

IMAGINE CHARTER SCHOOL AT NORTH MANATEE, PTO INC.

Parent Teacher Organization By-Laws

Article I. NAME OF ORGANIZATION

The name of this organization shall be Imagine Charter School At North Manatee Parent Teacher Organization, Inc., hereafter referred to as Imagine PTO.

Article II. MISSION STATEMENT

The mission of the Imagine PTO shall be to promote the general welfare of all our students, to assist the staff in providing for the educational needs of the children and foster cooperation between our school and our community. We believe that children are motivated to be life-long learners when they are nurtured in a thriving learning environment that includes the participation of families, staff and our community.

Article III. PURPOSE OF IMAGINE PTO

Said corporation is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Specifically this corporation will raise funds to promote the educational environment of the student at Imagine School at North Manatee (Non-Profit), coordinate parent volunteers to support school activities, and develop extra curricular programs and purchase material for the enhancement and the educational development of the students.

Article IV. GOALS OF IMAGINE PTO

- a) To foster a cooperative relationship amongst parents, teachers, support staff, and school administrators.
- b) To encourage Family participation within the school.
- c) To encourage families to volunteer in school committees.
- d) To plan and carry out special events, of which all monies raised, will be used to directly benefit the school and students. Fundraising Activities may include: Activity days (dinners, holiday shop, fairs, skate night), Collection contests (Boxtop Programs), selling items through third party (Sally Foster Company, Entertainment books)
- e) To keep informed of about the school's educational program and district strategic goals.
- f) To respond to Family concerns.

- g) To respond to Imagine Teachers/Staff concerns.
- h) To communicate with the Principal.
- i) To encourage community awareness.
- j) To encourage communication between the school and the citizens of the community.

Article V. LIMITATIONS OF IMAGINE PTO

In order to protect the rights of individuals and ongoing educational programs, the Imagine PTO agrees to abide by the following limitations:

- a) It shall not violate the district’s personnel agreements, contracts, policies, or interfere with the professional performance of the school staff.
- b) It shall not infringe on the legal rights of individual students, teachers, parents, or community.
- c) It shall not become involved in, or interfere with, specific curriculum decisions unless the district or school requests input.
- d) It shall not directly or indirectly, participate or intervene in any way (including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Article VI. MEETINGS

- a) General meetings shall be held on a regular basis with a minimum of four (4) quarterly meetings per School year.
- b) The dates will be determined by the Executive board and posted in the school calendar. All meetings will be posted in the school and/or Imagine PTO newsletter, and website when possible.
- c) The President of the PTO will conduct the meetings. If the President is unable to attend a meeting, the next ranking officer shall conduct the meetings.
- d) The President or the majority of the Executive Board, as necessary, may call special meetings.

Article VII. GENERAL MEMBERSHIP

Imagine PTO membership is extended to all adult family members/guardians of students currently enrolled at Imagine Charter School at North Manatee, teachers and staff

Article VIII. VOTING

- a) Voting Members of the PTO include the following:
 - i. Adult family members/guardians of students currently enrolled in Imagine Charter School at North Manatee
 - ii. Teachers and Staff of Imagine Charter School at North Manatee.
 - iii. Imagine PTO Executive Board members, excluding the PTO President and Principal.
- b) A quorum will consist of majority members present.
- c) A vote will be taken for all elections

- d) All members must show their State ID card to the custodian of records before they receive a voting slip.
- e) One Member per family.
- f) Each Member has the right to one vote.
- g) After all votes are cast, one (1) PTO Board Member and one (1) PTO Non Board member will count the votes.
- h) Any PTO member may request a vote recount. The PTO member requesting the recount may not participate in the recount. A different Board Member and PTO Member will perform the recount.
- i) Each Member has the right to propose motions
- j) Motions are passed by a simple majority vote of the members in attendance.

Article IX. DISSOLUTION OF PTO

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. In witness whereof, we have hereunto subscribed our names the 23rd day of June 2008

Article X. RESPONSIBILITES OF GENERAL MEMBERS

- a) To attend meetings
- b) To elect PTO officers in April of each year.
- c) To participate in school activities, committees, events, fund-raisers, and educational programs sponsored by the PTO.
- d) To provide input and vote on expenditures and/or allocation of funds earned by the PTO.
- e) To share ideas and concerns relating to PTO sponsored events.
- f) To review and approve the by-laws at the first meeting of each School year.

