

LINCOLN PUBLIC CHARTER SCHOOL PARENT TEACHER ORGANIZATION

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ARTICLE 1 - NAME

The name and location of this organization shall be Lincoln Public Charter School Parent Teacher Organization, INC., Lincoln Public Charter School, at 3120 Branch Avenue, Marlow Heights, Maryland, 20748.

ARTICLE 2 - PURPOSE

The relationships within the Lincoln Public Charter School Community, which includes students, teachers, staff, parents, and patrons, are a vital influence on the success of our children's futures. Therefore, our purpose is to foster a sense of support, pride and enthusiasm; to encourage parent and public involvement in the Lincoln Public Charter School; and to bring into closer relation the home and the school, that the parents and teachers may cooperate intelligently in the education of children and youth. This organization shall provide service for school functions, engage in fundraising projects, encourage parent, teacher, and community involvement, and cooperate with school administration in providing educational opportunities.

ARTICLE 3 - MEMBERSHIP

Section 3.01 – Qualifications - Membership shall be voluntary by teachers, administrators, support staff, and parents or legal guardians of children enrolled in Lincoln Public Charter School who are interested in the goals and objectives of the PTO and willing to help uphold these goals and objectives.

Section 3.02 - Honorary Members – May be patrons and community members who take special interest in Lincoln Public Charter School. Honorary Membership status must be renewed every school year and will be done at the discretion of the Executive Board.

Section 3.03 – Dues – Dues for members, if any, shall be established by the Executive Board. If dues are charged, a member must have paid his or her dues to be considered a member with voting rights.

Section 3.04 – Voting Members – Any member in good standing, who has paid the dues required for membership, may be present and vote on motions, serve on committees and otherwise fully participate in the activities of the Lincoln Public Charter School PTO.

ARTICLE 4 - MEETINGS

Section 4.01 - Regular Meetings - Regular Meetings of the PTO shall be held monthly and be open to all members. The time and date of these meetings shall be determined by the president upon approval by the PTO. Public notice of all Regular Meetings shall be given at least seven days prior to the meeting. Additional meetings of the organization may be called, either by vote of the Executive Board or by petition of the members.

The purpose of the May Regular Meeting is first to approve the next year's budget and allocations. The meeting will conclude with the swearing in of New Executive Board Members.

Section 4.02 – Annual Meeting - The May Regular Meeting shall be designated as the Annual Meeting. The Annual Meeting is for the election of officers and regular monthly business.

Section 4.03 – Special Meeting - Special meetings of the PTO may be called by the president, by a majority of members of the Executive Board, or by five members submitting a written request to the secretary. Notice of the meeting shall be announced at least seven (7) days prior to the meeting, except in the case of an emergency.

Section 4.04 – Quorum - A minimum of seven members, three of whom must be PTO Executive Board members, must be present to form a quorum at a properly called meeting.

Section 4.05 – Voting- A simple majority vote of the members (provided a quorum is present) at any properly called meeting shall be required for the transaction of business. To vote a member must be in good standing and have paid their dues.

Section 4.06 – Presiding Official – The President of the PTO or his/her designee shall preside over each membership meeting.

Section 4.07 – Discussions - Discussions resulting from a main motion shall be conducted by the membership in an orderly but not too formal manner. Respect and fairness shall preside. The president shall call on individuals in order to speak. No speaker may speak a second time until all who wish to speak have done so on a single topic. No single topic will last for more than ten minutes. (Refer to Article IX in these bylaws for parliamentary procedure.)

ARTICLE 5 - AUTHORITY AND DUTIES OF EXECUTIVE BOARD

Section 5.01 – Executive Board - The Executive Board consists of the president, vice president, secretary, treasurer.

Section 5.02 - Executive Board Duties:

1. Will reassign specific job duties as required.
2. The Board shall establish the objectives of the organization and determine the policy for the development of the objectives.
3. No member shall hold more than one office at a time.
4. To create standing committees and to appoint chairpersons.
5. To approve the plans of work of the committees chairperson.
6. To transact necessary business in the intervals between meetings.
7. Put together a yearly budget to be approved. To work from that budget to pay the bills.
8. Special meetings of the Executive Board may be called by the President or by any member of the Board if needed.
9. Hold monthly Executive Board meetings throughout the school calendar.
10. Hold monthly general member meetings throughout the school calendar.
11. Removal of position is possible if said person has not performed their duties.
12. Appoint new board members if and when the need arises.

Get the school principal's approval. The school principal needs to be made aware of planned activities. He/ She may or may not approve an activity if they deem it not in the best interest of the school. Any material such as newsletters, activity information, etc. that is to be sent home with the children needs prior approval of the principal or his/her designee.

Section 5.03 - Resignation – Resignations by Board Member are effective upon receipt by the Secretary of written notification.

