



**MONTESSORI OF WINTER GARDEN CHARTER SCHOOL  
WINTER GARDEN, FLORIDA**

**PARENT TEACHER ORGANIZATION (PTO)  
BYLAWS**

**VOTED IN & ACCEPTED**  
**JANUARY 2013**  
**LATEST UPDATE: MARCH 18, 2015**

**ARTICLE I- NAME**

The organization shall be named Montessori of Winter Garden Charter School (MCS) Parent Teacher Organization (PTO); herein referred to as the PTO.

**ARTICLE II- MISSION STATEMENT**

The PTO is organized for the purpose of supporting and enhancing the educational experiences of MCS Students by:

1. Providing an organization through which the parents, school, and the teachers can work cooperatively; and
2. Providing financial support for programs funded outside of the annual school budget.

**ARTICLE III- POLICIES**

Section 1: The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, non-profit, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the United States Internal Revenue Code.

Section 3: The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the mission of the PTO.

**ARTICLE IV-FISCAL YEAR**

The fiscal year of the PTO shall begin on July 1st and end on June 30th of the following year.

## **ARTICLE V- MEMBERSHIP & DUES**

### **Section 1: Membership**

Any parent or legal guardian of a student at Montessori of Winter Garden Charter School (MCS), the Executive Director, or any teacher currently employed at MCS may become a PTO member.

### **Section 2: Dues**

Annual dues will be collected and renewed each new school year.

### **Section 3: Membership Process**

Any parent or legal guardian of a student at MCS, the Executive Director, or any teacher will need to fill out a membership form and turn it into the PTO treasurer in order to gain the right to vote.

### **Section 4: Vote**

Each individual, PTO member shall have one vote. Voting may take place by voice. Voting for officer positions may take place by voice or by written ballot by the start of the PTO meeting. An email absentee vote for officers will be accepted by the Secretary no less than two hours prior to the start of the meeting. Quorum is considered 2/3 of the members in attendance at a regular PTO meeting.

## **ARTICLE VI- OFFICERS**

### **Section 1: Officers**

The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer. The position of the President may choose to elect a Vice President if either the President or the Vice President is not able to carry out the functions of their position.

### **Section 2: Nominations & Elections**

Nominations for Officer positions shall be submitted at the April PTO meeting by the Executive Board and/or the appointed Nominating Committee. At this meeting, additional nominations may also be made by the PTO membership.

### **Section 3: Term of Service**

Voting shall take place by written ballot at the May PTO meeting. Officers shall be elected for a term of one calendar year (beginning July 1st and ending on June 30th of the following year) by the general PTO membership. An individual may not serve more than three consecutive years as an Officer.

### **Section 4: Unfilled Positions**

In the event that the PTO fails to fill all Officer positions at the May PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an

election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.

Section 5: Chair Position Expectations

All Executive Board Members shall act in the best interest of the PTO.

Section 6: Compensation

No Executive Board Member shall be compensated by the PTO for their service.

Section 7: Attendance

One member from the PTO Executive Board shall attend and report out to the monthly Governing Board Meetings.

Section 8: Contracts & Purchases

No Executive Board Member shall secure any contract in the name of the PTO without the approval to do so by majority vote of the Executive Board. Any approved purchases must be made within the budgetary restrictions.

Section 9: Removal from Office

Any Executive Board Member can be removed from office, with or without cause, by a two thirds majority vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO membership at least one week prior to the meeting.

Section 10: Incoming Chair Persons

Each Executive Board Member shall assist in the nomination of incoming Chairpersons of the Standing Committees.

## **ARTICLE VII-OFFICER DUTIES**

Section 1: President

The President shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda in conjunction with the Secretary.
3. Be a member, ex officio of all committees.
4. Represent the PTO at city-wide meetings or other meetings outside of the organization.
5. Assist in the total coordination of all committees and the PTO as a whole.
6. Spend no more than \$100 on anyone item or combination of related items, not included in the budget, without the consent of the general membership.
7. Sign checks in the absence of the Treasurer.
8. Appoint Special Committees as needed.
9. Announce PTO meetings to the population at MCS at least one week in advance of that meeting.
10. Oversee all publicity and web communications that may impact the reputation of the MCS PTO.

