

BYLAWS

OF

Growing Up Green Charter School II (Jamaica)

Parent Teacher Organization (PTO)



APPROVED BY THE MEMBERSHIP ON JANUARY 25, 2017
AMENDED BY THE MEMBERSHIP ON DECEMBER 13, 2017
AMENDED BY THE MEMBERSHIP ON NOVEMBER 13, 2019

Article I - Name

The name of the association shall be the **Growing Up Green Charter School (GUGCS) II Parent Teacher Organization (PTO)**.

Article II - Objectives

The objectives of the PTO are to provide support and resources to the school for the benefit and educational growth of the children; to develop a cooperative working relationship between the parents and staff of our school; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels; and to provide opportunities and training for parents to participate in school governance and decision-making.

Article III - Membership

Section 1 Eligibility

Parents of students currently attending **GUGCS II** are automatically members of the **PTO**. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending **GUGCS II**. Parents of a child who is attending **GUGCS II** full time while on the register of a citywide program are eligible to be members of the **PTO**. At the beginning of each school year, the PTO shall send a welcome letter to inform parents of their automatic membership status and voting rights.

Section 2 Dues/Donations

The payment of dues cannot be a condition for participation or membership nor are dues mandatory. However, each member shall be requested to make a voluntary donation.

Section 3 Voting Privileges:

Each parent of a child currently enrolled at **GUGCS II** shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. The right of a member to vote may be limited by the Conflicts of Interest restrictions.

Article IV – Officers

Section 1 Titles

The officers of the PTO shall be:

- Two (2) Co-Presidents
- Secretary
- Treasurer
- Elementary School Representative
- Volunteer Coordinator

The PTO must elect the mandatory officers: co-presidents, secretary, and treasurer in order to be a functioning PTO. There shall be no qualifications for any office other than to be a parent of a child attending **GUGCS II**.

Section 2 Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. All parent members are eligible to run for any office.

Term limits for each officer position of the PTO shall be two (2) consecutive one year terms. A candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate is nominated and is willing to serve.

Section 3 Duties of Officers

Co-Presidents: The co-presidents shall share equally all duties such as: preside at all meetings of the PTO and shall be ex-officio members of all committees except the nominating committee. The co-presidents shall appoint chairpersons of PTO committees with the approval of the executive board. The co-presidents shall delegate responsibilities to other PTO members and shall encourage meaningful participation in all parent and school activities. The co-presidents shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The co-presidents shall be one of the eligible signatories on checks. The co-presidents shall assist with the June transfer of PTO records to the incoming executive board.

Secretary: The secretary shall record minutes at all PTO meetings and attend to all correspondence of the PTO, including, but not limited to, thank you notes, newsletters and flyers, except the correspondence customarily performed by the Treasurer. The secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution, and maintenance of the membership database. The secretary shall prepare and read the minutes of each PTO meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The secretary shall maintain custody of the PTO's records on school premises. The secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the school leader's office. The secretary shall assist with the June transfer of all PTO records to the incoming executive board.

Treasurer: The treasurer shall be responsible for all financial affairs and funds of the PTO. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the PTO. The treasurer shall prepare and present a written report of all transactions at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting

period. The treasurer shall also prepare the PTO's interim and annual financial reports. The treasurer shall make available all books and financial records for viewing by members upon request and for audit. The treasurer shall assist with the June transfer of all PTO records to the incoming executive board.

Elementary School Representative: The Elementary School Representative will serve as the liaison between the school and parents of the ES to help generate greater and positive knowledge of the PTO. In this role the ES Rep shall help promote the PTO in recruiting for membership and also to recruit talent for specified school events.

Volunteer Coordinator: The Volunteer Coordinator will help recruit and organize volunteers for school and PTO events. The Volunteer Coordinator will communicate the needs of the school and individual teachers to the PTO. The Volunteer Coordinator will coordinate with the Communications Officer regarding e-mail notices or requests.

Section 4 Election of Officers

Officers shall be elected by the last day of each school year for a one-year term beginning July 1. Any time line established by the PTO to complete the nominations and election process must adhere to this time frame. The school leader should be notified of the date and time of the annual election by April 1, but must be notified no later than May 1.

Employees of **GUGCS II** may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending **GUGCS II**.

