

# 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 {OCESPTO}

## Article II

### Objective

Our objective 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, 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 it's Board Members cannot direct the administrative activities of the school or control it's policies.
- Each PTO Board Member shall be free to make known to it's 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 and become an associate member by a 51% membership vote for a term of one or two years with voting privileges at the following meeting.

**Section 2.** Voting privileges will be extended to all members present at the general PTO meetings and must have attended one of the last two meetings.

**Section 3.** A \$5 annual fee shall be assessed per family wishing to join the PTO.

**Section 4.** A quorum consists of all eligible voting members.

## **Article V**

### **Officers and The Executive Board**

**Section 1.** The officers of the organization shall make up the executive board.

**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 OCESPTO Bylaws.

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

**President**  
**Vice President**  
**Secretary**  
**Treasurer**  
**Corresponding 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 working together may hold any office, other than President and Treasurer. 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 May.

**Section 7.** Additional officers shall be added by a 60% majority vote by eligible voting members at a general PTO meeting

## **Articles 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 no later than the second meeting.
- c. Shall approve expenditures within the budget limits up to \$200.00. All expenditures above \$200 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 have the authority to co-sign checks.
- c. Shall coordinate the works of the officers and committees in order that the objectives and policies may be promoted.
- d. Shall cast the deciding vote in case of a tie at all board and membership meetings.
- e. Shall know and follow the By-laws of the organization.
- f. Prepare in advance of each meeting a complete agenda showing the order in which business should come at the meeting.
- g. Ensure accurate and consistent communication between the board members.

#### **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 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 be responsible for maintaining and updating OCES PTO family membership.

e. Shall know and follow the By-laws of the organization.

#### **Section 6. 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 committees, 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 7. Duties of the Corresponding Secretary**

a. Shall work in conjunction with the board in coordinating all PTO related notices and letters sent to parents/members via e-mail, flyers and notes/cards.

b. Shall maintain and update the PTO webmaster and website to ensure for accurate information.

c. Shall maintain and update the PTO section of the schools newsletter.

d. Shall maintain and update PTO bulletin boards and other forms of correspondence to parents/teachers/students and members of OCES PTO.

e. Shall know and follow the By-laws of the organization.

## **Article VII Committees**

**Section 1.** Committees may be created by the eligible voting members as may be deemed necessary to promote the objectives and policies and carry out the work of the Organization

**Section 2.** These committees shall report directly to the floor responsible for that committee, and shall perform such duties as delegated and approved by the eligible voting members.

**Section 3.** Written 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 VIII Meetings**

**Section 1.** General meetings of this organization shall be held 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, with the time and date fixed by the Board. Meetings dates will be announced.

**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 April general meeting. If any officer positions remain vacant after the April 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.** A slate of nominees will be published through the newsletter prior to the April general meeting.

**Section 4.** Voting shall be done by ballot at the May general meeting; a majority vote shall rule.

**Section 5.** A term of office shall run concurrent with Oasis Charter School's fiscal year, June through May.

**Section 6.** 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.

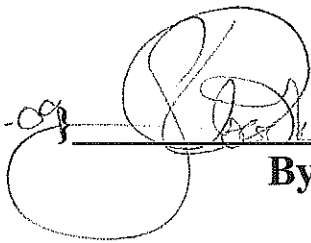
**Section 7.** A vacancy in the office of the President shall be filled by the Vice President.

## **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 amendment has been presented at a previous general meeting and published in the PTO Newsletter if available.

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

Approved: {7-27-09}

A handwritten signature in black ink is written over a horizontal line. To the left of the signature, the date "7-27-09" is written in a similar cursive style. Below the signature, there is a large, faint circular mark.

**By:**