

**BY-LAWS OF
FRIENDS OF AUDUBON PARENT TEACHER ORGANIZATION
ADOPTED AUGUST 26, 2008**

ARTICLE I: NAME

The name of this organization shall be Friends of Audubon Parent Teacher Organization, Incorporated, hereafter referred to as the PTO, a parent teacher organization for Audubon Charter School, hereafter referred to as the School.

ARTICLE II: OBJECTIVES

The objective of this organization shall be to provide support through fundraising and other volunteer efforts for the improvement and enhancement of the School, including staffing, grant writing, communications, curricular and extracurricular programs, maintenance of the facility, parent services, school spirit and other related activities.

ARTICLE III: BASIC POLICIES

A. POLITICAL AFFILIATIONS: This organization shall be nonsectarian and nonpartisan. It shall not endorse a candidate for political office, or participate in any political campaign. The name of the organization or the names of any members in their official capacity shall not be used in any partisan interest, or for any other purpose than to further the objectives of the organization. This shall not preclude the organization from providing informative and educational materials on issues affecting public education or from encouraging its members to participate in the civic life of the community.

B. BUDGET: The yearly budget as proposed by the Executive Board shall be approved by the majority of the PTO members at the second-to-last meeting of the school year.

C. AUDIT: An independent auditor approved by the Executive Board may perform an audit review at the end of each school year if warranted.

D. DISSOLUTION: In the event of dissolution of this organization, the assets of the organization shall be distributed in accordance with the Internal Revenue Code of 1954 for 501(c)(3) organizations.

ARTICLE IV: MEMBERSHIP AND DONATIONS

A. MEMBERSHIP: Membership is open to parents or legal guardians, and to teachers of Audubon Charter School.

B. DONATIONS: Donations which are set by the organization are encouraged to be paid annually. All donations are non-refundable. The records of donations shall be kept by the Treasurer and the Chair of the Membership Committee separate from the records of the General Fund.

C. VOTING: Any member may take part in voting. Members must be present to vote.

ARTICLE V: EXECUTIVE BOARD MEMBERS AND THEIR ELECTION

A. OFFICERS AND STANDING COMMITTEE CHAIRS:

- 1.) The Executive Board of this organization shall consist of its elected Officers and Standing Committee Chairs. Officers shall include the President, Vice President (Montessori Program), Vice President (French Program), the Treasurer, and the Secretary. The Standing Committee Chairs shall include Membership, Fundraising, Hospitality, Audubon Gear, Room Parent, Newsletter, Website, Directory, Extended Care/ArtsReach, Grantwriting, and Workday.
- 2.) Officers shall be elected by ballot annually at the last general meeting of the school year. However, if there is only one nominee for any office, by motion from the floor, the election may be by consensus. With respect to the voting for the offices of Vice President, only those members (1) teaching in or (2) with a child or children in the Montessori program may participate in voting for the Vice President (Montessori), and only those members (1) teaching in or (2) with a child or children in the French program may participate in voting for the Vice President (French Program).
- 3.) Each standing committee shall be chaired by one or more persons, as elected annually by the members of the PTO. In the case of Co-Chairs being elected to Chair any committee, said Co-Chairs will determine how to share responsibilities provided that at least one Chair of each Committee is present at each PTO Board and General Meeting.
- 4.) Officers and Committee Chairs shall assume their official duties at the transition meeting prior to the close of the school year and shall serve for a term of one year.
- 5.) An Officer or Committee Chair shall be allowed to serve no more than two consecutive terms in the same office.
- 6.) There will be a transition meeting before the end of the school year and after the last general meeting. The transition meeting shall be comprised of the incoming and outgoing Officers and Committee Chairs. During said meeting, the outgoing officials shall deliver all official PTO documents and all documents pertaining to their positions to their successors.

B. SPRING ELECTIONS:

- 1.) There shall be a recruiting committee formed each spring to receive nominations for Officer and Committee Chair positions and to disseminate information about the positions via the Rare Bird newsletter. The committee shall consist of 3 members, including at least one parent from the French Program and one from the Montessori program, selected by the executive board at least 2 months prior to the election. One committee member shall be designated as the chair.
- 2.) The recruiting committee shall publish its slate of candidates in The Rare Bird Newsletter on the Thursday preceding the last general meeting of the year, and shall report orally and introduce the slate of candidates at the general meeting. Following the report by the recruiting committee an opportunity shall be given for nominations from the floor.
- 3.) Only those members who have consented to serve by virtue of a signed acknowledgment of the responsibilities attendant to the position for which they are nominated are eligible for nomination whether by the committee or from the floor.
- 4.) Each person nominated for an Officer of Committee Chair position must be present on the date of the election unless an exception has been granted for good cause by the President

C) ELECTION OF PARENT REPRESENTATIVES TO FAME BOARD.

