

## **Liberty STEAM Charter Parent Teacher Organization By-Laws**

### **ARTICLE I: Name and Location**

**Section 1:** The name of the organization shall be LIBERTY STEAM CHARTER SCHOOL Parent Teacher Organization (hereinafter referred to as the “LIBERTY STEAM CHARTER SCHOOL PTO”).

**Section 2:** The principal office of the organization shall be located at 117 North Main Street, Sumter South Carolina 29150.

**Section 3:** The organization shall also operate under the alias “LIBERTY STEAM CHARTER SCHOOL PTO”.

### **ARTICLE II: Mission Statement & Purpose**

**Section 1:** The mission of LIBERTY STEAM CHARTER SCHOOL PTO is to provide enhanced support to the mission and educational experiences at LIBERTY STEAM CHARTER SCHOOL by developing a community between school and home, encouraging involvement, and maintaining a collaborative environment through volunteerism and financial support.

**Section 2:** LIBERTY STEAM CHARTER SCHOOL PTO is organized exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or corresponding section of any future federal tax code. The purpose of the LIBERTY STEAM CHARTER SCHOOL PTO is to support the mission statement outlined in section 1 of this article.

### **Article III: Basic Policies**

**Section 1:** The objective of the LIBERTY STEAM CHARTER SCHOOL Parent Teacher Organization shall be to support and encourage the educational environment at LIBERTY STEAM CHARTER SCHOOL. This shall be developed through committees, projects, and fundraisers as deemed necessary by the PTO Executive Board.

**Section 2:** This organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or candidate. The name of the organization or the names of any members in their official capacities shall not be associated with commercial concerns or with any partisan interests, or for any purpose other than the regular work of the organization.

**Section 3:** The organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote its activities to attempting to influence legislation by propaganda or otherwise.

**Section 4:** This LIBERTY STEAM CHARTER SCHOOL PTO shall not seek to direct the administrative activities of the school or to control its policies.

**Section 5:** The policies of LIBERTY STEAM CHARTER SCHOOL PTO are established to adhere to the School's tax-exempt status as defined by Section 501c3 of the IRS.

#### **Article IV: Membership**

**Section 1:** Membership of this organization shall consist of all LIBERTY STEAM CHARTER SCHOOL parents/guardians, school faculty, and staff. Annual membership dues are set at \$5 for a single membership of \$8 for a family membership. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights (guardians is whoever is declared on the child's emergency card with the school) School leaders and any teachers employed at the school may be a member and have voting rights. A member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

**Section 2:** The PTO reserves the right to increase dues at the beginning of a new school year to \$7 and \$10, respectively, without a change of the organization's by-laws. Anything beyond this will require a vote of the Executive Board at a regularly scheduled meeting of at least two-thirds (2/3) of the active members present.

#### **Article V: Officers & Grade Level Representatives & their Election**

**Section 1:** LIBERTY STEAM CHARTER SCHOOL PTO Officers shall consist of an Executive Board that is composed of the following officers: a President, a Vice President, a Secretary, and a Treasurer. Additionally, an Advisory Board will consist of a

single grade-level representative for each grade the organization serves, the director of each academy the organization serves, and the executive director. Advisory Board members are considered officers of the LIBERTY STEAM CHARTER SCHOOL PTO. School employees that function as an Advisory Board member will serve as in an ex-officio capacity with no voting rights.

**Section 2:** Officers shall assume their official duties immediately following the annual fall election and the term shall continue until the following fall election. Fall elections must take place by September 30 of each year. Each Executive Board officer shall maintain office for a minimum of two (2) academic years. Advisory Board members will serve a one year term that commences upon the certification of the election results through the following year when new elections are held.

**Section 3:** Any LIBERTY STEAM CHARTER SCHOOL PTO member in good standing may become an officer through proper election procedures. PTO members in good standing can include school staff members and grandparents.

**Section 4:** The President, Vice President, Secretary and Treasurer shall be elected every two years by the LIBERTY STEAM CHARTER SCHOOL PTO no later than September 15. Officers shall be elected by a plurality of the votes cast by the members of LIBERTY STEAM CHARTER SCHOOL PTO. Similarly, grade level representatives will also be elected no later than September 15 and determined by a plurality of the votes cast by the members of LIBERTY STEAM CHARTER SCHOOL PTO for each respective grade level. During the nomination period, members are prohibited from seeking more than one office at the same time.

**Section 5:** Vacancy: In case a vacancy occurs in the office of president, the vice president shall serve the remaining term. A vacancy occurring in any other office shall be filled for the unexpired term by a majority vote of the officers of the Executive Board. Officers cannot hold dual offices.

