

Oasis Charter Elementary School PTO Constitution and Bylaws

Article I Name

The organization is to be known as the Oasis Charter Elementary School Parent Teacher Organization {OCES PTO} The PTO is located at 3415 Oasis Blvd., Cape Coral, FL 33914

Article II Purpose

Our purpose is to provide 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.

Article III Policies and Procedures

Section 1. This organization shall provide service for:

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

Section 2. The following are basic policies of the organization:

- This organization shall be non-commercial, non-sectarian, non-profit, and non-partisan. 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 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 education issues.

- During PTO business, all PTO members shall conduct themselves in a professional and respectful manner.

Article IV

Membership and Voting Eligibility

Section 1. The Oasis Charter Elementary School PTO shall be composed of parents and guardians of students attending Oasis, as well as teachers, school administrators who have an interest in the well-being of the school and its students. Community members and organizations are welcome to attend all meetings.

Section 2. 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 a \$5 annual membership fee per family.

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

Article V

Officers and the Executive Board

Section 1. The officers of the organization shall make up the Executive Board. The Executive Board shall consist of President, Vice-President, Treasurer and Secretary.

Section 2. The Executive Board is the entity charged with the management and responsibility for the organization. The board shall endorse the objectives of the organization and determine the policy for the development of the objectives as established by the OCES PTO Bylaws.

Section 3. The order of succession for Oasis Charter Elementary School PTO Executive Board shall consist of:

President
Vice President
Treasurer
Secretary

Section 4. No member shall hold more than one office at a time, and no officers shall be eligible to serve in the same office for more than two consecutive years. An officer may continue in their position for one year after their term expires if a replacement cannot be found.

Section 5. Two people may share an office however they would hold only one vote during an Executive Board meeting. Husband and wife cannot hold an office at the same time.

Section 6. The officers shall be elected by ballot to serve for a term of one year being July through June.

Section 7. The school Principal, or his/her designee, is a voting member of the Executive Board.

Article VI Duties

Section 1. Duties of the Executive Board

- a. The Executive Board will generally manage the affairs of the Parent Teacher Organization (PTO)
- b. Prepare the yearly budget subject to the approval of the general membership to be presented at the first meeting of the school year.
- c. Shall approve expenditures within the budget limits up to \$1,000. All expenditures above \$1,000 must be approved in a general meeting by the majority of eligible PTO members present.

Section 2. Duties of the President

- a. Shall preside at all regular, special, and Executive Board meetings.
- b. Shall coordinate the works of the officers and committees in order that the objectives and policies may be promoted.
- c. Shall cast the deciding vote in case of a tie at all board and membership meetings.
- d. Prepare in advance of each meeting a complete agenda showing the order in which business should come at the meeting.
- e. Ensure accurate and consistent communication between the board members.
- f. Shall know and follow the By-laws of the organization.

Section 3. Duties of the Vice President

- a. Shall be responsible for the coordination of fund raising efforts of the PTO.
- b. Shall act as an aide to the President, represent him/her upon request, and assume the duties of the President in the absence or inability of that officer to serve.
- c. Shall automatically become President if that position is vacated for any reason.
- d. Shall know and follow the By-laws of the organization.

Section 4. Duties of the Treasurer

- a. Shall receive all monies of the organization; keep an accurate record of receipts and expenditures, and make disbursements as authorized by the organization, Executive Board or committee, in accordance with approved budgets and receipts of vouchers.
- b. All checks shall be signed by two Board Members {President or Vice President and Treasurer}

- c. Shall present a written financial report at each business meeting during the school year.
- d. Volunteers who sign a statement certifying its correctness shall examine the Treasurer's books at the close of the school year.
- e. In an emergency, or under special circumstances, the board may be given the responsibility of his or her duties.
- f. Shall prepare all necessary tax returns and maintain exempt status.
- g. Shall know and follow the By-laws of the organization.

Section 5. Duties of the Secretary

- a. Shall record and present the minutes of all meetings of the PTO and the Executive Board
- b. Shall make available copies of meeting minutes for review and approval.
- c. Shall be responsible for maintaining a record keeping system, for the safe keeping of the minutes and other legal documents.
- d. Shall work in conjunction with the board in coordinating all PTO related notices and letters sent to parents/members via e-mail, and flyers.
- e. Shall be responsible for maintain and updating OCES PTO family membership.
- f. Shall know and follow the By-laws of the organization.

Article VII Committees

Section 1. Committees may be created deemed as necessary to promote the objectives and policies and carry out the work of the organization.

Section 2. These committees shall report directly to the Executive Board, and shall perform such duties as delegated.

Section 3. Written or verbal progress reports may be presented at the general meetings by a committee member.

Section 4. Project monies. All individual committee/event/project monies must be counted and verified by the Treasurer and the committee chairperson.

Section 5. The President shall be an ex-official member of all committees.

Article VII Meetings

Section 1. General meetings of this organization shall be held a minimum of 5 times a year with date and time fixed by the Executive Board at its first meeting of the year.

Section 2. Executive Board meetings will be held prior to the general meeting.

Section 3. The President with prior notice may call special meetings.

Article IX

Election

Section 1. Any current member of the Oasis Charter Elementary School PTO shall be eligible for elective office for the subsequent school year.

Section 2. Nominations for officers will be accepted at the mid-spring general meeting. If any officer positions remain vacant after the mid-spring meeting, a nomination committee appointed by the Executive Board will seek out interested nominees through any and all means possible. A slate of officers for election will be presented at the May general meeting.

Section 3. Voting shall be done by ballot at the May general meeting; a majority vote shall rule.

Section 4. A term of office shall run concurrent with Oasis Charter School's fiscal year, July through June.

Section 5. Any vacancy in an elective office, except President, shall be filled by a member of the PTO, excluding current Executive Board members, and shall be appointed by the Executive Board and voted on by eligible voting members at the subsequent meeting.

Section 6. A vacancy in the office of the President shall be filled by the Vice President.

Section 7. Removal: An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board. If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

Article X

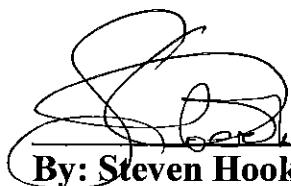
Amendments

Section 1. These By-Laws and/or Constitution may be amended at any regular meeting by two-thirds vote of its members present and voting, provided amendments has been made available at least one week prior to scheduled general PTO meeting.

Section 2. Approved amendments are to be enacted immediately and may be retroactive where applicable.

Approved: {

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By: Steven Hook, OCES Principal

4/3/13