



Imagine Schools at South Lake PTO

Constitution and Bylaws

Article I. Name:

1. The name of this organization shall be ISLPTO, Inc.

Article II. Articles of Incorporation

1. The PTO exists as an incorporated association of its members. Its “articles of organization” comprise these bylaws, as from time to time amended, and its articles of incorporation. These bylaws shall govern the organization.
2. The organization shall be non-commercial, non-sectarian, and non-partisan.
3. The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Article III. Purpose:

1. To provide an organization through which the parents, teachers and school personnel may work cooperatively in the best interest of the students and school.
2. To facilitate communication between parents, teachers, school administration, students, community, and elected school officials.
3. To promote volunteer, educational and informative programs for the school.
4. To raise funds for the needs and programs of the school and students.

Article IV. Membership and Dues

1. All parents, guardians, teachers, and administrative staff of Imagine Schools at South Lake are eligible for membership in the PTO.
2. Any members present at PTO general meetings are eligible to vote and share equal voting right. Non-members may not vote or serve as an officer of the organization.
3. Membership is valid for the school year during which dues were received.
4. The Executive Board shall decide upon the amount of the dues. If an increase in dues is necessary, parents will be notified and proper reasoning provided.
5. A member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights. One vote per family or membership.

Article V. Officers/Committees/Teacher Liaisons

1. Officers. The officers shall be a President, Vice President, Secretary, Treasurer, Volunteer Coordinator, Community Relations Coordinator, Special Events Planner and Special Events Coordinator I and Special Events Coordinator II.
 - a) President. The President shall preside over all meetings, as well as coordinate and oversee the work of the officers to ensure alignment with the objectives and goals of the organization. The President shall also meet with the Principal to discuss any upcoming activities for approval and provide the other officers with information from such meetings. The President shall be in charge of public notices through social media, school signs, emails to administration, staff and parents. The President shall cast the deciding vote in case of a tie at meetings.
 - b) Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall oversee any and all committees and their chairperson. The Vice President will organize and oversee teacher appreciation throughout the year and during Teacher Appreciation Week.
 - c) Secretary. The Secretary shall keep all records of the organization, take and publish minutes, prepare the agenda, handle correspondence, and send notices of meetings, agenda and minutes to the membership. The secretary also maintains the corporate notebook, bylaws and rules, updated membership list, and any other necessary supplies, and brings them to meetings. The secretary shall keep accurate records of all votes taken by the board and membership.

- d) Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the bylaws. He or she will present an updated financial statement at every meeting and at other times of the year when requested by the officers or executive board. The treasurer shall present a complete year end report. At the conclusion of any fundraisers, the treasurer and another officer of the board shall count all funds. Any check issued over \$250 shall be signed by the treasurer and initialed by another officer on the account. The treasurer is responsible for obtaining and keeping all paperwork required for the PTO to receive tax exempt status, insurance and for filing taxes when due.
 - e) Volunteer Coordinator. The volunteer coordinator will organize volunteers to help successfully run all PTO functions as well as school functions as requested by administrative personnel. Before the start of any event, the Volunteer Coordinator will provide a list of all volunteers scheduled to help.
 - f) Community Relations Coordinator. The community relations coordinator shall strive to build reciprocal relationships with community businesses in order to support PTO and school functions and needs. They shall manage requests for donations for events as well as recognition for such donations.
 - g) Special Events Planner: The Special Events Planner shall conceive, collaborate and execute with the PTO and administration on specific special events and fundraisers in regard to theme, decoration and food.
 - h) Special Events Coordinator I: The Special Events Coordinator I shall work in conjunction with the PTO to execute planned events & fundraisers. Committee chairs for any of these events shall report to the Special Events Coordinator I & II.
 - i) Special Events Coordinator II: The Special Events Coordinator II shall work in conjunction with the PTO to execute planned events & fundraisers. Committee chairs for any of these events shall report to the Special Events Coordinator I & II
2. Committees. Committees shall be created by the Board as deemed necessary to promote and execute the objectives and purpose of the PTO. The Board shall appoint each chairperson, who shall then report to the Board. No work shall be undertaken by a chairperson without the direct consent of the Board.
 3. Teacher Representatives. Teachers who volunteer or are chosen by school administration to represent the staff shall act as liaisons between the PTO and school personnel. Their duties include, but are not limited to, ensuring that any concerns, complaints, and suggestions from teaching staff are brought before the Board for consideration; disseminating pertinent information to the school personnel during staff meetings; and providing input during Board meetings that represents the perspective of the teaching staff. Teacher representatives shall not be required to pay annual dues.