## Section 2: Vice President

The Vice President shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.

## Section 3: Secretary

The Secretary shall:

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Executive Board and the PTO and forward copies to each Executive Board member within one week of the recorded meeting.
3. Circulate the minutes from the preceding PTO meeting at each monthly meeting and via the website.
4. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the school, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the Secretary to hold this position.
5. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
6. Hold a copy of the PTO Bylaws, Parliamentary Procedures, and current Membership List and make each available upon request to any PTO Member at any PTO or Executive Board Meeting.
7. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.
8. Decorate and maintain the PTO bulletin board in the School lobby to reflect a positive, engaging, and informative display.

## Section 4: Treasurer

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up to date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board Meeting and at other times upon request of the Executive Board.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.
6. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such.
7. Complete all financial updates by the close of the Fiscal Year and provide a full year end report.
8. Submit all requested/required financial data relating to PTO operations to the Finance Audit Committee Chair within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the Finance Audit Committee.

## **ARTICLE VIII-EXECUTIVE BOARD**

Section 1: Executive Board

The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer, a MCS Executive Director or an appointed member of the Governing Board, a MCS Teacher Representative and the Chairperson of any Standing Committee.

Section 2: Executive Director & Teacher Representative

The Executive Director acts as a liaison between the school and the PTO and ensures that all PTO activities are in accordance with school policies and procedures.

The Teacher Representative acts as liaison between the school teachers and the PTO.

Section 3: Duties

The Executive Board shall conduct necessary business in preparation for the regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

**ARTICLE IX-MEETINGS**

Section 1: Regular Meetings of the PTO

The Regular meetings of the PTO shall be held monthly except during June, July and August at the school. The date and time will be pre-established by the PTO President. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

Section 2: Executive Board Meetings

Executive Board meetings shall be held quarterly on a date mutually agreed upon by the Executive Committee. President will schedule additional meetings as needed.

The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal, school calendar, and to identify fundraisers to be utilized to support the proposed balanced budget. The proposed budget will be made available by the first day of school for review. The proposed budget shall be presented at the first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget.

Section 3: Officer Meetings

Officer meetings shall be held no less than every other month on a date mutually agreed upon by the Officers. President may schedule additional meetings as needed.

Section 4: Special Meetings of the PTO

Special meetings may be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members in good standing. The

objectives of such special meeting must be set forth and presented to the PTO membership at least seven (7) days prior to the meeting.

Section 5: Quorum

A minimum of 2/3 of members of the PTO in good standing shall constitute a quorum. A quorum must be met in order for any vote to take place. If meeting attendance is not enough to establish a quorum, the PTO will issue a public notice regarding item or issues to be voted on and offer PTO members an opportunity to vote at the following regular PTO meeting.

Section 6: Final Meeting

The final PTO meeting shall take place in May, prior to the close of school.

## **ARTICLE X- FUNDS**

Section 1: Fundraising

The PTO will annually consider requests from each PTO committee chair for funding to sustain the activities of the committees. Each chair will provide a proposed annual operational budget. The PTO Executive Board will work in conjunction with the Fundraising Chair to determine how/if the funding requests of each chair can be met. Chairs may only fundraise money for their own exclusive committee use with prior authorization and vote of the PTO. No Chair is to engage in any fundraising (exclusive or for the benefit of all PTO committees) without prior consent of the PTO membership.

Section 2: Use

PTO funds shall be used for programs, events, and items that directly benefit the students of the school.

Section 3: Income

All funds raised for the PTO must be documented and submitted to the PTO Treasurer within seven (7) days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 7 days of receipt by the Treasurer or President. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 4: Expenses

Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 10 days of the incurred expense or by four weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be budgeted in advance. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 5: Non Budgeted Requests

Monetary requests for non-budgeted items may be submitted to the Executive Board at the beginning of the second and third quarter by any PTO member in good standing. Approval for disbursement of funds will depend on the current budget, profit from fundraisers to date, and whether funds shall be used for programs, events, and items that directly benefit the students of the school.

**Section 6: Reporting**

An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

**Section 7: Carry Over**

The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.

