that all PTL-related activities conducted since the previous board meeting are summarized and recorded in the minutes. At the first board meeting of the school year, any activities conducted during the summer should also be summarized.

Section 4. Quorum

Three (3) members of the Executive Board shall constitute a quorum, allowing for official business to be transacted during Executive Board voting.

Section 5. Voting

Unless otherwise stated explicitly in these Bylaws, the vote of a majority of the Executive Board members present and voting at the time of the vote, provided quorum is present, shall be the act of the Executive Board. Each member of the Executive Board shall be entitled to one vote

Section 6. School Facilities and Resources

Section 6.1. Use of School Building Outside School Hours. The PTL is entitled to the exclusive and free use of school buildings, including school safety or security coverage, for up to one hundred and ten (110) hours per year outside of school hours. The Executive Board is responsible for requesting and obtaining the necessary permissions. The hours may be used twelve (12) months a year.

Section 6.2. Use of School Building During School Hours . If the PTL wishes to use the school building during school hours, the PTL must obtain the permission of the Headmaster.

Section 6.3. Resources . The Executive Board shall be provided with:

- (a) A locked location for the storage of PTL records;
- (b) Use of a computer with internet access;
- (c) Assistance in printing notices, agendas, minutes and election materials;
- (d) Reasonable access to duplicating services; and
- (e) The ability to receive postal mail at the school including a secure location for storing mail.

Article VI – General Membership Meetings

Section 1. General Membership Meetings

Section 1.1. Monthly Meetings . The general membership meetings of the PTL shall be set by the Executive Board and will occur monthly between August through May, excluding December. The dates of all general membership meetings shall be posted on the School webpage under PTL tab no later than 14 calendar days prior to meeting date. General membership meetings may be rescheduled in the case of other school events and/or school closures. Notice of each membership meeting shall be distributed by multiple means (e.g. school website, backpack, email, etc.) and in such manner to best ensure that all parents are notified. Notice must be posted at least five (5) calendar days prior to the scheduled meeting. The Headmaster must receive notice of the meetings.

Section 1.2. Location of Meetings . In-person Executive Board, general membership, and special committee meetings must be held in the PTL home school of The Amite School Center. Under no circumstances are PTL meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).

Section 1.3. Provisions Applying to All Meetings. General membership meetings shall be chaired by the President or, in their absence, by the Vice President. The Headmaster is not permitted to chair any PTL meetings.

Section 1.4. Participation. All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these Bylaws.

Section 1.5. Recording Meetings . The use of photographic and/or recording equipment shall not be permitted during any PTL meetings unless specifically approved by the Executive Board prior to the meeting.

Section 2. Order of Business – General and Executive Board Meetings

The order of business at meetings of the association, unless changed by the executive board shall be:

- (1) Call to Order;
- (2) Reading and Approval of Minutes;
- (3) Treasurer's Report;
- (4) Headmaster's Report;
- (5) Committee Reports;
- (6) Old Business;
- (7) New Business; and
- (8) Adjournment.

Section 3. Quorum – General Meetings

A quorum of the PTL of the School shall be required in order to conduct official association business. A quorum for a general membership meeting must consist of representation by at least five (5) PTL members (non-Executive Board) that have paid their dues in full and a minimum of two (2) Executive Board members.

Section 4. Minutes

Minutes of the previous general meeting shall be available in written form for review and approval at every general membership meeting. The minutes of any PTL meeting must be made available upon request to any member. A member may review PTL meeting minutes in the presence of a current PTL officer or by scheduling a meeting with the Recording Secretary. Members may take notes but cannot make copies or take photos of the minutes.

Section 5. Special Membership Meetings

A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The President may call a special membership meeting with a minimum of forty-eight (48) hours written notice to members stating precisely what the topic of the meeting will be.

Upon receipt of a written request from five (5) members, the President may call a special membership meeting within five (5) working days of the request and with forty-eight (48) hours written notice to members.

Section 6. Parliamentary Authority

Meeting rules of order should be adopted for use as a guide and included in these Bylaws. All procedural questions not covered by these Bylaws shall be governed by *Robert's Rules of Order – Newly Revised* will be deemed to apply.

Article VII - Committees

Section 1. Standing Committees

The Executive Board will appoint standing committee chairpersons with the approval of the Executive Board. All standing committee chairs are expected to report on their activities to the Executive Board and general membership either in-person or in writing on a regular basis.

Section 2. Ad Hoc Committees

Section 2.1. Creation and Composition. Ad-hoc committees shall be established by Executive Board approval. The composition and structure of ad-hoc committees may vary each year. The Executive Board shall appoint ad-hoc committee chairpersons. All ad-hoc committee chairs are expected to report on their activities to the Executive Board either in-person or in writing on a regular basis.

Section 2.2. Other Ad-Hoc Committees. The ad-hoc committees of the PTL may include, but are not limited to, the following: Fall Festival Committee, Election Day, Bake Sale Committee, Auction Committee, Fundraising/Grant Writing Committee, Classroom Committee, Technology Committee, Staff Appreciation Committee, Book Sale Committee, Bylaws Committee, etc.

Section 3. Classroom Representatives

A designated Classroom Representative is suggested to be appointed for each classroom PK-12 and will act as a liaison between the PTL and the classroom. Classroom Representatives are expected to attend all PTL General Meetings. Classroom Representatives reach out to other parents with their assigned classroom to keep all families informed and involved. This is an extended role of the PTL and is important to stay up-to-date by attending PTL meetings as they are able.