Article VI. Elections and Terms of Office

1. Nominations and Elections. Elections will be held at the second to last meeting of the school year (typically in May). In March, a nominating committee shall be formed in order to oversee the electoral process. This committee shall consist of one Board member who is not planning to run for PTO office, a teacher or staff member, and up to three parents who are not planning to run for PTO office.
 - a. In March, the nominating committee shall distribute a nomination/description of duties form to each school parent to give them the opportunity to nominate themselves or someone else for a PTO office. The committee shall publish the date the slate will be finalized (typically in April), which is the same as the deadline for nominations, in order for potential nominees to join the PTO within the required 14 school days. The date for the elections meeting (typically in May) shall be published as well. The committee shall collect nomination forms and confirm each nominee's intention to run for office. They shall present the slate at the PTO meeting one month prior to the elections meeting. At that meeting, nominations may also be made from the floor to finalize the slate. Voting may take place by ballot if necessary. Ballots shall be sent home and returned by active members up to the time of the elections meeting. The nominating committee will finalize their duties by counting votes and determining the nominee with the majority of votes for each position.
2. Eligibility. Members are eligible to run for office if they are PTO members in good standing for at least 14 school days before the nominating committee presents the slate, with the exception of new incoming school parents.
3. Terms of Office. Officers shall be elected on a rotating basis. President, Treasurer, Volunteer Coordinator, Special Events Planner and Special Events Coordinator I in odd numbered election years and Vice-President, Secretary, Community Relations Coordinator and Special Events Coordinator II in even numbered election years. Re-election for consecutive terms may occur. Each officer shall hold only one office at a time.
4. Vacancies. If any officer is unable to serve out their term, the remaining officers shall appoint a replacement for the remainder of the current term.
5. Removal From Office. Any officer may be removed from office by a majority vote of the executive board, after a 7 day notification has been given to the affected officer.

Article VII. Meetings and Voting

1. General meetings. These shall be held as determined by the Board. Notice shall be given prior to any general meeting by way of website, letter, or school sign. All parents, teachers and staff are invited to attend regardless of membership status. However, non-members do not have voting privileges.

2. Board meetings. Meeting shall be held as determined by the board at the beginning of the school year. All parents, teachers and staff are invited to attend regardless of membership status. However, non-members do not have voting privileges. These meetings will be held at Imagine Schools at South Lake or any other appropriate location that is agreed upon.
3. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members, submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 5 days prior to the meeting by way of website & social media, phone call, letter, or school sign.
4. Attendance. Each officer shall attend the Board and general meetings, as well as PTO events unless prior notification of their absence has been given to the President or Vice-president.
5. Agenda Items. Requests to present agenda items at a Board or general meeting must be made to any Board member at least 5 days prior to the meeting and include topic and length of time needed for discussion.
6. Voting. A simple majority vote by active PTO members present at the meeting will carry a motion.
7. Quorum: The quorum shall be one-half of the board members plus one.
8. Rules of Order. Meetings of the PTO will be conducted in accordance with Roberts Rules of Order. Meetings of the Board shall be operated by a vote and in accordance with Roberts Rules of Order.

Article VIII. Executive Board

1. Membership. The Executive Board shall consist of the following positions: President, Vice President, Secretary, Treasurer, Volunteer Coordinator, Special Events Planner, Special Events Coordinator I, Special Events Coordinator II, Community Relations Coordinator, and Principal (or Designee).
2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting(s), create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership. All outgoing officers shall deliver to their successors official materials at the close of their service of office.
3. Principal. The Principal serves in a non-elected capacity on the PTO executive board with voting privileges. The Principal shall be the authority on all matters pertaining to school policy and procedure. Final authority on matters of safety during events and meetings shall lie with the Principal. The Principal shall not be required to pay annual dues.

Article IX. Finances

1. A tentative budget shall be drafted in the fall and/or spring for each school year and approved by a majority vote of the members present. The budget may be reviewed and amended again later in the school year.
2. The board shall review any request for financial support made by school personnel on the PTO Funds Request Form prior to approval. Grade specific requests are not generally considered.
3. Two authorized signatures shall be required on each check over the amount of \$250.
4. No officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO Board.
5. All funds raised for the PTO shall be documented and submitted to the Treasurer within 10 days of receipt. All funds received by the Treasurer shall be deposited into the PTO bank account within a reasonable amount of time.
6. The PTO is allowed to carry over funds for the next fiscal year as recommended by the Executive Board.

Article X. General Rules

1. No Board members, committee chairs or volunteers will disperse any non-perishable property of the PTO to other individuals, or keep non-perishable PTO property for themselves. The PTO Board will decide how any remaining non-perishable, tangible items will be dispersed after each event.
2. No Board or committee member shall make a personal profit from any fundraiser for Imagine Schools at South Lake PTO.

Article XI. Dissolution

The organization may be dissolved with a 14 day previous notice and a two thirds vote of active members present at the meeting. In the event of the dissolution of the PTO, any funds remaining shall be donated to either the new incoming PTO organization or the Imagine Schools at South Lake.

Article XII. Amendments

These by-laws may be amended at any regular or special meeting provided that previous notice was given at the prior meeting. Notice may be given by postal mail, email, or website/social media. Amendments will be approved by a quorum vote of the board.

The Board shall review the bylaws every year, preferably prior to September 30, to ensure conformity with the policies of the PTO.

These by-laws were reviewed, amended and approved _____.