

**Imagine Foundations Public Charter School
PTO Handbook/Bylaws**

Revised March 14, 2011

Imagine Foundations Parent Teacher Organization (IFPTO) By-Laws and Mission Statement

IFPTO Mission Statement:

The Imagine Foundations PTO is a nonprofit parent teacher organization whose mission is to establish and nurture a close relationship between the parents, teachers, and students by advancing opportunities in the home, school, and community of the Imagine Foundations Public Charter School. The PTO sponsors assistance to teachers in classroom settings, raises funds for supplemental educational materials and experiences, supports school and family social interaction, and provides a non-biased forum for sharing information on issues that impact our children. It is our belief that the team effort of a parent teacher organization offers the best possible learning environment for our children.

IFPTO By-laws:

Article 1: Name and Objective

This organization's name shall be the Imagine Foundations Parent Teacher Organization (the "IFPTO"). The IFPTO's purpose shall be to promote the welfare and advancement of Imagine Foundations' Public Charter School ("Imagine") students at school, home and in the community. The PTO will work toward developing cooperation among teachers, parents and the community and provide each Imagine student the best in all areas of their education. The IFPTO is a non-profit organization and does not contemplate the distribution of gains, profits or dividends to its members.

Article 2: Membership

- A. Membership is open to families, specifically parents or legal guardians, who have an actively enrolled student at Imagine Foundations Public Charter School upon payment of annual dues which are \$10.00 per family (*due to insurance liabilities, active membership is based on enrollment of students in the Imagine Foundations Public Charter School*).
- B. Members shall be accepted at any time and shall be allowed to participate in meetings, vote, and hold an Office, as defined in Article 4 herein.
- C. All dues shall be determined annually by the executive board.

Article 3: Policies

A. General Policies:

- 1. The PTO shall not promote, endorse or engage in any religious or political enterprise or campaign.
- 2. The PTO name or names of any of its Officers, as defined in Article 4 herein, in their official capacity shall not be used for any purpose except in connection with the regular work of the PTO.
- 3. The PTO shall not seek to direct the technical activities of Imagine nor completely control its policies.
- 4. The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO.

5. The Bylaws of the PTO must be approved by a majority vote of the PTO general membership within 30 days in which it is presented at the PTO meeting.

B. Finance Policies

1. The PTO's annual budget (the "Budget") will be determined by the Officers. The proposed Budget shall be based on the prior school year's project and program expenditures. The Officers will consider any changes deemed necessary to the prior school years planned events, fundraisers or committee spending when finalizing the Budget.
2. The Budget must be approved by a majority vote of the PTO general membership present at the month in which it is presented at the PTO meeting.
3. PTO funds may remain in the treasury for greater than one year.
4. All PTO funds given within the current school year for any event that has NOT been spent, must be returned to the PTO within 30 days from the event. Receipts are required for all purchases made and must be turned in within two (2) weeks
5. Non-budgeted requests for funds must be submitted in written form to the PTO Board, such requests must be approved by a majority vote from the PTO Board. Funds may not be expended before obtaining a majority vote.
6. The PTO fundraisers necessary to cover approved budgetary expenses for the following school year shall be approved by the end of the current school year. Additional fundraisers may be approved when necessary.
7. At least 10% of the money collected for each fundraiser must be set aside for a fund that will be used as start up money for the following school year.

Article 4: Officers, Elections, Committees

A. Officers

1. All officers shall have a student currently enrolled at Imagine or be a Imagine Faculty or Staff Member
2. The officers of this PTO shall be the President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer (individually "Officer", collectively the "Officers").
3. The President, Vice-president, Recording Secretary, Corresponding Secretary and Treasurer elections shall be held every year.

B. Elections/Nominations Procedures:

1. By April, the PTO shall include in the Imagine Monday Folder information regarding open positions for the upcoming school year.
2. Election of officers shall take place during the month of May in each school year.
3. The vote shall be conducted by ballot. The ballots shall be counted by three (3) non-board members who will manage the election process.
4. Immediately following the collection of ballots, a majority vote shall be required for the officers' election. In the event of a tie, a re-vote will occur and be completed within 7 business days.

C. Term of Office:

1. The term of each officer shall be one year, beginning Aug 1st and ending on June 30th of each year.
2. All officers may serve no more than two consecutive terms in the same office but may serve in another office if elected.

3. Each person elected shall hold only one office at a time.

D. Vacancies:

1. If a vacancy occurs in the office of President, the Vice President shall serve the remainder of the President's term in office.
2. At the next regularly scheduled General meeting, a new Vice President shall be elected.
3. In the event of vacancies in any other office, the vacancies shall be filled through an election at the next General PTO meeting.
4. If the Vice-President is unable to serve as President, the board shall fill the vacancy from among the Officers.

E. Removal from Office

1. If an officer fails to attend 3 consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws, or engages in conduct that the Executive Board has determined injurious to the organization or its purposes, the Executive Board may, by a two-thirds (2/3) affirmative vote, take such action it deems appropriate including, but not limited to:
 - a. Requesting resignation of the officer
 - b. Requiring immediate removal of the officer following a hearing conducted in accordance with 'due process.'