- 4.1. **Nominating Committee:** A nominating committee must be established during a spring general membership meeting. The nominating committee shall consist of three to five members. The majority of the committee members must come from the general membership. The remaining members of the nominating committee shall be selected by the president, subject to the approval of the executive board. The nominating committee shall choose one of its members to serve as chairperson. No person employed at **GUGCS II** shall be eligible to serve on the nominating committee. No person who is running for office may serve as a member of the nominating committee.

The nominating committee shall solicit candidates from the membership in writing. Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the election meeting.

The nominating committee's duties include the following:

- canvassing the membership for eligible candidates;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process,

- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- verifying the eligibility of all interested candidates prior to the election;
- ensuring that an opportunity for nominations, including self-nominations, to be taken from the floor and then officially closed the election meeting;
- scheduling the election at a time that ensures maximum participation;
- Ensuring that only eligible members receive a ballot for voting;
- Ensuring that the election is certified by the school leader or his/her designee immediately following the election.

If a nominating committee cannot be formed, the PTO must proceed with an expedited election – a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

4.2. Notices: The meeting notice and agenda for the spring general membership election meeting shall be distributed to all families. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

4.3. Contested Elections and the Use of Ballots:

- Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in the languages spoken by parents other than English.
- Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers.
- Ballots must not be removed from the school. The PTO must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

4.4. Uncontested Elections:

If there is only one candidate for an office, a member must make a motion to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

4.5. Officer Vacancies:

All officer vacancies must be filled by succession of the next highest ranking officer. In the event that an office cannot be filled through succession, an expedited election must be held to fill the vacancy. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all PTO records. The ranking of officers for

succession purposes shall be: Co-Presidents, Recording Secretary, Treasurer, Parent Liaison.

4.6. Expedited Election Process:

Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 4.3 of these bylaws.

Section 5 June Transfer of Records

All PTO Records must be maintained for 6 years. Outgoing executive board members must ensure that records are transferred to the newly elected executive board members, including all parent contact information obtained during their term of office. Transfers must occur on school premises, in the presence of the principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose.

Section 6 Disciplinary Action

Any officer who fails to attend 3 consecutive executive board or general membership meetings shall be removed from office by recommendation of the executive board or motion from a member. A two-thirds vote of the membership present is required for approval. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the consideration of the general membership.

PTO officers may also be removed for unsatisfactory performance through the process outlined below:

- At any general membership meeting, an PTO member may make a motion to begin the process of removing an executive board member for unsatisfactory performance.
- If the motion is approved by two-thirds of the assembled members, the general membership must select a review committee by majority vote. Executive board members may not serve on the review committee.
- The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 calendar days of the date the motion was presented. The PTO's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an executive board member.

- The result of the motion must be submitted in writing to the school leader.

Article V - Executive Board

Section 1 Composition

The executive board shall be composed of the elected officers of the PTO: Two (2) Co-Presidents, Secretary, Treasurer, ES Rep, and the Volunteer Coord. Officers shall be expected to attend all executive board meetings.

Section 2 Meetings

Regularly scheduled meetings of the executive board shall be held monthly, September through June, roughly one week before general membership meetings.

Section 3 Voting

Each member of the executive board shall be entitled to one vote.

Section 4 Quorum

Three members of the executive board shall constitute a quorum, allowing for official business to be transacted.

Article VI – General Membership Meetings

Section 1 General Membership Meetings

1.1. The general membership meetings of the PTO shall be held monthly, September through June, as determined by the executive board. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten calendar days prior to the scheduled meeting.

1.2. All meetings, including committee and executive board meetings must be held in the PTO's home school. Under no circumstances are PTO meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).

1.3. All eligible members may attend and participate in general membership meetings.

1.4. Non-members may only speak or otherwise participate, if acknowledged by the presiding officer.

Section 2 Order of Business

The order of business at meetings of the PTO, unless changed by the executive board shall be:

- Call to Order
- Reading and Approval of Minutes
- Co-President's Report
- Treasurer's Report
- School Leader's Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 3 Quorum

The quorum for a general membership meeting must consist of representation by at least 8 PTO members, including a minimum of 2 executive board members and 6 parent members of the PTO shall be required in order to conduct official PTO business.

Section 4 Minutes

Minutes of the previous meeting shall be available in written form and shared for approval at every general membership meeting. The minutes of any PTO meeting must be made available to any member upon request.

