

**Oasis Charter Elementary School
Parent Teacher Organization (PTO) By-Laws**
Adopted via vote on May 16, 2018

**Article 1
Name**

The name of this organization shall be the Oasis Charter Elementary School Parent Teacher Organization (OCES PTO). The PTO is located at 3415 Oasis Blvd, Cape Coral, FL 33914.

**Article 2
Purpose**

Our purpose is to provide the students of Oasis Charter Elementary School the opportunity to achieve their fullest potential in a stimulating environment through the cooperative interaction of parents, teachers, staff and community.

Mission

The PTO is a diverse group of people who come together for the enrichment of the students, staff, and community.

Our Goals:

- Encourage staff and help create positive expectations and communication between school and home.
- Organize events to promote the concept of a school-family community through social interaction.
- Support children and teachers by assisting with funds that are used for instructional purposes.
- Promote the general welfare and safety of students.
- Offer the best possible learning environment for the children through a team effort of a parent teacher organization.
- Provide service learning opportunities for students, and promote business partnerships in the community.

**Article 3
Policies & Procedures**

Section 1.

This organization shall provide for:

- School functions, engage in fundraising projects, encourage parent(s), teacher(s), community involvement, and cooperate with school administration in providing educational opportunities.

Section 2.

The following are the basic policies of the organization:

- This organization shall be non-commercial, non-sectarian and non-partisan. It shall not endorse a commercial enterprise or political candidate. The name of the organization or the names of any member in their official capacities shall not be used in connection with a commercial concern or with any partisan interests, or for any other purpose than the regular work of the organization.
- This organization and its Board members cannot direct the administrative activities of the school or control its policies.
- Each PTO Board member shall be free to make known to its general membership any and all information concerning school referendums and educational issues.
- During PTO business, all PTO members shall conduct themselves in a professional and respectful manner.

Section 3.

A Policy & Procedure manual shall be maintained by the PTO Board. This manual will contain information outlining important procedures of the organization that are used throughout the management of the organization, including but not limited to:

- PTO Board & General Member roles & responsibilities
- Transition checklist outlining the steps to follow to successfully transition incumbent board members
- Budget information
- Financial record-keeping procedures and documentation
- PTO Event & Program outlines

This manual will be secure and accessible to the President, Vice President, and Treasurer to protect sensitive information. All electronic documents housed within the manual will be stored on the Oasis Charter Elementary shared drive. Outdated documents are to be stored in a historical section for a minimum of 3 years. This manual is critical for transitioning new members to the PTO Board in a timely and proficient manner. It is the ultimate responsibility of the President to ensure this manual is maintained, meaning information is active and current.

Article 4

Membership & Voting Eligibility

Section 1. The Oasis Charter Elementary School PTO shall be **composed of parents, legal guardians or custodians** of students attending Oasis, as well as teachers, school administrators who have an interest in the well-being of the school and its students. **Membership in this organization is available without regard to race, color, creed or national origin.** Community members and organizations are welcome to attend all meetings.

Section 2. Members are encouraged to participate in PTO meetings, vote at general or special meetings of the PTO, or to serve in any of its elected positions or as otherwise stated in these By-Laws. Voting privileges will be extended to all members present at the general PTO meetings. One vote per household. Absentee proxy votes are not allowed.

Section 3. There is no fee to become a member of the PTO.

Section 4. A quorum consists of all eligible voting members present during the general PTO meeting.

Section 5. Parents shall earn no more than 2 volunteer commitment hour for attendance at PTO general or special meetings.

Article 5 Elected Officers and Voting Procedures

The elected officers of the PTO Board shall consist of the President, Vice President, Secretary, and Treasurer. One of the board positions can be shared by two people if mutually agreed upon.

Qualifications of Elected Officers

- Must be a member of the PTO as outlined in the By-Laws
- At no time shall a husband/wife, significant other, or related person to a current Board member serve at the same time on the PTO Board as the other person.
- A standing member of the City of Cape Coral Charter School Governing Authority and/or the City of Cape Coral City Council may not serve as an elected officer of the PTO.
- The Principal or his/her designee shall be an ex officio member of the PTO Board but is not a voting member during PTO Board Meetings.
- The previous board President shall be an ex officio member of the Board and may be a voting member.

Meetings of the Board

The PTO Board shall meet once a month. All PTO Board members are required to attend every board meeting. No more than two (2) excused or one (1) unexcused absence may occur per school year.