- 1.) At the General Membership Meeting each November, the parents of students in each program shall elect a Montessori Parent Representative and a French Parent Representative to serve on the Board of French and Montessori Education, Inc. (FAME) for the calendar year term beginning the following January. Only parents of students in the Montessori program shall be eligible to serve as Montessori Parent FAME representative, and only parents of students in the French program shall be eligible to serve as French Parent FAME representative. The availability of these positions shall be announced in The Rare Bird Newsletter weekly during the month preceding the election.
- 2.) FAME Parent Representatives shall attend all PTO Board and General Meetings in order that they may serve as conduits of information and be apprised of parent concerns and views regarding issues coming before the FAME Board.
- 3.) If any Officer or Committee Chair is elected as a FAME Parent Representative, he/she shall resign from the PTO Office or Chair position effective at the end of the calendar year and the Executive Board shall either hold a special election at the January General Membership meeting or appoint another parent to serve the remainder of the term of the Officer or Chair position.

ARTICLE VI: DUTIES OF OFFICERS

A. **PRESIDENT:** The president shall preside at all meetings of the PTO Executive Board and of the General Membership. The President shall perform such duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the executive board. The President shall coordinate the work of the officers and committees in order that the objectives of the organization are met. She (He) should act in a supervisory capacity and be familiar with the duties of all officers and committee chairs. The president may appoint members of standing committees or special committees as necessary..

B. **VICE PRESIDENTS:** There shall be one Vice President representing each of the School's programs: the Vice President (Montessori), and the Vice President (French). The Vice Presidents shall preside in the absence of the President, succeed if the President is unable to serve, and perform duties as assigned by the President. In school years beginning in even numbered years, the Vice President (French) shall preside in the absence of the President and shall succeed if the President becomes unable to serve. In school years beginning in odd numbered years, the Vice President (Montessori) shall preside in the absence of the President and shall succeed if the President becomes unable to serve. The Vice Presidents are responsible for the development and monitoring of the annual budget. Budget Committee meetings and activities are organized by the Vice Presidents.

C. **TREASURER:** The Treasurer shall receive all monies of the organization, shall keep an accurate record of the receipts and expenditures, and shall pay out funds in accordance with the PTO approved budget. The Treasurer will disburse funds only with the approval of the President or Vice Presidents. The Treasurer shall present a financial report at every meeting of the organization and at other times when requested by the executive board. This report must include current bank balances and year-to-date transactions. The Treasurer is responsible for the weekly collection of all funds from the PTO drop box. The Treasurer shall work with the special event Chairs to collect and deposit money from said special events. The Treasurer must also provide a full financial report at the end of the school year. All financial records will be turned over to the new treasurer at the end of the year. The Treasurer must provide the following for the audit: the

checkbook, check registry, all bank statements, deposit books, itemized report of all funds disbursed and collected, and any other material requested by the auditor. With assistance from the Executive Board, the Treasurer must also file for state and federal tax returns that apply to this organization.

D. SECRETARY: The secretary shall keep an accurate record of the General and Executive Board Meetings and serve as parliamentarian for both types of meetings. The secretary shall have on hand a copy of the PTO Bylaws and Minute Books for easy access by all members at meetings.

Minutes shall be presented for approval at the next meeting. The secretary shall prepare a list of all unfinished business to come before each meeting based on the minutes of the last meeting, and shall prepare an agenda including old and new business for each meeting. Agendas for Executive Board meetings shall be circulated to Board Members at least 3 days prior to each meeting, and additional agenda items may be requested to be added up to one day prior to each Board meeting. Agendas for General Meetings shall be published in The Rare Bird newsletter during the week preceding each General Membership Meeting.

The minutes of each meeting shall contain:

- 1.) kind of meeting.
- 2.) name of group.
- 3.) list of members present.
- 4.) attendance records of all Executive Board members.
- 5.) statement of minutes: approved, corrected, or reading of minutes did not take place.
- 6.) all motions, points of order, whether sustained or lost, and the names of the members who introduced and seconded the main motion. In the case of PTO Executive Board Meetings, the minutes shall reflect the names of all those voting and how they voted.
- 7.) all information deemed worthy by the Secretary, including all reports made at each general meeting. The minutes shall be accessible at all meetings and shall be published on the ACS website. A complete file of the PTO's minutes shall be bound by year.

