

KEYS GATE CHARTER SCHOOL

PARENT TEACHER STUDENT ORGANIZATION, INC.

BYLAWS

ARTICLE I - NAME

The name of the organization shall be Keys Gate Charter School (KGCS) Parent, Teacher, Student Organization (PTSO), Inc., herein refer to as the Organization or PTSO, a charitable, non-profit organization.

ARTICLE II – PURPOSE:

1. To promote and foster good, clear, channels of communication between the home, school and the community.
2. To promote an enriched educational environment by fostering and implementing programs that enriches the cultural and social lives of the children.
3. To enhance the educational facilities for the children of the KGCS.
4. To be non-profit, non-commercial, non-partisan and non-sectarian.
5. To act as a fund-raising arm of KGCS to assist in obtaining additional funding to run the school programs as the organization sees fit.
6. To engage in a cooperative relationship that is beneficial to the parents, students, staff and faculty of KGCS.
7. This PTSO is organized exclusively for charitable and/or educational purposes of the KGCS.

ARTICLE III – MEMBERSHIP:

1. Membership shall be granted to parents, relatives and guardians of students attending KGCS, faculty and administration of the school who have paid dues and are members in good standing. Parents may join as one member.
2. Each member in good standing shall have one vote.
3. Membership is non-transferable.
4. Each member shall pay annual dues, the amount to be determined annually as established by the Board of Directors and announced at the first meeting of the academic year. (Currently \$10.00)
5. The membership year shall follow the KGCS academic year.
6. The PTSO shall conduct an annual membership drive at the first general meeting, but will admit members at any time.

7. A member in good standing is one who has paid their dues and is not in debt to the Organization.
8. Membership shall be made without regard to race, color, creed or National origin.
9. The Board of Directors, by majority vote of all of the members of the Board, may suspend or expel a member, and may, by a majority vote or those present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership, or suspend or expel any member who shall be in default in the payment of dues or indebtedness to the Organization.
10. Any member may resign by filing a written resignation with the President or Secretary; however, such resignation shall not relieve the member so resigning of the obligation to pay any dues or other charges theretofore accrued and unpaid.
11. In the event of a family hardship, a reduced fee for annual dues shall be calculated based upon the guidelines of the National Lunch Program. This will be determined through the Principal.

ARTICLE IV – BOARD OF DIRECTORS AND THEIR DUTIES

SECTION A

1. The Board of the Organization shall consist of seven (7) voting officers and three (3) non-voting, two of which are non-elected members holding the following positions: Teacher Liaison and Student Representative. The Parliamentarian shall be non-voting member.

President

First Vice President

Second Vice President

Secretary

Treasurer

Parliamentarian

Volunteer Coordinator

Fund-raising Coordinator

Teacher Liaison

Student Representative

SECTION B

1. The board members should be aware that they will be required to attend both Board and General Meetings plus serve as chairpersons or liaisons for various fund raisers or committees. The other committee members will have specific duties to perform to enable the PTSO to operate effectively and will be appointed by the board.
2. The duties of the Board of Directors shall include, but not be limited to: transacting business in the intervals between membership meetings and such other business as may be referred to it by the organization; to create standing and special committees; to approve the plans of work of the standing committees; to present committee reports when appropriate at the membership meetings of the organization; to select an auditor to examine the treasurer's records; to prepare and submit a budget for the year to the membership for adoption; to approve routine bills within the limits of the budget; to define long-range and short-range goals and performance objectives of the PTSO; to assign priorities to goals and objectives; to oversee the organization's fund raising activities and establishment of fund raising policies and guidelines; to control and safeguard the assets of the organization; to review and evaluate the organization's performance.
3. To manage the business of the Board and assume responsibility for the guidance of the affairs of the organization.
4. To create special committees other than those mentioned in the bylaws;
5. To appoint such special representatives as may be deemed necessary.
6. Present a report to the incoming board prior to the end of the school year.
7. Former members/Board members may not serve as a Committee Chairperson or a Board member if there has been any misuse of PTSO funds and/or authority.

