

BYLAWS

CHARTER OAK INTERNATIONAL ACADEMY PARENT-TEACHER ORGANIZATION

ARTICLE I – NAME

This organization shall be known as the Parent-Teacher Organization, herein the “PTO.”

ARTICLE II – PURPOSE

The purpose of this organization shall be to further the education and well-being of students of Charter Oak International Academy (herein referred to as “COIA”) by encouraging and coordinating parent involvement and support for COIA students, families, teachers, staff and programs.

ARTICLE III – MEMBERSHIP

All parents or other guardians (herein referred to as “parents”) of students, teachers and administrators at COIA without discrimination shall be eligible for PTO membership. Membership will not require payment of dues. Membership will be determined by the completion of a Membership Form.

ARTICLE IV – PTO EXECUTIVE BOARD

The PTO will elect officers of the Executive Board, who shall act as a liaison among the members of the PTO, teachers and staff, parents, students and administrators of COIA. The PTO shall conduct annual enrollments but may admit individuals to membership at any time.

Section 1. Executive Board Membership

The Executive Board shall have a minimum of 7 individuals and a maximum of 20. The Nominating Committee may select more than one person to fill a position, but when a vote of the PTO Board is taken, each individual shall have one vote. The overall duties of all members of the PTO Executive Board shall be:

- To support school events by providing hospitality and a presence at school events, functions and meetings open to parents
- To serve as committee co-chairs and volunteers for events or on committees throughout the year
- To act as ambassadors to the greater school and town communities by representing the goals and the mission of the PTO
- Cannot serve more than two consecutive terms in the same office, unless agreed upon by PTO members (term is one year)

Section 2. Executive Board Positions

The Executive Board shall consist of the following positions and corresponding duties:

- President(s)**
 - Oversee general operation of the PTO
 - Preside over monthly Board meetings (including establishing and disseminating agenda)
 - Meet with COIA Principal monthly
 - Serve as liaison between parents, teachers and administration regarding school-related issues
 - Work with VPs and Event Chairs to facilitate planning and help where needed
 - Work with administration to coordinate communications, events and outreach
 - Produce a short article for the school's newsletter to share PTO news and information with parents
 - Enforce the due observance of the bylaws
 - Establish with the Board long and short term spending priorities and work with the Treasurer to ensure implementation
 - Represent the PTO at town-wide related meetings and events
 - Perform such duties as the office may require, such as designating special assignments or establishing subcommittees
- VP Special Events**
 - Create and oversee a Special Events Committee of parent volunteers
 - With committee and executive PTO board:
 - Organize and run PTO events (i.e. family fun nights, community nights, etc.)
 - Coordinate PTO presence and help for school events (i.e. talent show, picnic, dances, picture day, etc.)
 - Coordinate PTO activity and outreach for teacher/staff appreciation days
- VP Engagement**
 - Create and oversee an Engagement Committee of parent volunteers
 - With committee and executive PTO board:
 - Work with Secretary to create and distribute monthly PTO newsletters (both printed and electronic)
 - Serve as a resource to teachers as it relates to identifying and supporting Room Parents and classroom events
 - Coordinate membership drive and activities (Parent Corner table at every school and PTO event, etc., Parent Pledge forms to be sent home, etc.)
 - Recruit and support parent volunteers for PTO committees, events and activities
 - Maintain and update school bulletin board
 - Maintain PTO contact info and database
- VP Fundraising**
 - Create and oversee a Fundraising Committee of parent volunteers
 - With committee and executive PTO board:
 - Set goals for fundraising based on annual budgetary needs
 - Explore a variety of fundraising options and prepare an annual calendar of fundraising events
 - Oversee and manage these events
 - Coordinate other donation ideas (family donation opportunities at school and PTO events, possible online program, etc.)
 - Work with Treasurer to keep accurate financial records of income and expenses as they relate to fundraising

VP Communications / Secretary	<ul style="list-style-type: none"> • Document meeting minutes and distribute to PTO board • Be custodian of all meetings, reports and documents • Keep attendance records of each meeting • Work with Engagement Committee to facilitate communication between parents, teachers and the PTO - such as creating and distributing meeting and event summaries to all parents via flyers and/or emails • Maintain all correspondence between PTO and parents, teachers, and community (thank yous, sympathy, etc.) • Coordinate production of the PTO newsletter with the VP of Engagement
VP Finance / Treasurer	<ul style="list-style-type: none"> • Work with PTO Exec Board to create annual budget and set fundraising goals • Report on budget and expenses monthly to PTO Exec Board • Maintain all bank records and banking activities
PT Council Representative	<ul style="list-style-type: none"> • Attend monthly town-wide PT Council meetings and carry out duties assigned by Council for each school representative • Serve as liaison with PT Council and report monthly to PTO Exec Board
Board of Ed Representative	<ul style="list-style-type: none"> • Attend monthly Board of Education meetings and carry out duties as assigned by Board of Education for each school • Serve as liaison with Board of Education and report monthly to PTO Exec Board
Cultural Council Representative	<ul style="list-style-type: none"> • Attend monthly Board of Education meetings and carry out duties as assigned by Cultural Council, which may include limited fundraising, publicity and on-site performance support • Serve as liaison with Cultural Council and report monthly to PTO Exec Board
Health Representative	<ul style="list-style-type: none"> • Attend town-wide Health Council meetings and carry out duties as assigned by Council for each school • Support health and wellness related activities and events as needed within our community • Serve as liaison with Health Advisory Council and report monthly to PTO Exec Board
Teacher Representative	<ul style="list-style-type: none"> • Attend meetings and speak on behalf of COIA teachers on PTO matters • Request information from, or opinions of teachers as necessary or requested • Inform teachers of upcoming events and/or the need for teacher participation in the preparation of those events • Serve as liaison between teachers and PTO and report monthly to PTO Exec Board
Family Resource Center Representative	<ul style="list-style-type: none"> • Serve as liaison between FRC and PTO and report monthly to PTO Exec Board
COIA Representative	<ul style="list-style-type: none"> • Work with PTO Executive Board and facilitate coordination of activities and calendars

Section 3. Non Liability of Officers

The PTO Executive Board shall not be personally liable for the debts, liabilities and/or other obligations of the PTO.

