

***NASA Langley Child Development Center
Parent-Teacher Organization
Bylaws – July 2016***

BYLAWS OF THE NASA LANGLEY CHILD DEVELOPMENT CENTER PARENT-TEACHER ORGANIZATION

ARTICLE I NAME

The name of the organization shall be known as the NASA Langley Child Development Center - Parent-Teacher Organization. For the purpose Of reference herein, the organization shall be designated as the NASA LCDC-PTO.

ARTICLE II PURPOSE

Section 1

The primary purpose of the NASA LCDC-PTO is to involve the parents of the enrolled children in the program and goals of the NASA Langley Child Development Center (NASA LCDC). The social and service activities of the NASA LCDC-PTO provide an opportunity for the parents and teachers to meet and get to know one another outside the classroom, to foster a good working relationship with the staff, and to observe the center's routine.

Section 2

The secondary purpose of the NASA LCDC-PTO is to work with the staff of the NASA LCDC to augment and enrich the center's curriculum. The NASA LCDC-PTO will operate as a non-profit organization apart from the NASA LCDC and all fundraising activities will raise money to benefit the NASA LCDC program.

Section 3

An additional purpose of the NASA LCDC-PTO is to promote parent education in all areas related to child development, child health, and parenting techniques. The NASA LCDC-PTO is a forum for discussions dealing with the aspects of group childcare. The NASA LCDC-PTO also takes your concerns, ideas, and/or thoughts to the LCDC Director and if necessary, the NASA Exchange Manager.

ARTICLE III MEMBERSHIP

Section 1

All parents and guardians of children enrolled at the NASA LCDC are members. The LCDC Director, Assistant Director, teachers, and staff are honorary non-voting members.

Section 2

Membership in the NASA LCDC-PTO shall terminate when the member no longer has a child enrolled in the NASA LCDC, or is no longer legally responsible for a child enrolled in the NASA LCDC, or is no longer employed by the NASA LCDC.

ARTICLE IV MEETINGS

Section 1

The regular meetings of the NASA LCDC-PTO shall be held on the third Thursday of each month, unless otherwise ordered by the NASA LCDC-PTO Officers.

Section 2

Special meetings may be called by the President or the PTO Steering Committee or shall be called by the written request of fifteen percent (15%) of the members of the NASA LCDC-PTO. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice shall be given.

ARTICLE V QUORUMS AND VOTES

Section 1

One-half of the members of the NASA LCDC-PTO shall constitute a quorum for electing or removing officers. Provided no quorum is so constituted, a plurality of the ballots received shall elect or remove officers 60 days after the start of an election.

Section 2

For all business other than electing or removing officers, the members of the NASA LCDC-PTO present at a regular or special meeting (as defined in Article IV Sections 1 and 2) shall constitute a quorum. Passage of such business shall be by majority vote of those present.

ARTICLE VI OFFICERS AND THEIR DUTIES

Section 1

The officers of the NASA LCDC-PTO shall be a President, Vice-President, Secretary, Treasurer, and an Ex Officio member.

President shall preside at all meetings of the NASA LCDC-PTO and of the PTO Steering Committee and sign checks authorizing expenditure of NASA LCDC-PTO funds in the absence of the Treasurer.

Section 2

The Vice President shall perform the duties of the President in his/her absence, maintain a current copy of the NASA LCDC-PTO Bylaws, and act as parliamentarian for the NASA LCDC-PTO.

Section 3

The Secretary shall record the minutes of meetings of the NASA LCDC-PTO and the PTO Steering Committee and make them available to the members, maintain a current listing of the officers and chairpersons of any committee appointed according to Article VIII, and prepare correspondence of the NASA LCDC-PTO.

Section 4

The Treasurer shall be responsible for all NASA LCDC-PTO funds and bank accounts, maintain the financial records of the NASA LCDC-PTO, and prepare an annual budget for the approval of the NASA LCDC-PTO at the regular September meeting.