SECTION C:

1. A director may be removed by a majority vote of the Board whenever in their judgment the best interest of the organization would be best served.
2. Regular meetings of the Board of Directors shall be held during the fiscal year, the schedule to be fixed by the Board at its first meeting of the year.
3. Special meetings of the Board of Directors may be called by the President or by a majority of the Board of Directors, provided twenty four (24) hours notice has been given.
4. A majority of the Board of Directors shall constitute a quorum for the transaction of business.
5. Voting by proxy shall not be permitted.
6. Each of the seven (7) officers shall have one vote on the Board, except for the President who in the event of a tie, will have the deciding vote.

7. The name of any member of the Board who fails to attend two consecutive meetings without prior notification must be brought to the Board for review and action.

SECTION D

The President shall:

1. Act as the Chief Executive Officer of the PTSO.
2. Prepare the agenda for and preside at all Board and General Meetings of the organization.
3. Coordinate the work of the PTSO officers and its committees.
4. Act as an ex-officio member of all committees except the Elections and Audit Committee.
5. Act as a liaison between the parent group and the faculty/administration.
6. Be a designated signor on the account of the PTSO.
7. Turn over all books, records and materials pertaining to this office to the incoming President no later than 15 days after the end of school.
8. Perform such other duties as may be prescribed in these Bylaws or assigned by the Board of Directors.

SECTION E

The First Vice President shall:

1. Act as Chief Operations Officer of the PTSO.
2. Act as an aide to the President and perform the duties of the President in the absence, inability or resignation of that officer.
3. Be an alternate signor on the account of the PTSO.
4. Turn over all books, records and materials pertaining to this office to the incoming FirstVice President no later than 15 days after the last day of school.
5. Perform such other duties as may be prescribed in these Bylaws or assigned by the Board of Directors.
6. Compile a year end report composed of the PTSO Boards year end reports, to be given to the general membership 15 days after the last of school.
7. Assists in coordinating the work of the other officers and committees of the organization.

The Second Vice President shall:

1. Act as chairperson of the membership committee. Maintain accurate membership roles as well as roles for previous years up to seven years

2. Shall assist the Volunteer Coordinator with volunteers hours and reporting of these hours. They will assist with the accumulation of areas where volunteers are needed and help keep the volunteers apprised of where they can be of assistance
3. Turn over all books, records and materials pertaining to this office to the incoming FirstVice President no later than 15 days after the last day of school.
4. Perform such other duties as may be prescribed in these Bylaws or assigned by the Board of Directors.
5. Compile a year end report composed of the PTSO Boards year end reports, to be given to the general membership 15 days after the last of school.
6. Assists in coordinating the work of the other officers and committees of the organization.
7. Shall assist the Volunteer Coordinator with volunteers hours and reporting of these hours. They will assist with the accumulation of areas where volunteers are needed and help keep the volunteers apprised of where they can be of assistance.

SECTION F:

The Secretary shall:

1. Keep an accurate record of all meetings of the Board and General membership.
2. Present the Minutes of the previous Board meeting to the assembled Board.
3. Present to the general membership the Minutes of the previous general meeting for approval.
4. Make available all books, records and materials pertaining to this office to the incoming Secretary no later than 15 days after the last day of school.
5. Keep an accurate role of all Directors and Committee Chairman's names, phone and e-mail addresses.
6. After each meeting, forward the minutes to the School Web Master for posting on the PTSO website, post a copy on the information board, and distribute through all other means of communication.
7. Provide the minutes for all previous meetings thru the academic year at each general meeting.
8. Ensure KGCS is in good standing with all national and state organizations beneficial to KGCS.
9. Attend to all correspondence of the Organization.
10. Have a current copy of the Bylaws.

11. Maintain a current copy of the membership list and assist the Second Vice President in maintaining membership rolls.
12. Appoint a chairperson to assist in the duties of Secretary. This appointment must be approved by the Board of Directors. The chairperson will assist the Secretary and in the case the Secretary can not attend a function will assume their responsibilities for that event.