Section 5.04 - Regular Meetings – The Executive Board meets at least one (1) time per calendar month. Special meetings shall occur on such dates, times and places as the Board shall determine.

Section 5.05 - Special Meetings - Special meetings of the Board shall be at such dates, times and places, as the Board shall determine.

Section 5.06 - Notice - Meetings may be called by the President or at the request of any two (2) Board Members by notice mailed, emailed, telephoned to each member of the Board not less than forty-eight (48) hours before such meeting.

Section 5.07- Quorum - A quorum shall consist of a majority of the Board members currently in office, attending in person. All decisions will be by majority vote of those present at a meeting in which time a quorum is present.

Section 5.08 -Action Without a Meeting - Any action required or permitted to be taken at a meeting of the Executive Board (including amendment of these Bylaws) or of any committee may be taken without a meeting if all the members of the Executive Board consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

Section 5.09 – Compensation- Executive Board shall serve without compensation with the exception of expenses incurred in the growth of the Corporation’s business are allowed to be reimbursed with documentation and prior approval.

ARTICLE 6 - AUTHORITY AND DUTIES OF OFFICERS

Section 6.01 – Officers - The officers of the organization shall be a President, Vice-President, Secretary and a Treasurer, and such other officers as the Board of Directors may designate. Any two (2) or more offices may be held by the same person. No officer may hold more than one office during a calendar year.

Section 6.02 - Appointment of Officers; Terms of Office - The officers of the Corporation shall be elected by members in good standing of the PTO at the annual meeting held in May of each year. Each officer shall serve a term of two-year. Officers may be reelected to any number of consecutive terms. Officers shall hold office until a successor is duly elected. Officers shall be eligible for reappointment.

Section 6.03 – Duties of President - The president shall be the principal executive officer of the organization and oversee the Executive Board and the direction of the membership.

Responsibilities of the president shall include but not be limited to the following:

- Attends all PTO meetings.
- Upon approval by the schools’ principals, will post the Regular Meeting agenda two business days prior to the meeting.
- Attends faculty meetings on an as needed basis after conferring with the principal to be included in the agenda.
- Executes usual powers of supervision and management as pertaining to the office of the president and performs such other duties as may be designated by the Board.
- Acts as the liaison between the PTO and the school administration for any matters pertaining to, but not limited to, the PTO and its activities.
- Presides at all meetings of the PTO Executive Board and the general membership meetings.

- Along with the PTO Executive Board, the president shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the PTO and shall retain all committee reports.
- Reviews all information distributed by PTO committees prior to approval by the school administration.
- Oversees the process of Special Allocations.
- Votes only in the case of a tie vote of the Executive Board or the membership. May also vote during a secret ballot vote.
- Represents the PTO at all school and outside organizations, unless the president delegates otherwise.
- The president has the authority to spend up to \$100 without first getting Executive Board approval; at the next scheduled meeting the president must submit a receipt for the expense.

Section 6.04 –Duties Vice President - The vice president, in the absence or disability of the president, shall perform the duties of the president and shall also assume duties as assigned by the president.

Responsibilities of the vice president shall include but not be limited to the following:

- Attends all PTO meetings.
- Attends faculty meetings on an as needed basis after conferring with the principal to be included in the agenda.
- Assists the president and Executive Board members as needed.
- Prepares the ballot for voting at the Annual Meeting.
- Posts election notices for open positions and nominees for positions.
- In the event the president is unable to attend a Regular Meeting, the vice president will preside.
- Should the President be unable to complete his/her term, the Vice President would assume the office of President.
- Maintain the PTO bulletin board and collection bin.

Section 6.05 – Duties of Secretary

Responsibilities of the secretary shall include but not be limited to the following:

- Attends all PTO meetings.
- Records the official minutes of Regular Meetings. Submits minutes to the president within one week of the meeting and after the president's approval, posts the minutes for public viewing. At the next Regular Meeting, distributes copies of the minutes.
- Maintains a binder with all previous meeting minutes, as well as all materials distributed at each meeting.
- Is prepared to refer to the minutes of previous meetings when requested.
- Maintains current membership status of Regular Meeting attendees and brings membership roster to all regular and Annual Meetings.
- Brings the most current copy of the PTO's bylaws to all meetings.
- Prepares PTO correspondence.
- In the event the president and vice president are unable to attend a Regular or Annual Meeting, the secretary will preside.

Section 6.06 – Duties of the Treasurer

Responsibilities of the treasurer shall include but not be limited to the following:

- Attends all PTO meetings.
- Prepares treasurer's report for monthly PTO meetings. Shows checks written and balances of accounts.

