

Exhibit 1.2

AMENDMENT TO BYLAWS

PROPOSED - February 1, 2024 - Voted on and approved on Mar 5, 2024

Amendment I – Article V, Section 1

Resolved, that Article V, Section 1 of the Bylaws is hereby amended to read in its entirety as follows:

Article V, Section 1 – The Officers of the PTO shall consist of:

- A. Two (2) Co-Presidents;
- B. Four (4) Vice Presidents (Community Relations; Special Programs, Fundraising, Student Enrichment);
- C. One (1) Secretary;
- D. One (1) Treasurer
- E. One (1) Staff Member, appointed by Faculty.
- F. One (1) Parliamentarian - in the event there is no parliamentarian, the secretary shall fulfill these duties

Amendment II – Article V, Section 5

Resolved, that Article V, Section 5 of the Bylaws is hereby amended to read in its entirety as follows:

Article V, Section 5 – The following provisions shall govern the qualifications and eligibility of individuals to be Officers of the PTO:

- a. Each Officer shall be a member of the PTO;
- b. No officer may be eligible to serve more than two (2) consecutive terms in the same office, unless another suitable and willing candidate cannot be identified and the board approves the third term;
- c. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office;
- d. Only one member of a student's immediate family or guardianship can be elected to a particular board position during a school year; and
- e. Each person elected shall hold only one office at a time.
- f. Each person elected must have been a member of the school community for a minimum of one school year

Amendment III – Article V, Section 9

Resolved, that Article V, Section 9 of the Bylaws is hereby amended to read in its entirety as follows:

Article V, Section 9 – The officers shall be elected by the membership annually at the last meeting of the school year by a majority vote of members present. The meeting may be held in person or virtually (at the decision of the current board). If voting virtually, the secretary of the board will take record of

attendance and outcome of votes. In the event that there is more than one nominee for any office that office shall be separated from the slate and voting for that office shall be conducted by written ballot. The co-presidents shall appoint two tellers to oversee the written ballots.

Amendment IV – Article VI, Section 1

Resolved, that Article VI, Section 1 of the Bylaws is hereby amended to read in its entirety as follows:

Article VI, Section 1 - The **Co-Presidents** shall:

- a. Preside at all meetings of the PTO;
- b. Serve as an ex-officio member of all committees;
- c. Coordinate work of the Officers and committees of the PTO in order that the purposes of the organization may be promoted;
- d. Appoint or dissolve special committees when and where necessary;
- e. Sign and execute all contracts, agreements or other obligations in the name of the ICSATLANTA PTO, as authorized by the board; and
- f. Perform such other duties as may be provided for by these bylaws, as directed by the board.
- g. When possible, the two co-presidents shall be elected to staggered two-year terms so that at least one of those individuals shall continue as co-president for the subsequent school year for transition purposes.

Amendment V – Article VI, Section 4

Resolved, that Article VI, Section 4 of the Bylaws is hereby amended to read in its entirety as follows:

Article VI, Section 4 - The **Treasurer** shall:

- a. Keep such permanent books of account(s) and records, sufficient to establish the items of gross income, receipts, and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection by any member of the PTO, in good standing, who has made a written request to view the books of accounts and records;
- b. Have custody of the funds of the PTO;
- c. Maintain a full account of the funds of the PTO;
- d. Make disbursements as authorized by the co-presidents, or the board of the PTO in accordance with the budget adopted by the PTO;
- e. Never sign a blank check;
- f. All payments made by the ICSAtlanta PTO will have a receipt to confirm the amount spent;
- g. Never deposit funds of the PTO in a personal or school account;
- h. Always issue a receipt for cash received;
- i. Be prepared to answer all questions promptly and to have records available at all meetings;
- j. Provide a hard copy of the most recent financial statement(s) at each meeting of the board, as well at each general membership meeting;
- k. Present an annual report of the financial condition of the organization;
- l. Have the accounts examined annually (July) if the revenue is over \$50,000 USD, or upon the change of Treasurer by an outside auditor;

- m. Report the findings of the annual audit to the general membership no later than the end of the first quarter of the new school year;
- n. Determine the gross receipts for the previous fiscal year and file the appropriate federal tax form(s) with the IRS;
- o. Provide month end account balance statements in ICSAtlanta PTO Google Drive - Treasurer Folder and Cash on Hand screenshots the day before monthly PTO meetings.
- p. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the co-presidents or by the board.
- q. Maintain documents in an accessible repository for all board members to access.

Amendment VI – Article VII, Section 1

Resolved, that Article VII, Section 1 of the Bylaws is hereby amended to read in its entirety as follows:

Article VII, Section 1 - A tentative budget shall be drafted no later than August 31st, for each school year and approved by a majority vote of the PTO members present at the first general membership meeting of the year. Thereafter, the board shall approve all expenses of the PTO.

Amendment VII – Article XI, Section 1

Resolved, that Article XI, Section 1 of the Bylaws is hereby amended to read in its entirety as follows:

Article XI, Section 1- At least three (3) regular general membership meetings of the PTO shall be held during the school year. Dates and times of these meetings shall be determined by the board and announced at least two (2) weeks prior to the meeting. Three (3) days notice shall be given of a cancellation or change in date and/or time, unless emergency conditions prevent such notice being given. Meetings by teleconference or videoconference or internet are permissible as long as appropriate technology is used and is reasonably accessible to all PTO members.

Amendment VIII – Article XI, Section 3

Resolved, that Article XI, Section 3 of the Bylaws is hereby amended to read in its entirety as follows:

Article XI, Section 3 - The Election shall be held at the last general membership meeting of the school year.