SECTION G:

The Treasurer shall:

1. Act as the Organizations Chief Financial Officer.
2. Keep an accurate record of all receipts and expenditures. Be responsible for making sure no checks or funds are distributed without an approved check request form.
3. Serve as chairman of the Budget Committee.
4. Give a Treasurer's report at each Board and General meeting and provide a copy of such report to all Board members. Ensure the Treasurer's Report is posted on the PTSO website and information board.
5. Shall be a signor on the PTSO acct.
6. Provide all financial records for the current academic year at each meeting.
7. Make available all books, records and materials pertaining to this office to the Audit Committee three weeks after the last day of school.
8. The incoming President will be responsible for contacting the bank and changing the signatories on the account.
9. Make sure that all records and reports are prepared and turned over to the Accountant to ensure timely completion of Annual Tax Return and Audit.
10. Make disbursements as authorized by the President, BOD, or the Organization in accordance with the budget adopted by the Organization.
11. Prepare and present an annual report to be presented at the annual meeting.
12. Maintain strict adherences to IRS guidelines and comply fully with all applicable local, state and federal laws, submitting all necessary paperwork required by deadline, filling all returns with the State by their due dates and with the IRS if annual gross receipts exceed \$25,000.00.
13. Deposits monies in such bank or distribute as directed by the organization.

14. Appoint a chairperson to assist in the duties of Treasurer. This appointment must be approved by the Board of Directors. The chairperson will assist the Treasurer and in the case the Treasurer can not attend a function will assume their responsibilities for that event.

SECTION H:

The Parliamentarian shall

1. Attend all board and general meetings and advise on matters of parliamentary procedure.
2. Call each meeting to order and announce each meetings end.
3. Be responsible for keeping the meeting in order, on subject and under control.
4. Refer to “Roberts Rules of Order, Newly Revised” and a current copy of the bylaws to advise the Board on and to maintain order.
5. Confirm that a quorum is present before conducting any business at any meeting of the organization. A quorum consists when 51% of the persons in attendance at a general meeting are members of the PTSO.
6. Maintain a position of impartiality.
7. Not vote on any question, (in a general meeting) except in the case of a ballot vote.
8. Chair the bylaws review committee and submit suggested amendments to the Organization for adoption in a timely manner.
9. Appoint a chairperson to assist in the duties of Parliamentarian. This appointment must be approved by the Board of Directors. The chairperson will assist the Parliamentarian and in the case the Parliamentarian can not attend a function will assume their responsibilities for that event.

SECTION I:

The Teacher's Representative shall:

1. Attend all general and Board meetings (or send a substitute).
2. Keep both the PTSO board and the faculty up to date on matters of interest to each group. Act as a liaison between faculty and the PTSO.
3. Provide “Grant Request” forms to teachers and student organizations that will be presented to the principal for approval.

SECTION J:

The Fundraising Coordinator shall:

1. Oversee all individual fund-raising committees, and ensure all activities are approved, scheduled and coordinated appropriately.
2. Work with the Volunteer Coordinator to coordinate the volunteers for individual events.
3. Make sure all funds collected are recorded and delivered to the Treasurer in a timely fashion.
4. Serve as a member of the Budget Committee.

SECTION K:

The Volunteer Coordinator shall:

1. Be the contact person for all volunteers within the school.
2. Liaison with the Fundraising Coordinator and Administration on a weekly basis to determine school volunteer needs.
3. Prepare volunteer activity lists that can be posted in the office and on the website, which will be updated weekly on progress and/or needs. This can be done in person, via email or by telephone.
4. Set up and maintain the volunteer record books in the front office unless the School has a different means of keeping volunteer hours. Coordinate the calculation of volunteer hours three (3) times during the school year; end of December, end of March and end of May.
5. Prepare and distribute reminder letters to parents who have not completed their volunteer requirement if the school does not send letters.

SECTION L:

The Student Representative, a non-voting, non-elected Board member shall:

1. Attend all general meetings, providing a perspective from the student body.
2. Give an update of the most recent student activities at all general meetings.

ARTICLE V - STANDING COMMITTEES

SECTION A

1. The Standing Committees include the following listed in Section B and any other the Board may seek to establish.
2. Each Chairperson will be appointed at the beginning of the school to interested members by the Board of Directors. That Chairperson can then appoint a committee (approved by the Board) to help fulfill their duties if necessary.
3. Only members in good standing may serve as Committee Chairpersons.
4. The Chairperson of each standing committee shall act as a liaison to the Board and shall present a plan of work to the Board for approval. No committee work shall be undertaken without approval of the Board.
5. Chairpersons shall submit a written report on their committee's activities as requested by the Board.
6. Chairpersons shall attend all community meetings or send a representative, necessary to the fulfillment of their duties as Chairperson of their particular committee.
7. All funds collected as a result of a fund raiser will be counted by the Committee Chairperson, verified and noted by a Board member and incorporated into the permanent records of the Organization.
8. Any requests for funds should be submitted with a check request form.
9. All Chairpersons shall be responsible for filing an after-action report summarizing the positives and negatives of the event.
10. The Chairperson of each standing committee appointment will run until the end of the academic year.