Voting Procedure

PTO Board members must vote on all decisions relating to the PTO. The voting must take place during a PTO Board Meeting. Any actions taken shall be reported and explained by the President at the next general meeting.

A quorum of the PTO Board shall consist of three (3) members, and no action of the PTO Board will be considered adopted or defeated without a vote of at least three (3) members of the PTO Board.

Any board member shall immediately make known any relationship with a business or group that could influence his or her opinion or vote on an issue, and if necessary, abstain from voting to avoid a conflict of interest. This is the only reason a Board member may abstain from a vote.

All motions calling for a vote, except By-Law amendments, shall be passed with a simple majority using the 50% plus one method. All members in attendance at any properly noticed meeting are eligible to vote. Absentee votes are not allowed nor will they be accepted.

Elections shall be held by secret ballot.

Each new member of the Board will receive a copy of the By-Laws, and past records by the last day of the school year.

A transitional general meeting with the current and newly elected Board members will take place in May.

Terms of Office

- The term of office shall be one (1) year, starting July 1st and ending June 30th of the following year.
- The maximum number of terms for any President will be three (3) consecutive years.
- Term can be longer than three (3) consecutive years IF no one contests the position.

Vacancies

If a vacancy occurs in any office during the course of the school year the PTO Board shall appoint a replacement to serve until the next general election.

Removal from Office

A PTO Board member may be removed by a two-thirds majority vote of all often eligible voting members present at a regular or special PTO general meeting. This vote can only take place after the PTO Board has voted in the majority at a PTO Board meeting to bring this request to the general voting membership.

Reasons for removal from office may include but are not limited to:

- More than 2 absences during one school year for a PTO Board meeting
- Failure to perform assigned duties
- Corruption
- Any act that brings dishonor to the PTO or negates the mission of PTO

Nominations

Nominations for officers must be submitted to the PTO Secretary no later than April 1st the member seeks election. A member shall notify the Board in writing of their intent to run along with the position they are seeking. This information will be presented to the general membership at the March general PTO meeting.

Article 6 Finances

The PTO Board shall prepare a budget of anticipated revenue and expenses for the following year to present to the membership at the first PTO general meeting of the year before the 1st day of the school year. This budget shall be used to guide the activities of the PTO Board during the year. Any deviation over \$500.00 from the budget must be approved in advance by the general membership.

The Board must vote on all financial decisions up to and including \$500.00 (Five Hundred). The voting must take place during a PTO Board meeting. Any actions taken shall be reported and explained by the President at the next regular meeting. Any expenditure exceeding \$500.00 (Five Hundred) to be effective must be approved by a vote of the regular general membership of the PTO.

No loans shall be made by the organization to its officers or members.

The fiscal year of the PTO shall begin the 1st of July of any given year and shall continue through the 30th of June of the following year.

The books and accounts of this organization shall be kept in accordance with sound accounting practices and shall be examined annually by an auditing committee of not fewer than three (3) members, one of which must be the Vice President, and two or more members from the membership. These members shall sign a statement of fact at the end of the report attesting that the treasurer's annual report is correct. Nothing herein shall preclude the engagement of outside professional auditors or other arrangement in lieu of the above procedure.

Two authorized signatures shall be required on every check issued by the organization.

All other commercial paperwork including contracts, draft, and other orders for payment on behalf of the organization shall also require two authorized signatures. The authorized signers are the President, Vice President, and the Treasurer. All checks must have the signature of the Treasurer and one other authorized signer.

A debit card will be obtained by the President(s) and Treasurer for the purpose of online purchases or purchases where a check is not feasible. The PTO Board may authorize depositing funds in interest bearing checking or savings accounts where practical on behalf of the PTO.

By a majority vote, the Board can approve expenditures for up to and including \$500.00 (Five Hundred), however, an authorization of this kind cannot exceed \$500.00 (Five Hundred) for any given purpose or function within a month.

In the event that a fundraiser is conducted with another City of Cape Coral Charter Parent Teacher Organization, the funds shall be split evenly between the schools.

A minimum balance of \$250.00 and a maximum of \$5,000 shall remain in the PTO account at the end of every fiscal year.