- Prepares monthly Allocations and Commitment reports. Commitments are items the PTO has committed to paying for year after year. Allocations are items allocated during the school year and paid for in that same year not ongoing.
- Organizes and holds the Allocations Committee meeting to review these items at the end of the school year.
- Manages bookkeeping software - entering checks and deposits.
- Fills check requests and make payments and retain copies accordingly. Two signatures are required for all checks.
- Verifies and tallies checks before depositing.
- Reconciles bank statements monthly.
- Provides cash box for committees when needed.
- Manages annual teachers' allocations by distributing letters and issuing checks.
- Provides accountant with checks, deposit slips, and bank statements, and produces reports from bookkeeping software for yearly taxes.
- Orders paper for PTO use.
- Purchases stamps, envelopes, and other operating supplies for the function of the treasurer's position.
- Oversees the bookkeeping of PTO standing budget commitments and Special Allocations.
- In the event the president, vice president and secretary are unable to attend a monthly PTO meeting, the treasurer will preside.
- The treasurer has the authority to spend up to \$100 without first getting Executive Board approval; at the next scheduled meeting the treasurer must submit a receipt for the expense.

Section 6.07 - Duties of General Member(S)-At-Large

- Attend PTO meetings.
- Volunteer when needed.

Section 6.08 - Duties of Chairpersons

- Attend PTO meetings.
- The chairperson of each committee shall recruit the members for his or her committee.
- The Chairperson shall report the plans and activities of the committee to the PTO Board, which must approve all such reports.
- Request control of the cash box when necessary.
- All committee chairpersons shall use their budget in order to purchase necessary supplies and materials. Any money spent in excess of the budget is subject to approval.
- All committee chairpersons shall update their records at the conclusion of the event and relinquish said records to the Secretary at that time.
- Keep receipts of purchases; file necessary paperwork with receipts to treasurer for reimbursements, within 60 days.
- All committee chairpersons upon completion of their event/project must submit all financial reports within 30 days to the Executive Board.

ARTICLE 7 - ELECTIONS

Section 7.01 - Nominations- From the date of the March Regular Meeting through April 30th, nominations for PTO executive office shall be accepted. Any candidate who expresses interest after April 30th will not be printed on the ballot and shall be considered a write-in candidate.

Section 7.02 – Eligibility for Officer- Any candidate for PTO office is required to be a member who is eligible to vote at an Annual Meeting. No person shall serve as a PTO officer and on the Board of Education simultaneously.

Section 7.03 - Election Date- The election of officers shall take place in May of each year at the Annual Meeting.

Section 7.04 – Voting Eligibility- Only eligible members shall be allowed to vote at the Annual Meeting held in May of each year.

Section 7.05 – Procedure- Upon arriving and signing in, members who are eligible to vote shall receive a ballot from the secretary. After the meeting is called to order, voting will take place for thirty minutes. Ballots will only be distributed immediately prior to the meeting and during the voting time period.

Section 7.06 –Campaigning Policy- Campaigning on school grounds during the Annual Meeting is prohibited.

Section 7.07 – Installation of Officers- Officers shall be installed and assume their duties during the June meeting following the May election and shall hold office for two years. The newly elected treasurer shall be installed at the June meeting, but shall assume their duties July 1st after the annual commitments have been approved. Any officer elected shall sign a written notice that they have read and will abide by the bylaws of the PTO.

Section 7.08 – Term Limits- (a) Officers - Officers shall serve for a limit of two consecutive years. However, if there is no successor, the current officer may, if elected by the voting members, continue their role for an additional one year term or until a successor is elected and installed. **(b) Chairpersons -** Chairpersons shall serve for a limit of two consecutive years. However, if there is no successor, the current chairperson may, if appointed by the Executive Board, continue in their role for an additional one year term or until a successor is appointed.

Section 7.09 –Vacancy- A vacancy occurring in any office shall be filled by the nomination, election and installation by the Executive Board for the new officer.

ARTICLE 8 - COMMITTEES

Section 8.01 Formation of Committees- The Executive Board may create such committees comprising two or more members to fulfill a function of the PTO as approved by the Executive Board. Along with the Executive Board, the president shall select and appoint the chairpersons of all Standing and Special Committees. The appointed committee chairperson must use volunteers gathered by the PTO and solicit additional volunteers as needed. Six committee chairpersons shall serve for a limit of two consecutive years. However, if there is no successor, the current chairperson may, if appointed by the Executive Board, continue in their role for an additional one year term or until a successor is appointed.

Section 8.02 Executive Committee- The Executive Committee is a representative group of the PTO and shall consist primarily of the Executive Board, but may also include one teacher representative, one principal or assistant principal. Decisions made by this committee shall preside unless overturned by two-thirds majority vote at a Regular Meeting. Meetings of this committee shall be called as necessary. Twenty-four hour notice shall be given for Executive Committee meetings.