SECTION B

The Standing Committees include the following:

Hospitality	Harvest Festival	Audit
Box Tops/Campbell's Labels	Book Fair	ByLaw
Golf Tournament	Holiday Bazaar	Election
Friday Pizza	Bake Sale	Awards/Honor
Clothes Closet	Newsletter	Honey Baked Ham
Grant Researcher	Media Relations	

ARTICLE VI - ELECTIONS:

1. The voting officers of the organization shall be; the President, First Vice President, Second Vice President, Treasurer, Secretary, Fund-raising Coordinator, Volunteer Coordinator each of whom shall be elected at the Annual Meeting in May.
2. The officers of the Board shall not be eligible to serve more than two (2) consecutive terms in the same office.
3. The term of office shall be July 1- June 30th.
4. Nominations for office shall be made by Election Committee whose members shall consist of three (3) PTSO members.
5. The Election committee shall make sure that notification of the upcoming election is advertised in newsletter, is posted on the PTSO website, the school website and, if possible, posting in the school office. It should be part of the agenda at the February, March and April PTSO meetings. All parents, teachers and students should be aware that openings are available.
6. The election committee shall nominate an eligible person for each office to be filled and notify the membership of its nominees no less than 30 days prior to the Annual Meeting. At the Annual Meeting, additional nominations may be made from the floor. Any interested parties should contact the Election Committee who will present them to the general membership at the April meeting.
7. At the May meeting, the Election committee shall present the nominees for each position to the general membership. The chairman of the committee shall ask the general membership if there are any other persons present who would like to apply for board positions. The chairman will then announce the names of the nominees and a vote will take place to elect the new officers.
8. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the majority of the remaining Board, provided that the vacancy is four (4) months or less. If a vacancy occurs with more than four (4) months of the term remaining, then a special election of the general membership shall be held to fill this position.
9. In case a vacancy occurs in the office of president, the vice president shall assume the office of president and the office of vice president shall be filled.
10. In the event a special election must be held due to an unexpired term, an Election Committee shall seek applications for 30 school days from the time the vacancy is announced.
11. A simple majority vote of the voting membership in attendance shall constitute election to the Board.
12. Voting may be by voice. In the event of a close voice vote, vote will be by secret ballot. Ballots when necessary shall be prepared and tabulated by the Election committee.

13. Officers, except the treasurer, shall assume their official duties within 30 days after the end of the school year.
14. The treasurer shall assume his or her official duties upon completion of the audit. The Board members and committee members shall assume their offices no later than June 30th.
15. Only those persons who have signified their consent to serve if elected shall be nominated for office.
16. A director may resign at any time by giving written notice to the president or the secretary of the organization. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof and the acceptance of the resignation shall not be necessary to make it effective.
17. Voting may be by voice vote; however, the president has the authority to ask for a vote by ballot or by a show of membership cards.
18. All matters shall be determined by a majority of the members (in good standing) present, except as otherwise prescribed by these Bylaws, a two-thirds majority vote shall be required to approve an amendment to the Articles of Incorporation, dissolution of the Corporation, or approve an amendment to these bylaws, to approve an amendment to the budget, or to remove a Director.
19. All members in good standing shall have the right to vote, each member is entitled to one vote.
20. A board member may be removed from office for failure to comply with these bylaws, by a majority vote of the membership.
21. No Board member shall hold more than one (1) elected office at any time.

ARTICLE VII GENERAL MEMBERSHIP MEETINGS

1. Regular meetings of this organization shall be held September - May as designated by the Board at the beginning of the year. Meeting day and time will be announced at the beginning of the school year.
2. Notice of the meetings shall be given to parents, guardians and teachers in a manner prescribed by the Board.
3. Special meetings or a change of date for a scheduled meeting may be called by the president or by a majority vote of the Board of Directors with seven (7) days notice having been given, unless an emergency exists.
4. Bi annual meetings of the organization shall be held within 45 days of the 1st student day; and within 15 days prior to the end of the academic year. This meeting shall serve as the Annual Meeting for the purpose of election of the Board of Directors for the following fiscal year.