F. Committees

1. PTO Board has the right to establish committee's as needed.

Due Process Procedures: following the two-thirds (2/3) affirmative vote recommending that the officer be removed from office: (1) the officer must be given fifteen (15) days written notice of the hearing to remove the officer from office. (2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last known address of the officer shown on the association's records. (3) At the hearing, the officer must be given an opportunity to address the Executive Board/Committee, either orally or in writing. (4) Not less than five (5) days following the hearing, the Executive Board shall convene and vote whether the officer will be removed from office. (6) A two-thirds (2/3) vote of the Executive Board shall be sufficient to remove the officer from office. (7) The removal vote shall be recorded in the Executive Board minutes and shall specify the number of voting in favor of and/or against such removal.

Article 5: Position Responsibilities

A. President Shall:

1. Preside and keep order at all meetings of the PTO.
2. Prepare meeting agenda and determine if a quorum is present at all meetings.
3. Monitor and support all activities of the other officers.
4. Coordinate the work of the Officers in order to promote the PTO objectives.
5. Approve all PTO Correspondence prior to distribution
6. Ensure that all legal, binding documents are approved by the PTO Board prior to signing.
7. Maintain all historical files.
8. Ensure communication with the membership on a monthly basis.
9. Approve and sign the monthly Treasury Report
10. Attend monthly meetings with the principal and provide minutes of such meeting to the PTO board within a weeks time.

B. Vice-President Shall:

1. Act as an aide to the President.
2. Act as President in the absence of the President or in the event that the President position becomes vacant during the current school year.
3. Work closely to assure objectives of the PTO are being met
5. Be Responsible for programs, and organize all volunteers for programs of the PTO
6. Organize volunteer details for the various needs of the School and solicit volunteers for these jobs.
7. Keep a log of the volunteer hours provided by parents.
8. Attend monthly meetings with the principal

C. Recording Secretary Shall:

1. Transcribe the minutes, make copies and publicize them prior to the next meeting
2. Maintain and update the PTO Vender Contact list.
3. Should be the back up for the correspondence secretary as needed.
4. Keep log of all PTO members who attend the meeting in a meeting log book
5. Shall keep an accurate record of all the PTO meetings and maintain a record of past meetings for a minimum of 1 calendar year.
6. Shall distribute minutes within 2 weeks following any Board meeting.

D. Correspondence Secretary shall:

1. Provide the school with updates to maintain the school website
2. Provide all necessary correspondence, i.e. newsletter, flyers, etc.
3. Provide membership roster to all meetings
4. Brings most recent copy of the PTO bylaws to all the meetings
5. Responsible for all amendments to the bylaws
6. Provide and update a PTO calendar for the school year.
7. Prepare a list of unfinished business and assist with agenda if requested by President.

E. Treasurer Shall:

1. Serve as authorized signatory on all PTO accounts.
2. Deposit all monies of the PTO within 2 weeks of receipt.
3. Disperse funds in accordance with the approved Budget authorized by the PTO
4. Prepare / submit the proposed Budget for consideration at the last PTO Meeting
5. Keep the ledgers accurate, up-to-date and available for a public viewing at the PTO meetings. An annual audit should be performed by the end of the fiscal year by a vote approved non-board member of the PTO.
6. Keep the PTO funds in a financial institution in the name of the Imagine PTO and subject to withdrawal by check.

Article 6: Meetings

- A.** PTO meetings shall be held monthly at the direction of the Officers based on a schedule determined at the beginning of the school year.
- B.** An agenda shall be prepared by the President and distributed no later than one week prior to the general PTO meeting.
- C.** All meetings of the PTO shall be open to any anyone who is interest in the purpose of this organization, where voting is only allowed by active members.
- D.** Meetings of the Officers shall be held in accordance to an agreed upon schedule by the PTO Board members.
- E.** Two-thirds (2/3) vote of the Executive Board must approve events/activities prior to distribution.
- F.** A quorum of at least 7 members, including 3 officers, is needed to transact business and vote at a regular meeting.
- G.** The PTO meeting order of business shall be as follows:
 1. Introductions
 2. Approve the Agenda
 3. Secretary's Report and Approval
 4. Treasurer's Report and Approval
 5. Unfinished Business
 6. New Business
- H.** During the course of a PTO meeting, when issues arise that require a vote of the PTO general membership the voting procedure shall be as follows;
 1. Open topic for discussion
 2. Motion to approve
 3. Motion seconded
 4. Vote taken

Article 7: Fiscal Year

- A.** The fiscal year of the PTO shall be July 1st through June 30th.

Article 8: Amendments

- A.** Amendments to this document may be proposed by active members of the PTO at any meeting of the PTO.
- B.** One month after the amendment(s) has been proposed, it may be adopted by a two-thirds majority vote of the PTO general membership present at the meeting.

Originally adopted in September 2007
Amended in September 2008
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