Duties of the Executive Committee shall be:

- a. To transact necessary business between Regular Meetings and such other business as may be referred to by the PTO or committees requiring or needing assistance.

- b. To create standing and special committees necessary to carry out the goals and objectives of the PTO.
- c. To present reports of plans, projects, activities, etc. at the Regular Meetings.
- d. To discuss major financial commitments.

Section 8.03 Standing Committees- Standing Committees are PTO committees that occur for two or more consecutive years.

Section 8.04 Special Committees- Special Committees are temporary committees.

Section 8.05 Committee Procedure - A committee may transact business by unanimous consent without a meeting, with the exception of the Allocations Committee. Every committee chairperson, at the completion of committee projects, shall submit to the president copies of all records and data pertaining to said project. All such records will become property of the PTO.

Section 8.06 Monies Allocated to Committees- All monies allocated to any committee that are not spent by April 15th shall be transferred into the general fund of the PTO and shall be reallocated accordingly.

Section 8.07 Fundraisers By Committees - All funds raised through any committee shall be placed into the general fund of the PTO unless otherwise approved at a Regular Meeting.

Section 8.08 Allocations Committee - The Allocations Committee shall consist of the Executive Board and at least four voting members, appointed by the treasurer. The Allocations Committee shall meet at least once prior to the June Regular Meeting.

The duties of the Allocations Committee shall be the following:

- a. To review and determine the standing budget commitments. At the June Regular Meeting, this committee shall present its recommendations for the standing budget commitments.
- b. To review all requests for funds. At the Regular Meeting held in June, this committee shall present all requests with their recommendations of which allocations can be fulfilled.

Section 8.09 Standing Budget Commitments - Upon approval at the June Regular Meeting, the PTO standing budget commitments shall be established for each school year. This amount shall be determined by the Allocations Committee.

Section 8.10 Special Allocations - Any remaining PTO funds after commitments have been satisfied can be used for Special Allocations. Requests for Special Allocations are to be made in writing by April 30th of each year. The request is to be submitted to the Allocations Committee with at least two competitive quotes.

ARTICLE 9 - FINANCES

Section 9.01- A budget of anticipated revenue and expenses for the year shall be presented to the organization at the beginning of the school year. This budget shall be used as a guide for the activities taking place during the year. Any substantial deviation from the budget must be approved in advance by the organization.

Section 9.02- The treasurer shall keep accurate records of any disbursements, income, and bank account information. All deposits and/or disbursements shall be made within a maximum of five (5) days from the receipt of the funds and/or orders of payments.

Section 9.03- The Treasurer shall present a financial report at each General Meeting of the organization and shall prepare a final report at the close of the school year. The reports and the accounts shall be examined annually by an auditing committee.

Section 9.04- A designated fund is money put aside for a specific purpose. Any money put into a designated fund shall only be used for that purpose. It cannot be used for other activities.

Section 9.05- No loans shall be made by the organization to its officers and members.

Section 9.06- Upon agreement of the Executive Board or at a regular meeting, any officer or officers may enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

Section 9.07- Two authorized signatures shall be required on each check. Authorized signers shall be the president, and treasurer.

Section 9.08- No reimbursements will be made without valid receipts.

Section 9.09- No portion of the net earnings of the organization shall be used for the benefit of, or be distributed to, its members, officers or other private persons. The organization shall be authorized and empowered to pay reasonable compensation for the services rendered.

Section 9.10- No substantial part of the activities of the organization shall consist of propaganda, or attempts to influence legislation. In addition, the organization shall not participate in, or intervene in any political activities (including the publishing or distribution of statements) on behalf of any candidate for public office.

Section 9.11- The fiscal year begins on July 1 and ends June 30 of each year.

Section 9.12- Dissolution: Upon the dissolution of the organization, any remaining funds shall be used to pay outstanding bills, and with membership's approval, spent for the benefit of the school.

ARTICLE 10 – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Lincoln Public Charter School PTO in all cases to which they are applicable and to which they are not inconsistent with these bylaws.

ARTICLE 11 - AMENDMENTS OF BYLAWS

Section 11.01- These bylaws can be amended at any General Membership Meeting by a two-thirds majority vote of the members in attendance, providing that notice was given in writing at the prior meeting and then posted.

Section 11.02 - These bylaws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community and brought to a vote of the General Membership.



These bylaws are submitted by Lincoln Public Charter School PTO and were approved at a General Membership Meeting of the Lincoln Public Charter School Parent Teacher Organization on _____ 20____.

(PRINTED NAME) President

(SIGNATURE) President

(PRINTED NAME) Vice President

(SIGNATURE) Vice President

(PRINTED NAME) Secretary

(SIGNATURE) Secretary