Section 5 Special Membership Meetings

5.1 A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be.

5.2 Upon receipt of a written request from eight (8) PTO members, the president must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents.

Section 6 Parliamentary Authority

Meeting rules of order should be adopted for use as a guide and included in these bylaws. Where no meeting rules of order are adopted, *Robert's Rules of Order – Newly Revised* will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations.

Article VII - Committees

Section 1 Standing Committees

1.1 The co-presidents will appoint standing committee chairpersons with the approval of the executive board. Ad-hoc committees shall be established by executive board approval. Only chairpersons of the standing

committees will be allowed to vote on executive board issues. The standing committees of the PTO are the following:

Membership: The membership committee shall be responsible for encouraging parent participation, outreach and recruitment. The chairperson of the membership committee shall make every effort to coordinate their outreach efforts and strategies with the school's Parent Coordinator. The membership committee shall also prepare a newsletter to all members which contains, at a minimum, messages from the principal, PTO president, list of executive board members, all PTO meeting dates, student and parent events, school policies, budget and any other material deemed appropriate by the PTO. The committee shall also be responsible for maintaining a current list of members.

Budget: The budget committee shall be responsible for drafting: (1) a proposed budget each spring for approval by the membership, (2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and (3) presenting the budget process. (See Article VIII, Section 3.).

Audit: The audit committee shall conduct an internal audit of all financial affairs of the organization. The treasurer shall make all books and records available to the audit committee. The audit committee shall prepare a written report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

Article VIII - Financial Affairs

Section 1 Fiscal Year

The fiscal year of the PTO shall run from July 1 through June 30.

Section 2 Signatories

The co-presidents and treasurer, shall be authorized to sign checks. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same PTO check. An PTO member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3 Budget

3.1 The executive board shall be responsible for the development and/or review of the budget process, which includes:

- The outgoing executive board must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year.
- The proposed budget must be presented to and approved by the membership no later than the June meeting.

- The incoming executive board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
- The executive board must present the budget process for membership approval in the fall.
- The counting and handling of any cash, checks, or money orders received by the PTO, must be completed by at least 2 PTO members. These PTO members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The PTO's financial records must display the total amount of funds and the signatures of the PTO members who participated in counting the funds.
- The School Leader's written consent is required when a fundraising activity is held during school hours or on school property.
- All funds should be deposited in the bank account by authorized executive board members within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgment from the principal when PTO funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. PTO funds must be taken to the bank for deposit by at least 2 authorized members.
- Documentation related to every transaction must be maintained at the school (e.g., canceled checks, deposit receipts, purchase orders, PTO minutes related to the financial transactions, etc.)

3.2 The budget may be amended by vote of the general membership at any membership meeting.

3.3 All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.

3.4 The executive board is authorized to make an emergency expenditure not to exceed **\$200.00** with a two-thirds approval of the executive board. These expenditures shall be reported to the general membership at the next PTO meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the PTO to accept this action.

Section 4 Audit

4.1 The co-presidents shall request volunteers to form an audit committee of 3 to 5 persons. Executive board members who are not eligible signatories on PTO checks may serve on the audit committee. The majority of the committee shall be composed of general members.

- 4.2 The audit committee shall conduct an audit of all financial affairs of the PTO with the help of the treasurer who shall make all books and records available to them.
- 4.3 Additional duties of the audit committee may include examining all relevant financial statements and records of disbursements, verifying all PTO equipment and ensuring compliance with bylaw provisions for the transaction of funds.
- 4.4 The audit committee shall prepare a written audit report to be presented to the membership at a general membership meeting, upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 5 Financial Accounting

- 5.1 The treasurer shall prepare the Interim PTO Financial Report by January 31st and the Annual PTO Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the school leader.
- 5.2 The treasurer shall be responsible for all funds of the PTO and shall keep accurate records in a form consistent with these bylaws. The PTO must obtain approval from the school leader before collecting fundraiser proceeds from students. The treasurer and at least one other officer shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the PTO including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

Article IX – Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years.

Any member may present a motion at a general membership meeting to amend a provision of the bylaws. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on **December 13, 2017**.

Signed By:

Co-President

Co-President

Recording Secretary

MM/DD/YYYY

Filed with the School Leader on _____ (MM/DD/YYYY)