**Section 6:** Removal: Any officer can be removed from office for failure to fulfill his/her duties after reasonable notice and by a majority vote of the executive board officers & grade level representatives at a regular or special meeting of the full Board at which a quorum is present, provided that a statement of the reason or reasons shall have been transmitted to the officer being proposed for removal at least fourteen (14) days before any final action is taken by the Board. This statement shall be accompanied by a notice of the time when, and the place where, the Board is to take action on the removal.

**Section 7:** All PTO officers and volunteers shall have a clear background check, paid for by the School prior to participating in any school-sponsored events. Officers shall act in the best interest of the PTO and will adhere to the Code of Conduct.

**Section 8:** The PTO Board will consist of PTO officers and committee chairpersons.

**Section 9: Resignation:** Any Officer may resign from office at any time by delivering a resignation in writing to the President, and the acceptance of the resignation, unless required by its terms, shall not be necessary to make the resignation effective.

## **Article VI: Officer Duties**

**Section 1: President:** The president shall serve as the official representative of the PTO. The president presides at all meetings of the organization and shall coordinate the work of the officers and appoint chairman and committees. The president shall serve as ex-officio to all committees. The president shall prepare each board meeting's agenda and retain all official records for the PTO. They shall coordinate all fundraisers and events with the assistance of the PTO board. They will serve as the primary contact to the Executive Director or designee and gather input from the Executive Director or designee concerning school needs. The president may call meetings at his/her discretion following Article VII and has the authority to table and/or limit discussion on a specific topic. They must approve all expenditures and payments of bills by the treasurer. They will serve as a signature on the bank account. The president shall finalize the calendar for the year and create the yearly budget with input from the Executive Director or designee and the PTO Board. This is an unpaid position.

**Section 2: Vice President:** The vice president shall act as an aid to the president. The vice president shall perform the duties of the president in their absence. The vice president shall complete additional duties as assigned by the president. The vice president shall have signing authority on the PTO checking account. The vice president has signing authority on LIBERTY STEAM CHARTER SCHOOL PTO bank accounts. This is an unpaid position.

**Section 3: Secretary:** The secretary shall record the minutes and attendance of all meetings to then be posted by the social media specialist or president on the PTO social media pages or for the school website. The secretary shall maintain a complete file of all approved minutes and any materials distributed at any official PTO meeting. The secretary shall complete additional duties as assigned by the president. This is an unpaid position.

**Section 4: Treasurer:** The treasurer shall maintain a full account of the funds of the PTO. They shall keep a full and accurate account of the receipts and disbursements in books belonging to the PTO, deposit or cause to be deposited all monies in the name and to the credit of the association, disburse funds in accordance with the budget adopted by the association, and take proper vouchers for such disbursements. The treasurer shall present a financial report at all PTO meetings and complete an annual financial review to the association. The treasurer shall ensure all checks are signed by two persons with signing authority and all tax forms are completed as applicable. At the end of the term, the treasurer shall deliver to the successor all books, records, and documents held in their possession. The treasurer also has signing authority on PTO checking accounts and shall complete additional duties as assigned by the president. This is an unpaid position.

**Section 5: Grade Level Representative:** One representative for each grade level will

shall serve as the chief advocate of that grade level, attending all meetings and ensuring parents on the respective grade level are informed of PTO's activities and opportunities to provide feedback and serve the organization as well. This is an unpaid position.

### **Article VII: Meetings & Voting**

**Section 1: PTO Board:** The full board, including executive board members as well as grade level representatives, shall meet monthly during the school year or at the discretion of the president. While in person participation is highly desired, participants can join virtually via Zoom or Google Meet with their camera on fully engaged in the meeting.

**Section 2: School Leader & PTO Board Collaboration:** The executive committee shall meet monthly with school leaders to collaborate on ways in which the school and PTO can work together to conduct the business of the PTO. While in person participation is highly desired, participants can join virtually via Zoom or Google Meet with their camera on fully engaged in the meeting.

**Section 3: Regular Meetings:** General PTO meetings will include all members. These should be held at least quarterly to conduct the business of the PTO. While in person participation is highly desired, participants can join virtually via Zoom or Google Meet with their camera on fully engaged in the meeting.

**Section 4: Notification:** At least a 48-hour notice is required to add, cancel, or modify the agenda of a meeting.

**Section 5: Voting:** All matters involving final approval of the budget, the audit, & by-laws should be voted on by the full membership of the PTO. Voting of officers and members during a meeting can be done electronically.

### **Article VIII: Committee Chairs**

**Section 1:** Committees and committee chairs shall be created by the PTO officers as deemed necessary to accomplish the goals and carry out the work of the organization. They may include officers and any general members. The president shall act as the ex officio of all committees. Committee formation and chairs must be approved by the the full Executive Board.

**Section 2:** All officers and committee members shall adhere to the mission statement and act as a team to fulfill the duties necessary to accomplish the mission of the PTO.