ARTICLE VII: STANDING AND SPECIAL COMMITTEES

A. The Standing Committees defined herein shall promote and carry on the work of the organization. The Executive Board also is required to assemble Budget and Recruiting Committees as defined, and has the authority to create Special Committees for special projects.

B. DUTIES OF STANDING COMMITTEE CHAIRS: Each standing committee shall be chaired by one or more person as elected annually by the members. The committees shall determine how to share responsibilities.

1.) Membership Chair Said Chair shall register as members the parents or guardian of all students and all faculty members. The Membership Chair shall collect monetary donations and maintain accurate records of those or other donations for each member. The Membership Chair will when necessary, contact members on a monthly basis and encourage them to pay all PTO donations, until all donations are paid. A list of all paid and unpaid members shall be maintained by the Membership Chair.

2.) Fundraising Chair Said Chair shall create a calendar of events for the upcoming year in cooperation with the Executive Board, the School Administration, and the Board of French and Montessori Education, Inc.. The Fundraising Chair will recruit members to head each event

and act as director to them. The Fundraising Chair will provide the Budget Committee with accurate financial accounts of each fundraising event. The Fundraising Chair will also research new and additional activities that may be of financial benefit to the PTO.

3.) Newsletter Editor Said Editor shall edit and publish the Rare Bird, Audubon Charter School's weekly newsletter in cooperation with the school administration. The newsletter shall inform the community of all fundraising and other PTO activities, report on recent and upcoming school events and student accomplishments, advertise the agendas of all PTO and FAME meetings, and shall serve as the main source of communication in the ACS community. The Newsletter Editor shall attend all PTO Board and General meetings as well as all FAME Board meetings so that he/she can report on PTO and FAME activities. All Articles to be considered for publication must be submitted to the Editor by the deadline set by the Editor in order to be featured the following week. Submissions must include the name and phone number of the individual who submitted them. Articles must be nonpolitical, contain no personal attacks, and may not advertise a business. The Editor has the authority to edit or either omit or defer the publication of articles that are repetitive, untimely, or for which there is not sufficient space in the week submitted. The editor shall deliver the "copy ready" Newsletter to the Principal's designees in time for it to be copied and distributed, and shall recruit parents to assist the Principal's designee with copying and distribution as needed, and shall provide the Webmaster with each newsletter for inclusion on the school website..

4.) Hospitality Chair - Said Chair shall be responsible for coordinating Teacher Appreciation Week, a School-wide Potluck Dinner or Picnic, Orientation for Incoming Parents, Open House, and Visits by: FAME members or their invitees, prospective parents, corporate sponsors, etc.

5.) Room Parent Chair - Said Chair shall recruit a Room Parent for every class by no later than October 1, coordinate the activities of the room parents (as prescribed by the board), assist the Directory Chair with the collection of directory information from families wishing to be included in the directory, and initiate a phone tree when deemed necessary by the Executive Board.

6.) Audubon Gear Chair - Said Chair is responsible for purchasing and selling school T-shirts and other Audubon Gear, maintaining records of all financial transactions. The Chair must gain the appropriate approvals from the school administration or FAME Board and the General Membership before changing or adding a school logo or design. Purchases over \$1,500 require board approval.

7) ACS Directory - Said Chair will be responsible for creating an all school directory of those families wishing to be included to be published once a year. The committee will work with the Room Parent Coordinator to survey parents for the directory information that participating families wish to have shared in order to accomplish this task.

8) Webmaster – The Webmaster is responsible for working with the school administration and FAME to ensure the updating of information on the school website; for posting PTO, FAME and School information approved by the Board and the administration respectively. This shall include the school calendar, PTO information, The Rare Bird Newsletter, PTO and FAME minutes, and other items deemed important by the ACS administration, FAME or the PTO Board.

9) Extended Care/ArtsReach Chair – Said Chair shall head a committee to communicate with and assist the directors of the Audubon Charter Care and ArtsReach programs to promote the safety and enrichment of the children who attend these programs.