Article VIII - Financial Affairs

Section 1. Fiscal Year

The fiscal year of the PTL shall run from June 1st through May 31st.

Section 2. Budget

Section 2.1 . Budget Process . The Executive Board, in coordination with the 501(c)(3) Board of Directors shall be responsible for the development and/or review of the itemized budget process, which includes:

- (a) The outgoing Executive Board, in conjunction with the 501(c)(3) Board of Directors, shall review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year. The proposed budget must be presented to and approved by the general membership no later than the August meeting;
- (b) The incoming Executive Board should review the proposed budget in July for presentation and discussion during the August meeting;
- (c) The counting and handling of any cash, checks, or money orders received by the PTL, must be completed by at least two (2) PTL Executive Board members and/or 501(c)(3) directors. These

members/directors cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The PTL's financial records must display the total amount of funds and the signatures of the members/directors who participated in counting the funds;

- (d) Every effort must be made to ensure that all funds are deposited in the bank account by authorized school Administrative Staff members within one (1) business day of receipt, whenever possible. In no event should it take longer than three (3) business days to deposit such funds. Funds not deposited immediately shall be kept in a secure and locked location in the school and must obtain written acknowledgement from the Headmaster that the funds are in the school. PTL funds must be taken to the bank for deposit by at least two (2) authorized members; and
- (e) Documentation related to every transaction must be maintained at the school (e.g., canceled checks, deposit receipts, purchase orders, PTL minutes related to the financial transactions, etc.).

Section 2.2. Amendment of Budget . The budget may be amended, either in part or in whole, by vote of the general membership biannually during the August general membership meeting and the January general membership meeting. Primary amendments to the itemized budget during the August general membership meeting shall be voted on by written ballot. A majority vote (50% +1 of paid members present) shall be required for a vote to pass. Any secondary amendments made after initial approval of the entire budget shall be voted on by private ballot or show of hands and shall require a majority vote (50%+1 of paid members present) to pass.

Section 2.3 . Non-Budgeted Expenditures . All expenditures over five hundred dollars (\$500) not included in the budget at the time of its adoption must be approved by resolution of the general membership.

Section 3. Financial Accounting

Section 3.1 . The Treasure shall prepare for the Headmaster the Interim Financial Report by January 31st and the Annual Financial Report by the May general membership meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the Headmaster. All yearly financial reports are to be review by the Amite School Center accountant at the end of each academic school year.

Section 3.2 . The Treasurer shall be responsible for all funds of the PTL and shall keep accurate records in a form consistent with these Bylaws. All records of the PTL including checkbooks, ledgers, canceled checks, invoices, receipts etc., shall be maintained and secured on school premises. Records must be kept for six (6) years

Section 3.3. PTL financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time. All requests to review financial records must be made in writing and identify the records to be reviewed. PTL officers must provide an opportunity for members to review requested documents within a reasonable period of time. Reviews of financial records must be conducted in the presence of two (2) Executive Board and one (1) general member not affiliated with the request. To protect the confidentiality of donors, financial records shall be redacted to conceal individual member's names before review. All members present must sign a review sheet identifying the reviewed documents. Upon request, the PTL officers must make every effort to provide members with copies of the documents reviewed.

Article IX – Amendments and Regular Review of Bylaws

These Bylaws may be amended at any regular meeting of the PTL, pending quorum is met, by a two-thirds vote of the members present, provided any amendment(s) has/have been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified.

A thorough review of these Bylaws shall be conducted every three (3) years. After any such review, these Bylaws must be re-adopted by a vote of the general membership, regardless of whether any revisions and/or amendments have been made.

Any PTL member may present a motion at a general membership meeting to amend a provision of the Bylaws. Amendments that bring the Bylaws into compliance with 501(c)(3) must be voted on immediately after the motion is presented. A two-thirds vote of the present membership is required for approval.

These Bylaws, as set forth above, have been voted on by the membership. The most recent amendment was approved, in accordance with the provisions of this Article IX, at the membership meeting held on [Insert Date].

Article X Whistleblower Policy

Amite School Center Parent Teacher League is committed to legal and ethical standards of conduct and will not tolerate illegal or dishonest behavior. In this spirit, the PTL encourages officers and members to identify any instances in which these standards may be compromised. As members of the Amite School Center PTL, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

The Whistleblower Policy ('Policy') has been established to provide a means for employees, officers and members to raise good-faith concerns about behavior that appears to them to be illegal, dishonest, or unethical. A Whistleblower is the individual reporting such activity.

Examples of serious misconduct covered by this Policy include, but are not limited to: violations of federal, state or local laws; fraudulent financial reporting or actions that may lead to such fraudulent reporting; destroying, altering, concealing, or

falsifying a document, or attempting to do so, with the intent to impair the document's availability for use in an official proceeding; fraudulently influencing or misleading any independent public accountant engaged in the performance of an audit of the Amite School Center's Parent Teacher League's financial statements or planning, facilitating, or concealing any of the above. This is not meant to be an exhaustive list but rather a guide to the types of improper behavior covered by this Policy.

All officers and members are covered under this Policy. It is the responsibility of all officers and members of the PTL to comply with this Policy and to report any violations or suspected violations of the principles set forth herein in accordance with this Policy regardless of the identity of the suspected offender.

Filed with the Headmaster on _____