Article XI. ELECTIONS AND TERMS OF OFFICE

- a) Election of Officers will be conducted at the April PTO General Meeting prior to the close of the current school year.
- b) The newly elected officers of Imagine PTO shall assume the responsibilities of their offices on July 1st in preparation for the New School Year.
- c) The elected offices of the Imagine PTO Executive Board shall consist of/rank as follows:
 - i. President
 - ii. Vice President
 - iii. Secretary

- iv. Treasurer
 - v. Public Relations/Communications
 - vi. PTO Volunteer/Membership Coordinator
- d) All elected officers must have a child currently enrolled in Imagine Charter School at North Manatee.
 - e) No two (2) Executive Officers shall reside in the same household or be immediate family members.
 - f) Election of officers shall be conducted at the April PTO General Meeting (and no later than April 15th for tax filing purposes).
 - g) Nominations will be accepted for all above listed positions prior to the election of office at the April PTO General Meeting. No person shall be elected to an office without his/her consent.
 - h) In the event any current elected officer no longer has a child enrolled at Imagine Charter School at North Manatee, for any reason, said officer will be considered to have resigned, and that Executive position will be considered vacant.
 - i) A vacancy during the school year on the Executive Board will be filled as follows: An emergency PTO General Meeting will be called.
 - i. The remaining PTO Board Members will perform the duties of the vacant position until a new member is elected.
 - ii. Request for nominees will be sent out at least one (1) week prior to meeting.
 - j) No individual shall serve more than two (2) consecutive years in the same Executive Board position.

Article XII. DUTIES OF THE EXECUTIVE BOARD

- a) All officers are expected to attend scheduled Executive Board and General Meetings.
- b) The Executive Board has the power to act in an emergency without the consent of the PTO General members.
- c) The Board may vote to allocate funds of \$100.00 or less without bringing the request to the General Membership meeting for approval, not to exceed \$500.00 per fiscal year.
- d) All Executive members have the right to propose motions.
- e) All officers, with the exception of the President and Principal, have the right to one vote.
- f) To review and approve the budget and by-laws
- g) To identify a project goal in alignment with fund raising targets, to be presented at the before the end of the 1st Qtr.
- h) To collaborate with active councils and committees working within the school.
- i) When revenues exceed \$25,000 per *calendar* year, and external audit must be performed, for IRS purposes.
- j) Upon completion of term, turn over all relevant documents and information to incoming board members on or before July 1st.

Article XIII. REMOVAL FROM EXECUTIVE OFFICE

- a) Removal from office may occur by a majority vote of the Executive Board (including the office of the President).
- b) A Board member could be removed at any such time that he/she fails to perform assigned duties, fails to attend meetings, is corrupt, disrespectful to other members, or any act/behavior at school function or on school property that brings dishonor to or negates the purpose and/or goals of the PTO.
- c) The affected officer may request arbitration prior to removal.
- d) Removal shall take place only after the Board has met and reasonable steps have been made to resolve the problem.
- e) Any replacement of an Executive officer will follow Article IX sub-section i

Article XIV. STANDING/SPECIAL COMMITTEES

The Executive Board of the PTO may form standing committees, as necessary, to carry on the work of the PTO organization.

- a) These committees may include, but not limited to:
 - i. Fundraising groups, working to raise money for PTO expenditures/accounts.
 - ii. Community building groups, whether they are raising money or not.
 - iii. Service-oriented groups, which do not work to build PTO funds.
- b) These committees shall:
 - i. Coordinate special events.
 - ii. Report progress at PTO Executive and General Membership meetings as requested by the Executive Board. Work with PTO Volunteer coordinator.
 - iii. Submit reports to Executive and General Membership upon completion of the project/event.
- c) Chairperson(s) of standing committee shall be selected by the executive officers.
- d) The Committee Chairperson(s) may be a non-Board Member. The term of the chairperson(s) shall be 1 year.
- e) The Chairperson(s) of standing committee shall present a plan for the Executive Officers to approve.
- f) No member of any committee may solicit or accept funds or services on behalf of the PTO without prior written approval of the Executive Board.
- g) All contracts and or written agreements must have two or more signatures of Executive Officers.
- h) No committee work shall be undertaken without the consent of the executive board. This includes members of the board.