**Section 3:** Committee chairmen are expected to fulfill their assigned duty with limited supervision and can be removed as chairman for failure to fulfill his/her duties after reasonable notice and a majority vote of the officers.

### **Article IX: Financial Procedures**

**Sections 1:** Funds should be allocated by means of the annual budget, created by the board with input from the Executive Director or his designee. The PTO president has the final say in creating the budget and the approval of the budget is voted on in a general meeting. The spending of parent and fundraising money should be related to the school mission and goals that reflect student achievement, safety, and well-being. A formal written request that indicates how monies will be allocated should be required of all funding requests.

**Section 2:** LIBERTY STEAM CHARTER SCHOOL PTO will strive to raise funds to cover its annual budget, and no more. The PTO will strive to use the money raised in one year to benefit the school in the same year, other than a practical amount of funds to carry into the start of the next school year. Special fundraising programs can be approved to raise extraordinary funding for long-term capital projects. These funds will be kept separate from the PTO's operating budget and dedicated to the intended purpose. PTO funds will always be used in accordance with the PTO's mission.

**Section 3:** The fiscal year of the organization shall match that of LIBERTY STEAM CHARTER SCHOOL.

**Section 4: Financial Procedures**

- Two signatures are required on all checks.
- Any time money is counted, two members must be present. Vote totals should always be recorded in some way with two signatures.
- The executive board should approve all fund requests to the PTO.
- PTO members can present funding requests in two ways: (1) by agenda at a general membership meeting; (2) via email, to be shared with members of the Executive Board.
- An auditor shall examine the Treasurer's accounts at the end of each fiscal year or anytime a new Treasurer takes office. When satisfied that the Treasurer's annual report is correct, the auditor shall signify their approval by signing a statement to that fact at the end of the report.

**Article X: Parliamentary Procedure**

**Section 1:** All meetings of the PTO, to include general membership meetings & board meetings, will be held in accordance with Robert's Rules of Order.

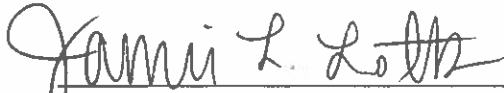
**Article XI: Bylaw Review & Amendments**


**Section 1:** Any PTO member may propose amendments to the bylaws. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds approval of all members present and voting is required to adopt an amendment to the bylaws.

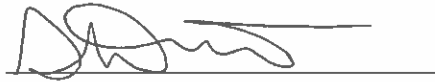
**Section 2:** The by-laws must be reviewed every two years that occurs prior to the the election of new officers.

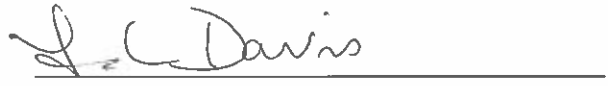
**Article XII: Dissolution**

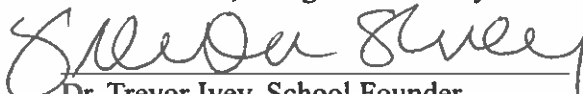
**Section 1:** In the event of dissolution of the LIBERTY STEAM CHARTER SCHOOL PTO, any funds remaining shall be donated to LIBERTY STEAM CHARTER SCHOOL after all debts are paid in full.

  
\_\_\_\_\_  
Jamie Lotts, Inaugural President

  
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Shafara Douglas, Inaugural Vice-President

  
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Sarah Delbert, Inaugural Secretary

  
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Linda Davis, Inaugural Treasurer

  
\_\_\_\_\_  
Dr. Trevor Ivey, School Founder

Initial Adoption of By Laws: 7/27/2022  
Proposed Revision #1: 1/4/2024

**Liberty STEAM Charter School Parent Teacher Organization  
Oath of Office and Code of Conduct for Officers**

*All Officers will sign this document at the beginning of their term of office. This document will be kept on file, and maintained for at least one (1) year following the completion of term of office. Any violation of this Oath of Office and Code of Conduct should be reported to the Board in writing.*

**As an officer of the LSC Parent Teacher Organization, I swear to uphold the Oath of Office as follows:**

- Exercise powers of the office and fulfill responsibilities in good faith and best interests of the corporation;
- Exercise these responsibilities with due diligence, care and skill in a prudent manner;
- Respect and support the corporation's bylaws, policies, code of conduct and decisions of the Board;
- Keep confidential all information learned about donors, grantees, personnel or any other matters specifically determined by a board motion to be matters of confidence, including matters dealt with during in-camera meetings of the Board; and,
- Conduct self in the spirit of collegiality and respect for the collective decisions of the Board immediately declare any personal (real or perceived) conflict of interest that may come to my attention.