Section 5

The Ex Officio board member shall aid with the transition of the outgoing board members to the incoming board members and must be a member of the outgoing board. The position is optional and when filled, shall be filled by a vote consisting of the outgoing and incoming board members. This position shall be a member of the PTO Steering committee as outlined in Article VII, Section 1.

Section 6

The officers shall perform the duties prescribed by these bylaws and such other duties applicable to the office as prescribed by the Parliamentary authority adopted by the NASA LCDC-PTO. Each outgoing officer shall turn over to the newly elected officer all information and materials relevant to the duties of the office.

Section 7

A call to the members for officer nominations shall be made no later than the thirteenth day of April. Nominees for office shall be permanently badged NASA civil service and/or contractors that are members of LCDC-PTO.

Section 8

The annual election of officers shall be held in June. The Executive Board shall determine which five consecutive working days in June ballots will be accepted, and announce those dates at the regular meetings in April and May. The officers shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin on the first day of Sept.

Section 9

Officers shall be permanently badged NASA civil service and/or contractors who are members of the NASA LCDC-PTO. No member shall hold more than one office at a time. No member shall hold more than two (2) consecutive terms in the same office, and no member shall serve more than five (5) consecutive years on the PTO Steering Committee.

Section 10

Any officer desiring to resign shall submit his/her resignation in writing to the Secretary, or President if the Secretary is the officer in question. To remove an officer of the NASA LCDC-PTO from office,

fifteen percent (15%) of the members shall present a written petition to the PTO Steering Committee requesting a special ballot. Two weeks prior to the ballot, the Secretary, or President if the Secretary is the officer in question, shall provide written notice of the ballot to the members.

Section 11

When a vacancy in any elected office of the NASA LCDC-PTO occurs, the remaining PTO Steering Committee shall convene to select a replacement from the membership to serve the unexpired term of office.

ARTICLE VII THE PTO STEERING COMMITTEE

Section 1

The President, Vice-President, Secretary, Treasurer, and Ex Officio member of the NASA LCDC-PTO and the director of the NASA LCDC shall constitute the PTO Steering Committee. Three (3) members of the PTO Steering Committee shall constitute a quorum of the PTO Steering Committee.

Section 2

The PTO Steering Committee shall carry out the purposes of the NASA LCDC-PTO as stated in these bylaws; have general supervision of the affairs of the NASA LCDC-PTO between its business meetings; fix the hour and place of meetings, make recommendations to the NASA LCDC-PTO, and shall perform such other duties as are specified in these bylaws. The PTO Steering Committee shall be subject to the orders of the NASA LCDC-PTO, and none of its acts shall conflict with the action taken by the NASA LCDC-PTO.

ARTICLE VIII COMMITTEES

Section 1

The NASA LCDC-PTO or the PTO Steering Committee shall appoint any committees necessary to carry out the purposes of the NASA LCDC-PTO. The President shall be an ex officio member of all committees.

ARTICLE IX PARLIMENTARY AUTHORITY

Section 1

The rules contained in the current edition of Robert's Rules of Order, 10th Edition shall govern the NASA LCDC-PTO in all cases to which they are applicable and in which they are not in conflict with these bylaws and any special rules of order the NASA LCDC-PTO may adopt.

ARTICLE X FISCAL YEAR

Section 1

The fiscal year of the NASA LCDC-PTO shall begin on September first and end on August thirty-first.

ARTICLE XI AMENDMENT OF BYLAWS

Section 1

A proposed amendment shall be initiated by either the PTO Steering Committee or by a written petition submitted by fifteen percent (15%) of the members of the NASA LCDC-PTO. The LCDC-PTO will convene an annual PTO Bylaw meeting to vote on Bylaws. Two weeks prior to the Bylaw meeting, the Secretary shall provide a written copy of the proposed amendment and the recommendation of the PTO Steering Committee to the members. One-half of the members of the NASA LCDC-PTO present at the annual Bylaw meeting shall constitute a quorum.