

**BY-LAWS OF  
FRIENDS OF AUDUBON PARENT TEACHER ORGANIZATION  
ADOPTED AUGUST 26, 2008  
AS AMENDED MAY 19, 2009**

**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 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 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:** All parents or legal guardians of enrolled students and teachers of Audubon Charter School are members. No dues shall be required to be a member.

B. **DONATIONS:** Donations, in amounts recommended 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: BOARD MEMBERS AND THEIR ELECTION

### A. OFFICERS, TEACHER REPRESENTATIVES, AND STANDING COMMITTEE CHAIRS:

1.) The voting members of the Board of this organization shall consist of its elected Officers, Teacher Representatives, Standing Committee Chairs and FAME Parent Representatives.. Officers shall include the President, Vice President (Montessori Program), Vice President (French Program), the Treasurer, and the Secretary. One Teacher Representative shall represent each of the Programs (French and Montessori). Standing Committees shall include Membership, Fundraising, Communication, Grant Writing and Extracurricular Activities.

2.) Officers and Standing Committee Chairs shall be elected by ballot annually at the last general meeting of the school year. 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.) The faculty in each of the Programs (French and Montessori) shall elect a teacher representative and an alternate for their program. The teacher representatives shall represent the teachers on the Board and serve as the liaisons between the teachers and the parent-members of the PTO and its Board. When a teacher representative is not in attendance at any meeting of the Board, the voting privileges for the absent representative's program shall automatically be extended to the alternative teacher representative for that program.

4.) 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.

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 – OFFICERS AND COMMITTEE CHAIRS:

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 who (a) are not themselves running for any office, (b) include at least one parent from the French Program and one from the Montessori program, and (c) have been selected by the board at least 2 months prior to the election. One committee member shall be designated as the chair.

2.) The Recruiting Committee shall publish the slate of candidates in The Rare Bird Newsletter for the week preceding the last general meeting of the year.

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 election..

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) AUTUMN ELECTION -- 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. Nominations may be submitted to the PTO president or the president's designee in advance or may be made from the floor at the November meeting.

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 Board shall appoint another parent to serve the remainder of the term of the Officer or Chair position.

#### ARTICLE VI: DUTIES OF OFFICERS

All Officers shall be responsible for establishing and updating operating procedures for their positions, as well as for reporting to the Board on the status of the work in their assigned areas.

A. PRESIDENT: The president shall preside at all meetings of the PTO 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 board. The President shall coordinate the work of the officers and committees in order that the objectives of the organization are met.

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). 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 shall recruit Room Parents for homerooms and programs, assist the Membership Chair with the publication of the school directory, and initiate communications to parents through the room parents, as appropriate. The Vice Presidents shall also be responsible for the development and monitoring of the annual budget.

C. TREASURER: The Treasurer shall receive all monies of the organization, keep an accurate record of the receipts and expenditures, and 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 board. This report must include current bank balances and year-to-date transactions. The Treasurer shall work with the Fundraising Co-Chairs to collect and deposit money. With assistance from the Board, the Treasurer must also file state and federal tax returns that apply to this organization.

D. SECRETARY: The secretary shall keep an accurate record of the General and 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. Prior to each meeting, the secretary shall prepare a list of all unfinished business based on the minutes of the last meeting, and shall prepare an agenda including old and new business. A complete file of the PTO's minutes shall be bound by year. The Secretary shall be responsible for filing appropriate corporate documents with the Louisiana Secretary of State as necessary.

## ARTICLE VII: STANDING AND SPECIAL COMMITTEES

A. STANDING COMMITTEES: The Standing Committees defined herein shall promote and carry on the work of the organization throughout the year. The Board also is required to assemble Budget and Recruiting Committees each spring, and has the authority to create Special Committees for special projects as needed.

B. DUTIES OF STANDING COMMITTEE CHAIRS: Each standing committee shall be chaired by one or more person as elected annually by the members. Standing committee chairs shall be responsible for establishing and updating operating procedures for, identifying participants on, and calling meetings of their committees, as well as for reporting to the Board on the status of their committee work. The standing committee chairs shall include

- 1.) One Membership Chair, who shall (1) register as members the parents or guardians of all students and all faculty members; (2) collect from members directory and volunteer interest information; (3) collect monetary donations and maintain accurate records of those or other donations; (4) prepare a membership directory to be distributed within the first month of each school year; and (5) promote volunteerism by members, coordinating as appropriate with the Vice Presidents.

- 2.) Two Fundraising Co-Chairs, who shall (1) coordinate sales of Audubon Gear; (2) organize school-wide festivals; and (3) conduct other fundraising campaigns approved by the Board.

- 3.) Two Communications Co-Chairs, one who is a parent/guardian of at least one student to be enrolled at the Lower School Campus and one who is a parent/guardian of at least one student to be enrolled at the Upper School Campus, who shall oversee (1) the editing and publishing of the School's weekly newsletter, The Rare Bird; (2) the maintenance of the website; and (3) the dissemination of school community information through other means including room parent contacts, telephone broadcasts, and an online community.

4) One Grant Writing Chair who shall oversee (1) the identification of grants for which the school or the PTO may be eligible, (2) referring to the school administration any grants the chair identifies as potential matters for which School may wish to apply; (3) reporting to the Board on identified grants for which the chair concludes the PTO may wish to apply, and (4) the drafting of timely and complete applications for targeted grants selected by the Board.

5) One Extra Curricular Activities Chair who shall oversee parental involvement in and communications between members and the school in support of extra-curricular programs such as Charter Care, Arts Reach, Athletics, PTO Hospitality, and others, to support and enhance the success of those programs in serving the student population and school community.

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 Board and are non-voting members of the Board.

E. The president of the organization shall be an 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 Board for approval. No committee work or spending shall be undertaken without the consent of the Board.

## ARTICLE VIII: BOARD

A. MEMBERSHIP: The membership of the Board shall consist of the officers of this PTO, the Teacher Representatives, the Chairs of the standing committees, the 2 parent representatives to the FAME Board, the Principal, and the Program Directors (French and Montessori) The Principal and Program Directors are ex-officio members of the Board and do not have voting authority.

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

- 1.) 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 as needed;
- 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; and

8.) Prepare an activity calendar and a calendar of fundraising events at the beginning of the school year.

#### ARTICLE IX: ABSENTEEISM, REMOVAL, 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 appointed by majority vote of the remaining members of the board. Notice of said vacancy and anticipated appointment shall be published in the Rare Bird for at least two newsletter issues prior to the election.

B. Any member of the 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 and the President by the Secretary after the second scheduled meeting is missed. Upon missing the third meeting the member will receive an official letter of retirement from the President.

C. An Officer or Standing Committee Chair may be removed from office for cause if, following a 2/3 vote of the Board recommending that a recall election be conducted, an announcement of such election is published in the Rare Bird Newsletter for 2 weeks preceding a meeting of the General Membership and the majority of those present at the General Membership meeting vote to remove the person from office.

#### ARTICLE X: MEETINGS

A. Board meetings will be held once per month.

B. General Membership 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 Board and Committee meetings, not less than two-thirds of the Board or Committee 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. An agenda for each meeting of the General membership should be published in the Rare Bird in the week preceding the meeting.

#### ARTICLE XIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the proceedings of all meetings of this organization. The Secretary shall serve as the parliamentarian at 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 board. Proposed revisions of the by-laws may be adopted by a majority vote of the general membership.