**ARTICLE XI- COMMITTEES**

**Section 1: Standing Committees**

The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: Fundraising, Volunteer, Spirit, Hospitality, Nominating, Yearbook, Publicity, Room Parent, Site Beautification, and Finance Audit. Additional special committees may be formed at any time either at the request of the President or by a majority vote of the PTO membership in good standing.

**Section 2: Chairpersons**

Chairpersons of Standing Committees shall be elected annually by the PTO membership. Nominations shall be submitted at the April PTO meeting. Elections shall take place at the May PTO meeting.

**Section 3: Chairpersons Records**

The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

**Section 4: Committee Members**

Chairpersons may solicit and appoint additional PTO members in good standing to serve on their respective committees as necessary.

**Section 5: Contracts and Purchases**

No committee chair shall secure any contract in the name of the PTO without the approval to do so by vote of the Executive Board. Any approved purchases must be made within the budgetary restrictions.



Section 6: Term of Service

A person may not serve as the Chairperson of the same committee longer than three (3) consecutive years.

Section 7: Attendance

Committee Chairpersons shall attend Executive Board and monthly PTO meetings to report on the activities of his/her committee.

Section 8: Standing Committee Chairs and Nomination Decisions

Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee. Any chair position not filled will remain null until filled or appointed.

**ARTICLE XII- COMMITTEE DUTIES**

(The following language regarding committees is a basic outline only and will be revised to fit MCS, MCS PTO and updated by the PTO President as needed. Details in the descriptions are not definitive in nature and may change as the President sees fit.)

Section 1: Fundraising & Events Chair

Research, prepare and execute fundraising projects and community building events (e.g., Planned Giving, Pizza Fridays, Spa Night, etc.) and “savings” programs (e.g., Box Tops).

The Fundraising & Events Chair shall:

1. Research options, plans, and anticipated profits and expenses for any fundraising projects/events and present suggestions to the Executive Board.
2. Prepare and execute fundraising projects/events as approved by the Executive Board.
3. Solicit volunteers to assist with each Fundraiser, through the Volunteer Chair position.
4. Report all Fundraising activities, expenses, and profits at each monthly PTO meeting.
5. Maintain records of all contributions.
6. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
7. Oversee and execute the Savings Programs (i.e. Box Tops, Labels for Education, cartridges etc.).

### Section 2: Volunteer Chair

Coordinates all volunteers needed based on PTO, teacher, Director requests (e.g., sign up link via SignUpGenius). Actively maintains volunteer tracking and recruiting of new volunteers.

The Volunteer Chair shall:

1. Coordinate classroom needs, teacher requests, administrative driven school projects, and volunteer needs in the classrooms with the Executive Director.
2. Coordinate volunteer needs for class parties, projects, booths, and teacher appreciation with the Room Parent Chair.
3. Coordinate volunteer needs for PTO events with the Fundraising and Committee chairs.

### Section 3: Spirit Chair

Plan and implement all Partners in Education activities (e.g., Worthwhile Wednesdays, Spirit Days, Fun Fridays non-profit community events and collections).

The Spirit Chair shall:

1. Plan and implement all Partners in Education activities for school students and their families; including, but not limited to, Worthwhile Wednesdays, Spirit Days, Fun Fridays and special collections for non-profit organizations.
2. Coordinate Community not-for-profit events for students and families.
3. Coordinate with Treasurer to collect funds raised from these events and provide thank yous.

### Section 4: Hospitality Chair

Plan and serve refreshments and support on-site logistics, decorations, window painting, etc. at the monthly PTO meetings and other PTO community building functions (e.g., Concerts, PTO Meetings, Teacher Appreciation luncheon, New Parent Breakfast, and other community building events).

The Hospitality Chair shall:

1. Plan and serve refreshments/food at the monthly PTO meetings and other PTO functions and events.
2. Coordinate the Teacher Appreciation luncheon, New Parent Breakfast, and other community building events like Playdates.
3. Serve as a “Welcome Wagon” to support Open House event and materials preparations (e.g., welcome packet) and to make introductions and answer questions for new parents.
4. Encourage informal communication methods such as window painting and other tools to “spread the word” and enhance events.