Section 4. Quorum

A majority of the PTO Executive Board members shall constitute a quorum and any action by the majority may constitute the action of the Board.

Section 5. Terms of Executive Board

All members of the PTO Executive Board shall serve for a period of one year, with a maximum of two consecutive years in the same position. A member may be allowed to serve more than two consecutive

years in the same position only with a majority vote of the PTO Board after reasonable efforts to recruit and fill the position with another member.

ARTICLE V. VACANCIES

A vacancy occurring in any office of the Executive Board shall be filled for the balance of that term by a person nominated by the Nominating Committee with approval of a majority vote of the Executive Board.

ARTICLE VI. COMMITTEES

The Executive Board may create committees. The President(s) shall be an ex officio member of all Committees. The PTO Executive Board shall approve the appointment of Committee Chairpersons.

Section 1. Nominating Committee

The Nominating Committee will consist of a minimum of three PTO members. The President(s) and Vice President(s) will not oversee the Nomination Committee, but Vice Presidents may be members of the Nominating Committee. When possible, efforts should be made to include representatives from the various grade levels represented at COIA.

The Nominating Committee shall make nominations to the PTO Executive Board by April of each year, in accordance with guidelines established and approved by the PTO. At the May PTO Board meeting of each year, the PTO Board shall vote on the slate of Executive Board members for the following term. Additional nominations may be made from any COIA PTO member or parent from the floor during that meeting. A majority vote in favor of such nominations by those in attendance at such meeting shall be required for ratification of the Executive Board slate.

The duties of the Nominating Committee shall be:

- Nominate an eligible person for each office
- Promote inclusiveness and diversity on the PTO Executive Board by encouraging PTO leadership and involvement from every facet of our community
- Act as liaison between the parents and the PTO Board
- Act in coordination with the parents and teachers to identify parents who may be interested in serving on the PTO Board
- Bring to the PTO Board issues of concern related to the election of officers for the Board
- Provide a slate of nominees for election of officers for the PTO Executive Board
- Publicize the call for officers to the PTO community, encourage volunteers and nominations, and to inform membership of nomination deadlines and voting dates

Timeline:

March: Nominating Committee formed

April: Nominating Committee presents slate of members to PTO Board

May: Nominated slate voted upon by PTO Board

Section 2. Special Events Committee

The Vice President of Special Events may form a Special Events Committee consisting of PTO members to assist in carrying out the duties of the VP Special Events listed in Article V Section 2. The Committee may designate Chairpersons of special events with the approval of the Vice President of Special Events. Names of all Committee members and Chairpersons must be reported to the PTO Board via the President(s) and the Secretary / VP of Communications.

Section 3. Parent Engagement Committee

The Vice President of Engagement may form a Parent Engagement Committee consisting of PTO members to assist in carrying out the duties of the VP of Engagement listed in Article V Section 2. Names

of all Committee members and Chairpersons must be reported to the PTO Board via the President(s) and the Secretary / VP of Communications.

Section 4. Fundraising Committee

The Vice President of Fundraising may form a Fundraising Committee consisting of PTO members to assist in carrying out the duties of the VP of Fundraising listed in Article V Section 2. The Committee may designate Chairpersons of particular fundraising events or drives with the approval of the Vice President of Fundraising. Names of all Committee members and Chairpersons must be reported to the PTO Board via the President(s) and the Secretary / VP of Communications.

ARTICLE VII. MEETINGS

PTO Executive Board meetings and General Meetings (full PTO membership) shall be combined whenever possible, and be held monthly when possible. The newly elected PTO Executive Board shall, at its first meeting, approve the school year calendar of PTO meeting dates and times. Meetings shall be open to all COIA parents. Parents and teachers shall be apprised of the meeting dates and times at the beginning of the school year and as appropriate throughout the school year.

Special meetings requested by the Executive Board require 2 days notice.

ARTICLE VIII. BUDGET

Section 1. Fiscal Year

The fiscal year of the PTO shall be July 1 – June 30

Section 2. Operating Budget

The incoming Executive Board shall establish the operating budget with input and assistance from the outgoing President(s) and the incoming Vice President of Fundraising and the incoming Treasurer. The PTO Executive Board shall approve said budget at the earliest meeting possible.

ARTICLE IX. AMENDMENTS TO THE BYLAWS

The Bylaws may be amended at any regular or special meeting of the PTO Executive Board by a two-thirds vote of the members present, provided the proposed changes has been presented for discussion at least two weeks prior to that meeting, and that written notification of the proposed vote has been given to the Board at least seven days in advance of the meeting at which the amendments are to be voted upon. The amended Bylaws become effective upon approval.

ARTICLE X. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

ARTICLE XI. MISCELLANEOUS

Any situation not specifically defined in the aforementioned Articles shall be resolved by a majority vote of the members present at a meeting of the PTO Executive Board, provided the PTO Board has been notified of the vote in writing at least seven days prior to that meeting.