

**Okaloosa STEMM Academy  
Parent Teacher Organization  
(OSA PTO)**

**Bylaws**

Adopted 17 Oct 2013

### Article I: Name

The name of this organization shall be the Okaloosa STEMM Academy Parent Teacher Organization, hereafter referred to as the OSA PTO.

### Article II: Objectives

The primary objective is to foster a cooperative effort between parents, teachers, administration, and staff of the Okaloosa STEMM Academy, to work for improvement of the school in general and the enrichment of our students' education; and to accumulate and disburse resources to that end.

To promote the welfare of the students in the school, the home, and the community.

To provide assistance and support for the safety of the students.

To provide an open forum between parents, faculty, and school staff to address issues of mutual concern.

To facilitate communication among the school, parents, and community.

To assist in providing support for the promotion of the school.

### Article III: Policies

**Section 1:** It shall be the policy of the PTO to strive to achieve the objectives described in Article II.

**Section 2:** In the event the organization is dissolved, the assets of the organization shall be distributed or utilized to the best interest of the students of the Okaloosa STEMM Academy by the end of the current school year.

**Section 3:** The OSA STEMM PTO will follow policies and procedures of School Board regarding PTO's and fundraising.

### Article IV: Membership

**Section 1:** Parents and guardians of Okaloosa STEMM Academy students, and school staff and faculty members may become members. Membership in the organization shall be available without discrimination.

**Section 2:** Only members may vote or hold office in the PTO.

**Section 3:** Membership dues shall be at the discretion of the current PTO Executive Board.

### Article V: Meetings

**Section 1:** General PTO Membership meetings shall be used to welcome new parents and staff members, introduce standing committee members and functions, report on fundraising activities, and recruit volunteers to serve on committees; and shall be organized as follows:

A. No less than two (2) General PTO Membership Meetings will be held each

- school year.
- B. No less than seven (7) days prior notice will be given for General PTO Membership Meetings.
  - C. General PTO Membership Meetings are open to the public.
  - D. Should reason arise for a General PTO Membership Meeting to be called that is not scheduled, no less than two (2) weeks prior notice will be given for the meeting.
- Section 2:** Standing committees shall meet as needed such that reports will be available for presentation at General PTO Membership meetings. Notice of meeting shall be posted to the website as well as published in the school's newsletter.
- Section 3:** Ad-hoc committees shall meet as needed until the duties for which they were created have been sufficiently resolved, or until they are dissolved by the PTO Officers.

### Article VI: Election of Officers and Voting

- Section 1:** The officers of this organization shall be a President, a Vice-President, a Treasurer, and a Secretary. These officers and the current STEMM Academy Director/Principal make up the Executive Board. Officers shall serve for a term of one (1) year, and shall remain in office until their successors are installed. Officers can serve only two (2) consecutive terms in the same position. Election of officers will be held in April/May for the upcoming school year.
- Section 2:** Elected officers may be removed by a majority vote of the active membership, provided a notice of termination is submitted to the officer thirty (30) days in advance. Chairpersons and other appointees may be removed by a majority vote of the Executive Board.
- Section 3:** Any member of the organization may be nominated for office.
- Section 4:** Officers will be elected by a simple majority of all active members present at a General PTO Membership Meeting. No proxy voting is permitted.
- Section 5:** The organization shall give written prior notice of the election of officers, and nominations at least seven (7) days before election.
- Section 6:** Any vacancies occurring in an office shall be filled by a PTO member selected by the Executive Board.
- Section 7:** Whenever a vote is taken at any PTO meeting, it shall be by a show of hands by the PTO members present. Simple majority rules and a tie shall be decided by the PTO officers present. The election of officers shall always be by secret ballot.

### Article VII: Duties of Officers

- Section 1:** All officers shall maintain written records of their respective tasks and responsibilities.
- Section 2: *President*** – Preside at all meetings of the organization and prepare the agenda for said meetings. The President will appoint committee chairpersons, and chairpersons for other events. The President will coordinate the work and progress of all officers and committees.
- Section 3: *Vice President*** – The Vice President will assume all duties and responsibilities of the

President in his/her absence. The Vice President will perform all other duties as required by the President. The Vice President will ensure that all minutes and financial reports are up to date.

**Section 4: *Secretary*** – The Secretary is responsible for maintaining an accurate record of the proceedings, and preparing a written memorandum (minutes) to present to the general membership at each meeting. All minutes are to be signed by the Secretary, filed, and kept by the Secretary. The Secretary will take attendance at each meeting and ensure organizational records are compiled, maintained, and transferred to his/her successor. The Secretary will maintain official PTO membership forms. The Secretary will conduct all official correspondence of the PTO as directed.

**Section 5: *Treasurer*** – The Treasurer shall keep accurate records of receipts and expenditures, and shall work in tandem with the school's bookkeeper, the Executive Board, and the organization in the collection and transfer of PTO funds. All PTO funds shall be maintained in the STEMM Academy's internal funds accounts. The Treasurer will maintain financial records for all monies used by the organization. Provide one (1) of the two (2) required signatures on all organization disbursements. All financial records prior to tenure will transfer to a new Treasurer. A financial audit will be conducted by two (2) PTO members who are not on the Executive Board before the transfer occurs.

### **Article VIII: Committees**

**Section 1:** There shall be the following standing committees: Budget, Fundraising, and Community Liaison.

**Section 2:** The responsibilities and duties of each standing committee are as follows:

***Budget Committee*** – Consider and forward valid requests for funds. Once a request for disbursement is approved, the Budget Committee Chair will be responsible for ordering and distributing said items. The Treasurer will be a standing member of the Budget Committee.

***Fundraising Committee*** – Recommend fundraising events. In the current school year, the Fundraising Committee will schedule and organize fundraising events, compile fundraising packets for distribution, gather returned fundraiser packets at the end of each event, tabulate packets and submit them to the school bookkeeper for verification and deposit, contact fundraising participants to resolve any issues, and coordinate and disburse fundraising products and incentive prizes. The Fundraising Committee Chair will preside over meetings as needed to organize events. The Chair will also coordinate the efforts of other ad-hoc sub-committee activity. The Chair will make monthly progress reports to the PTO.

***Community Liaison Committee*** – Work with the STEMM Academy staff and faculty to find opportunities to build relationships with the community. Find opportunities for current students to share their STEMM Academy experience with other students. Market the STEMM Academy to the community.

**Article IX: Amendments and Revisions**

The Bylaws may be amended, revised, or repealed, and new bylaws adopted by a two-thirds majority of the members present at a General PTO Membership Meeting; provided written notice of the desire to amend, revise, repeal, or adopt be given in writing to the membership at least seven (7) days prior to the meeting.

**Article X: Effective Date**

These Bylaws shall become effective upon an affirmative vote of two-thirds of the voting general members present at a regular General PTO Membership Meeting, providing that notice of the proposed adoption and copies of the Bylaws have been made available to members at least two (2) weeks prior to the meeting.

Enactment Date: \_\_\_\_\_

Executive Officers Signatures:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Principal \_\_\_\_\_