10) Physical Plant Improvement/ Workday Chair. Said Chair shall create and maintain a list of committee members interested in assisting with special projects such as painting, gardening, building, furniture moving, etc.; shall schedule at least one work day per quarter; shall advertise all scheduled workdays by notice in The Rare Bird starting no less than 3 weeks prior to the planned workday: and shall present to the Executive Board a budget for supplies and materials needed for each workday project so that it may be approved and the materials procured on a timely basis.

11) Grantwriting Committee Chair – Said Chair shall identify grants for which the school or the PTO may be eligible, research grant requirements, work with the school administration to gather necessary information and draft grant proposals, and assure timely and complete application for targeted grants.

C Budget Committee: Said Committee develops the annual budget and financial plans for this PTO. The Vice Presidents serve as the Co-Chairs for this committee. The members of the budget committee are the Vice Presidents, President, Secretary, Membership Chair, and Fundraising Chair. The duties of this committee are:

- a. review treasurer's records
- b. receive and review financial reports of all fundraising events
- c. review membership financial records
- d. review all budget requests
- e. prepare and submit to the organization for approval an annual budget for the upcoming fiscal year by the second-to-last meeting of the school year.

D. SPECIAL COMMITTEES: The Chairs of special committees shall be appointed by the Executive Board and are non-voting members of the Board.

E. The president of the organization shall be the ex-officio member of all committees except the recruiting committee. The Chairs of all committees must present a plan of work and a budget to the Executive Board for approval. No committee work or spending shall be undertaken without the consent of the Executive Board.

ARTICLE VIII: EXECUTIVE BOARD

A. MEMBERSHIP: The membership of the Executive board shall consist of the officers of this PTO, the Chairs of the standing committees, the 2 parent representatives to the FAME Board, the principal or the ranking teacher, the Program Directors (French and Montessori) and a teacher representative from each program. The Principal and Program Directors are ex-officio members of the board and do not have voting authority.

B. DUTIES: The duties of the executive board shall be as follows:

- 1.) To transact necessary business in the interval between general meetings and such other business as may be referred to it by this PTO.
- 2.) create special committees
- 3.) approve work plans of all committees
- 4.) receive and review reports from all standing and special committees
- 5.) present a report at the regular meetings of the organization
- 6.) appoint an auditor to audit the treasurer's records when warranted.
- 7.) prepare and submit to the organization for approval a budget for the fiscal year
- 8.) prepare an activity calendar and a calendar of fundraising events at the beginning of the school year

ARTICLE IX: ABSENTEEISM AND VACANCIES

A. In the case of a vacancy in the office of president, the designated Vice President shall succeed to the position for the remainder of the year. A vacancy occurring in any other office shall be filled for the un-expired term by a person elected by majority vote of the remaining members of the executive board. Notice of said election shall be made 30 days prior to the election.

B. Any member of the executive board not present at three (3) scheduled board and/or general meetings (3 of those assigned by their committee's co-chairs to attend in the case of co-chairs) during the school year shall automatically be retired from the position and the position shall be filled according to the by-laws. Notice will be given to the member after the second scheduled meeting is missed. Upon missing the third meeting the member will receive an official letter of retirement.

ARTICLE X: MEETINGS

- A. Executive Board meetings will be held once per month.
- B. General meetings will be held every month during August – Nov and Jan - May
- C. Special meetings will be held as needed.

ARTICLE XI: VOTING

At General Membership meetings, the majority present shall constitute a quorum for the transaction of business. At PTO Executive Board and Committee meetings, not less than two-thirds of the Executive Board shall constitute a quorum.

ARTICLE XII: PUBLICATIONS

The Rare Bird shall be the official publication of the organization. This publication shall contain information on the organization and decisions made by this organization.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

Rules of Order: Robert's Rules of Order shall govern the proceedings of all meetings of this organization. The Secretary shall serve as the parliamentarian at Executive Board and General Membership meetings..

ARTICLE XIV: ARTICLES OF ORGANIZATION

By-laws: The by-laws of this organization shall be deemed to be part of its articles of incorporation.

ARTICLE XV: SUNDRY PROVISIONS

A. Amendments: These by-laws may be amended at any general membership meeting of the organization by a majority vote of the members present and voting, provided due notice has been given in the Rare Bird Newsletter of the proposed amendment 30 days in advance of the meeting at which the vote is to be taken on the amendments(s).

B. Revisions: A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws only by a majority vote at a general membership meeting of the organization, or by a two-thirds vote of the executive board. Proposed revisions of the by-laws may be adopted by a majority vote of the general membership.