Article XV. ALLOCATION OF FUNDS

- a) A minimum of \$1,500.00 will remain in the PTO account at the beginning of each year to cover PTO budgeted expenses (Annual Report Fees, Grants, CPA etc.).
- b) A significant school-wide need will be identified by the end of the 1st school quarter to determine fundraising goals.

- c) Proposal of funds may be submitted from teachers, committee chairman or individual members.
- d) All proposals must state how the funds will be used and amount requested.
- e) All proposals shall be discussed and voted on or tabled for further discussion on a later date.
- f) All requests must benefit the school or student body.
- g) A Special Fund will be set aside in the budget for the Classroom Projects
 - i. \$500 Classroom Educational Program - whereby 10 disbursements per year will be made available, one per teacher, in the maximum amount of \$50 each. All requests from classrooms will have to be made in writing, showing the educational value of the project. PTO will vote by majority to approve the disbursement.
 - ii. Special Need Project - A project or item that will benefit the Imagine Charter School at North Manatee student body or school. This particular project will be discussed and voted on. The dollar amount will vary by project. Examples may include purchasing gym and playground equipment, musical instruments, art supplies, books, durable school equipment such as signs, benches, etc.

Article XVI. AMMENDMENTS OF PTO BY-LAWS

- a) The PTO By-Laws will be reviewed annually by the New Board.
- b) After approval by members, the By-Laws will remain in force unless changed or amended by voting members.
- c) Suggested amendments may be presented to the members at General Membership Meetings for discussion and consideration.
- d) Amending the By-Laws will require a simple majority vote by the Members present.

Article III and Article IX are on file with the IRS and the State of Florida and can not be amended in any way without jeopardizing the 501(c)(3) status of the organization.

ATTACHMENT 'A'

THE PTO EXECUTIVE BOARD

PRESIDENT

The President should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Meetings and 2-4 hours per month for additional functions.

Responsibilities:

- a. Conduct all PTO Executive and General Board Meetings
- b. Confer with the Principal prior to all meetings
- c. Prepare an agenda prior to meetings.
- d. Attend School Board meetings, as necessary.
- e. Collaborate upcoming school calendar with Principal and Board Members.
- f. Coordinate elections of Board Members.
- g. In January, hire/find professional to perform an examination [audit] of PTO financial records; and said professional to prepare a written summary for presentation to the Board, should revenues exceed \$25,000 per calendar year.
- h. Vote only to break any ties on motions.
- i. Verify that tax return is completed by March 15th
- j. Verify State of Florida Annual Non-Profit Report is paid, and updated by April 30th

VICE-PRESIDENT

The Vice-President should be willing to dedicate 2-4 hours per month for meetings and 2-3 hours per month for additional functions

Responsibilities:

- a. Conduct PTO Executive and General Board meetings in the absence of the PTO President.
- b. Assist the President with duties as needed.
- c. Take and distribute meeting minutes when the Secretary is absent.
- d. Act as Liaison to Special committees.
- e. Oversee Teacher Appreciation Week activities, each May

SECRETARY

The Secretary should be willing to dedicate 2-4 hours per month for meetings and 1-2 hours per month for preparation of Meeting minutes and additional functions.

Responsibilities:

- a. Record minutes of the meetings and distribute to Board Members
- b. Make meeting minutes available for approval and posting.

TREASURER

The Treasurer should be willing to dedicate 2-4 hours per month for meetings and 2-4 hours per month for additional functions, and should have some knowledge of accounting practices.

Responsibilities:

- a. Responsible for financial accounts.
 - b. Receive and deposit all money.
 - c. Pay out funds in accordance with the approved budget or as authorized by the Executive Board.
 - d. Prepare, along with the Executive Board the yearly budget for the new school year.
 - e. Present budget and financial report to the Executive Board and general Membership meetings for approval.
 - f. Keep monthly spreadsheets of accurate record of receipts and expenditures.
 - g. Prepare year-end financial statements for bookkeeping, period beginning January 1st, and ending Dec 31st. Tax cycle can not be changed, due to IRS rules and laws governing original acceptance of PTO non-profit status.
- Pay annual cooperation fees by April 30th.