Article 7 Duties of Elected Officers

PRESIDENT:

- Shall preside over all PTO Board, General, and Special Meetings.
- Know and follow the By-Laws of the organization.
- Coordinate the work of the Officers and Committees, in order that the objectives of the PTO may be promoted.
- Assist in the preparation of an annual budget.
- Prepare in advance of each meeting a complete agenda showing the order in which business will be addressed at the meeting.
- Ensure accurate and consistent communication between the Board members.
- Shall oversee the PTO webmaster and website to ensure it contains updated and accurate information.
- Attend City of Cape Coral Charter School Governing Authority meetings when possible.
- Shall serve as the liaison between the PTO and the City of Cape Coral Charter School Governing Authority.

VICE PRESIDENT:

- Reports to the President.
- Performs the duties of the President in his or her absence or inability to serve.
- Act as a liaison between the teachers/staff and the PTO Board.
- Serve on the Audit committee.
- Shall work with the Staff Volunteer Coordinator to aid in helping PTO members earn volunteer hours.
- **Shall be chairperson of school-wide festival (ie Fall Festival) along with the support of the entire PTO Board.**
- Attend City of Cape Coral Charter School Governing Authority in the absence of the President when possible.

SECRETARY:

- Keep a record of all correspondence.
- Shall oversee the PTO webmaster and website to ensure it contains updated and accurate information.
- Keep records of all PTO Board, General, and Special meetings.
- Produce a copy of the minutes within 14 days to all members of the PTO Board.
- Ensure that a copy of all meeting minutes, notices and letters are safe and secure including but not limited to a digital and hard copy.
- Compile and maintain a list of all PTO Board members, Committee chairpersons, and active PTO members.
- Coordinate sign in and record keeping of all PTO General and Special Meetings.

TREASURER:

- Shall receive all monies from PTO functions of the school.
- Keep an accurate record of receipts and expenditures.
- Pay out funds as authorized by the PTO Board and members.
- Present a financial statement at every meeting of the organization and at any other time when requested by the PTO Board.
- Deposit all monies received in the PTO account within three (3) days of collection. Obtain a receipt for every invoice, purchase or other payment made by the PTO when possible.
- Assist in preparing a proposed annual budget.
- Cooperate in the auditing process for the PTO books.
- Maintain and be responsible for Checking account and Debit Card.

Committee Leads

- Will be appointed by the Board no later than 2 months prior to the schedule event or program start date
- **Every attempt should be made to have one Teacher who volunteers to act as the "Teacher Liaison". The Teacher Liaison is a staff member who provides the PTO with information, concerns, kudos or feedback from the teaching staff and helps bridge the gap with the teachers and PTO.**

Article 8 Meetings

All meetings are open to members of the PTO. The PTO Board shall have the right to place reasonable time and manner restriction on such comment as well as the right to take all the reasonable steps to maintain order and proper decorum at and during all PTO Board, General, and Special meetings.

The Secretary shall be responsible for advising and providing reasonable notice under the circumstances, or as otherwise stated in these By-Laws, to all Board members and PTO Members of any PTO general meetings.

PTO Board Meetings

PTO Board meetings are held for the purpose of the PTO Board Officers to gather and discuss issues related to the PTO. They are open to all members of the PTO but only PTO Board Officers shall vote at these meetings.

PTO General Meetings

PTO General Meetings are held for the purpose of carrying out the PTO Mission. These meetings are open to all members of the PTO and votes taken at these meetings are open to all members present.

There shall be no less than 5 PTO General Meetings per calendar school year. The meeting dates will be announced at the first PTO General Meeting of the year. Any changes to meeting dates must be notified to the membership no less than two weeks ahead of the meeting date.

PTO Special Meetings

PTO special meetings are held for the purpose of carrying out business that must be dealt with outside of the General Meeting. Notice of a PTO special meetings must be communicated to the entire membership four (4) school days in advance of the meeting. A school day shall be a day in which students are required to be in class. A special meeting may be called by two thirds of the membership of the PTO or by three fourths vote of the PTO Board.

Article 9 Amendments

The President is responsible to carry out these By-Laws to the best of his/her ability. If an issue arises in regard to interpretation of the By-Laws, the President shall use their interpretation of the By-Laws.

By-Laws may be amended by submitting the amendment in writing to the PTO Board at least two (2) months in advance of a general meeting to the PTO Secretary. One month prior to the General meeting, the proposed amendment shall be issued to the PTO membership. The new amendment will be drafted by the Board and presented by the President. The person(s) bringing the proposed amendment shall have five (5) minutes to present the amendment as well.

All changes to the By-Laws require a two-thirds (2/3) majority vote of the membership present at the meeting. A revised copy of the By-Laws shall be published and available by the next General meeting