### Section 5: Nominating Chair

Publicize PTO positions and recruit volunteers to build ballot to fill open Executive Board and committee positions for the upcoming school year (work primarily done in Spring).

The Nominating Chair shall:

1. Publicize PTO positions and recruit volunteers to fill open Executive Board positions for the upcoming school year.
2. Work with the Executive Board and Committee Chairs to prepare a list of nominees to be included on the annual election ballot at the April PTO meeting. This list shall be completed and publicized to all PTO members two weeks prior to the April meeting.

#### Section 6: Yearbook Chair/Photographer

Attend School functions/events to take photos with parental consent, prepare page layouts of photos, and facilitate production/sale of yearbook at year end.

The Yearbook Chair shall:

1. Attend School functions and events to take yearbook photos.
2. Coordinate annual parental consent forms necessary for the publication of student photos.
3. Advertise and facilitate the production and sale of the yearbook.

#### Section 7: Room Parent Chair

Solicit volunteers for a minimum of one Room Parent per classroom and coordinate Room Parent activities including support of teacher and student requests/needs, PTO, and class events.

The Room Parent Chair shall:

1. Solicit volunteers for a minimum of one Room Parent per classroom and maintain records (e.g. name, phone, email) to contact these individuals.
2. Coordinate and review with the Room Parents their responsibilities; including requesting parental consent forms for the PTO Directory, supporting the teacher with class parties, and recruiting parent volunteers to assist at various PTO and class events.

#### Section 8: Publicity Chair

Develop content and designs for articles, flyers, and publications for school website, social media, folder handouts, newspapers, publicize PTO events, and partner with school office staff on online and print communication pieces.

The Publicity Chair shall:

1. Develop/design flyers and communication pieces associated with PTO events.
  2. Work closely with the MCS website staff to build and maintain the MCS PTO link.
  3. Publicize school events through various forms of communication.
  4. Serve as an advisor to yearbook committee and communications committee of designers.
- Webmaster duties (may be done by committee member): Regularly maintain and update [www.ptoowls.com](http://www.ptoowls.com) and Facebook group

#### Section 9: Site Beautification Chair

Research and present playground improvement plans, seek funding for school site improvements, and facilitate/oversee gardening and maintenance plans.

The Site Beautification Chair shall:

1. Research and present playground improvement plans.

2. Work closely with the Fundraising Chair and Executive Director to coordinate fundraising for improvement grants for the school's playground equipment and grounds.
3. Lead regular playground maintenance, gardening, and “refresh”/”dig in the dirt” days to maintain the beauty of the area.

#### Section 10: Finance Audit Chair

Audit the financial records of the PTO annually and prepare a fiscal year-end audit report (work primarily done in June).

1. The Finance Audit Committee shall be made up of up to three PTO members that do not currently serve on the Executive Board.
2. The Finance Audit Chair shall audit the financial records of the PTO annually and prepare a fiscal year-end audit report.

#### Section 11: Art Chair

Coordinate with Room Parents and Art Specials Teacher on in-class art projects to enhance the student learning experience.

### **ARTICLE XIII ~ PARLIAMENTARY AUTHORITY**

#### Section 1: Rules

The rules contained in Robert's Rules of Order, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

#### Section 2: Bylaws Committee

A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTO meeting. A minimum of two members of the Executive Board and no more than two other PTO members shall comprise this committee.

#### Section 3: Bylaws Amendment

These Bylaws may be amended under the following conditions:

1. Either the Bylaws Committee or at least five (5) PTO Members shall submit the revision ID request to the Secretary; and
2. At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting; and
3. A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
4. All approved amendments shall become effective immediately and recorded by the Secretary.

### **ARTICLE XIV – DISSOLUTION**

### Section 1: Dissolution

The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

### Section 2: Remaining Funds

Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. A vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
2. The remaining funds will be held in escrow by the Executive Director for use by a future school PTO. If a PTO is not formed within 24 months, the funds shall revert to MCS and be used toward the benefit of the students under the discretion of the Executive Director.

Respectfully Submitted,

Katie Martinez, PTO Vice President

Angie Denninger, Governing Board Member, PTO Liaison

Date: January 8, 2013