**As an officer of the LSC Parent Teacher Organization, I commit to conducting myself in a manner that models the high standards of accountability incumbent set in LSC's core pillars, values, and beliefs:**

- Supporting the objectives of the organization through my full engagement in all meetings and business;
- Serving the overall best interests of the organization rather than any particular constituency;
- Bringing credibility and goodwill of the organizations;
- Respecting the principles of fair play and due process;
- Demonstrating respect for individuals in all areas related to cultural, diversity, and life circumstances;
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**Furthermore, as an officer of the LSC Parent Teacher Organization, I will not:**

- Criticize fellow Board Members, or their opinions, outside of the Board Room;
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- Speak for, or on behalf of, the organization unless specifically authorized to do so, and this includes making statements on social media.

Mirissa Bradford  
Printed Name of PTO Officer

Mirissa Bradford  
Signature of PTO Officer

2/28/2024  
Date



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- Speak for, or on behalf of, the organization unless specifically authorized to do so, and this includes making

Jamie L. Lott's  
Printed Name of PTO Officer

Jamie L. Lott's  
Signature of PTO Officer

1/26/24  
Date

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Sarah Delbert  
Printed Name of PTO Officer

  
Signature of PTO Officer

1-25-24  
Date

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Linda M Davis  
Printed Name of PTO Officer

J. M. Davis  
Signature of PTO Officer

1-26-2024  
Date



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Printed Name of PTO Officer

Jamie Hughes

  
Signature of PTO Officer

2/26/24  
Date

Mrs. Bowley

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- Use the organization, or my position, for my personal advantage or that of my friends, relatives or associates;
- Discuss the confidential proceedings of the Board outside of the Board Room;
- Promise how I will vote on an issue before hearing the discussion and becoming fully informed on issues;
- Interfere with the duties of staff, or undermine the authority of the employee's ability to perform his/her duties, except as provided in the terms of reference for any standing committee on which I serve; and,
- Speak for, or on behalf of, the organization unless specifically authorized to do so, and this includes making statements on social media.

Chelsea Bowley  
Printed Name of PTO Officer

Chelsea Bowley  
Signature of PTO Officer

2/27/24  
Date

**Liberty STEAM Charter School Parent Teacher Organization  
Oath of Office and Code of Conduct for Officers**

*All Officers will sign this document at the beginning of their term of office. This document will be kept on file, and maintained for at least one (1) year following the completion of term of office. Any violation of this Oath of Office and Code of Conduct should be reported to the Board in writing.*

**As an officer of the LSC Parent Teacher Organization, I swear to uphold the Oath of Office as follows:**

- Exercise powers of the office and fulfill responsibilities in good faith and best interests of the corporation;
- Exercise these responsibilities with due diligence, care and skill in a prudent manner;
- Respect and support the corporation's bylaws, policies, code of conduct and decisions of the Board;
- Keep confidential all information learned about donors, grantees, personnel or any other matters specifically determined by a board motion to be matters of confidence, including matters dealt with during in-camera meetings of the Board; and,
- Conduct self in the spirit of collegiality and respect for the collective decisions of the Board immediately declare any personal (real or perceived) conflict of interest that may come to my attention.

**As an officer of the LSC Parent Teacher Organization, I commit to conducting myself in a manner that models the high standards of accountability incumbent set in LSC's core pillars, values, and beliefs:**

- Supporting the objectives of the organization through my full engagement in all meetings and business;
- Serving the overall best interests of the organization rather than any particular constituency;
- Bringing credibility and goodwill of the organizations;
- Respecting the principles of fair play and due process;
- Demonstrating respect for individuals in all areas related to cultural, diversity, and life circumstances;
- Giving respect and fair consideration to opposing views;
- Demonstrating due diligence and dedication in preparation and attendance at all meetings, special events & in all activities on behalf of the organization; Missing more than two general membership meetings and missing three consecutive officer meetings will constitute removal;
- Ensuring that the financial affairs of the organization are conducted in a responsible and transparent manner with due regard for my fiduciary responsibilities and public trusteeship;
- Avoiding real and perceived conflict of interest;
- Conforming with the bylaws and policies approved by the Board;
- Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the organization's business.

**Furthermore, as an officer of the LSC Parent Teacher Organization, I will not:**

- Criticize fellow Board Members, or their opinions, outside of the Board Room;
- Use the organization, or my position, for my personal advantage or that of my friends, relatives or associates;
- Discuss the confidential proceedings of the Board outside of the Board Room;
- Promise how I will vote on an issue before hearing the discussion and becoming fully informed on issues;
- Interfere with the duties of staff, or undermine the authority of the employee's ability to perform his/her duties, except as provided in the terms of reference for any standing committee on which I serve; and,
- Speak for, or on behalf of, the organization unless specifically authorized to do so, and this includes making statements on social media.

Maria Newton-Ta'Bon

Printed Name of PTO Officer

Maria Newton-Ta'Bon

Signature of PTO Officer

3/5/24

Date