PUBLIC RELATIONS/COMMUNICATIONS

The Public Relations/Communications person should be willing to dedicate 2-4 hours per month for meetings and 3-5 hours per month for additional functions.

Responsibilities:

- a. Coordinate media coverage of PTO sponsored events.
- b. Prepare and distribute PTO promotional flyers.
- c. Coordinate information for monthly PTO newsletter.
- d. Provide information to PTO webmaster, as it pertains to news, information and events.
- e. Prepare communications to business partners, families of students and community about PTO sponsored events.
- f. All communications to be proof-read by another board member

PTO VOLUNTEER COORDINATOR

The PTO Volunteer Coordinator should be willing to dedicate 2-4 hours per month for meetings and 1-2 hours per month for additional functions.

Responsibilities:

- a. Find volunteers to coordinate PTO sponsored events.
- b. Update volunteer list.
- c. Track volunteer hours.
- d. Coordinate PTO involvement in Back To School Activities in order to generate interest in PTO involvement
- e. Send Thank-you notes to volunteers
- f. Work with Standing Committees on project/event planning.

ATTACHMENT ‘B’ CONFLICT OF INTEREST POLICY

Article I Purpose

The purpose of the conflict of interest policy is to protect the tax-exempt organization’s interest. Any contract with an “Interested Person” may result in a conflict of financial interest. This policy ensures no board member shall exploit their position by showing favoritism in business related matters. This policy is intended to supplement but not replace any IRS, state and/or federal laws governing conflict of interest policies for nonprofit and charitable organizations in the state of Florida.

Article II Definitions

1. Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III. Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion

with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V Compensation

At no point, shall any PTO member be financially compensated for their efforts. Everything will be on a volunteer basis.

Article VI Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ATTACHMENT 'B'

SIGNATURE APPROVAL SHEET

DATE APPROVED _____

Approved By:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

ARTICLE AMENDED: _____ DATE _____

ARTICLE AMENDED: _____ DATE _____

ARTICLE AMENDED: _____ DATE _____

ARTICLE AMENDED: _____ DATE _____

ATTACHMENT 'C'

Conflict of Interest Policy Signature Sheet

We, the undersigned, have received a copy of the Conflict of Interest Policy, as evidenced by Attachment B of the Bylaws. Further, we have read, understand and have agreed to comply with this policy. We understand that this organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

President: _____ DATE _____

Vice President: _____ DATE _____

Secretary: _____ DATE _____

Treasurer: _____ DATE _____

Volunteer Coordinator: _____ DATE _____

Fundraising Coordinator: _____ DATE _____

Public Relations and Communications: _____ DATE _____

Spring Fling Coordinator: _____ DATE _____

Library Coordinator: _____ DATE _____

Yearbook Coordinator: _____ DATE _____

Family Fun Night Coordinator: _____ DATE _____

Holiday Shop Coordinator: _____ DATE _____

NOMINATION FORM- IMAGINE CHARTER SCHOOL AT NORTH MANATEE PTO

I, _____, nominate the following individuals to serve on the PTO Executive Board for the upcoming school year 2010-2011:

- 1. President: _____ Phone: _____
 - 2. Vice President: _____ Phone: _____
 - 3. Secretary: _____ Phone: _____
 - 4. Treasurer: _____ Phone: _____
 - 5. Public Relations: _____ Phone: _____
 - 6. PTO Volunteer Coordinator: _____ Phone: _____
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NOMINATION FORM- IMAGINE CHARTER SCHOOL AT NORTH MANATEE PTO

I, _____, nominate the following individuals to serve on the PTO Executive Board for the upcoming school year 2010-2011:

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- 2. Vice President: _____ Phone: _____
- 3. Secretary: _____ Phone: _____
- 4. Treasurer: _____ Phone: _____
- 5. Public Relations: _____ Phone: _____
- 6. PTO Volunteer Coordinator: _____ Phone: _____