5. All general meetings shall be held at Keys Gate Charter School or at other such public place as determined by the Board of Directors.
6. The president or his representative shall preside over all Board and General Meetings.
7. Any PTSO member wishing to present business related to the objectives and policies of the PTSO shall, prior to a General meeting, request time on the agenda, by notifying an officer in writing.

ARTICLE VIII - FINANCIAL ADMINISTRATION:

SECTION A

1. The PTSO checking account shall have as authorized signatories; the Treasurer, the President and the First Vice-president.
2. No monies will be distributed or reimbursed without a check request form and proper documentation (i.e. Receipt).
3. All PTSO checks are required to have two (2) signatures.
4. All committee chairpersons must be aware of their budget and no funds can be spent without Board approval.
5. In the event that approval for funds is required prior to a PTSO meeting, it will be possible to obtain approval via email. The President must keep a copy of the original request as well as copies of each board member's reply. These should be stapled and included with the meeting minutes.
6. All PTSO money shall be deposited into the PTSO bank acct. All deposits should be made in a timely manner.
7. Only Directors having signing authority will be responsible for making deposits.
8. Grant or loan request from faculty for student projects must be accompanied by a signed request and presented by the Teacher Liaison after having been approved by the principal.
9. The fiscal year will run from July 1st and end June 30th the following year.
10. All money collected on behalf of the PTSO shall be dually verified and noted.
11. No loans will be made to Officers or members.
12. The PTSO Board may purchase items at a value up to three hundred dollars (\$300.00) without a majority vote of the general membership. All of the officers must agree unanimously on the purchase. The purchase must be accounted for in the Treasurers report at the next General meeting.
13. The PTSO checking account will not be used for personal use.

14. Any member who has a personal financial interest or may receive pecuniary gain for any project which the PTSO may participate shall not at any time vote on such issues pertaining to the project nor be permitted to Chair or Co-Chair a committee in which there may be a personal financial gain. This is to avoid conflicts of interest.
15. The PTSO will set aside in its budget monies available to teachers as mini-grants. These will have a dollar limit as set by the membership. They will be granted on a first come/first served basis. They will be presented by the Teacher Liaison after approval from the Principal. A follow-up report will be given to the membership (in person) by the students and the teacher.

SECTION B: AUDITS

1. In the event a member of the Board having signing authority on the PTSO account leaves office prior to the end of their term, an audit must be done ,the bank notified and their name removed from the approved signature list.
2. The Board of Directors shall call for an audit committee within one week of the resignation. The audit shall be performed using the same procedures as the end of year audit and shall be completed within three (3) weeks of the resignation. This audit shall not be performed in lieu of the year-end audit.
3. The President shall make provision for an annual audit at the end of the academic year, consisting of not less than three (3) persons, one of these members being the treasurer elect, the teacher liaison and a person having sufficient financial or accounting background. The out-going President, Vice President and Treasurer shall make themselves available as needed. The treasurer shall submit the books to the audit Committee three (3) weeks after the last day of school or prior if all accounting is complete. The audit shall be completed within 45 days from the last day of school.
4. The audit report shall be submitted in writing to the incoming Board of Directors and shall be incorporated into the permanent records of the Organization.
5. The newly elected treasurer shall not undertake any duties or responsibilities of that office until the audit is completed.

SECTION C: BUDGET COMMITTEE

1. The Budget Committee shall consist of the President, First Vice President, Second Vice President Fund Raising Coordinator, Secretary and the Treasurer.
2. The Treasurer shall be the committee chairperson. The Budget Committee shall prepare the budget for ensuing year.
3. The budget shall be submitted to the Board for review and will be presented to the general membership for approval at the first PTSO meeting in September.
4. Funds raised by the PTSO are to be used in accordance with the budget. A dollar amount will be set in the budget to allow for teacher requests and the distribution of funds.

ARTICLE IX - PARLIAMENTARY PROCEDURE

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

ARTICLE X. POLICIES AND PROCEDURES

1. The organization shall be non-profit, non-commercial, non-sectarian, and non-partisan.
2. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the purposes of the organization.
3. No part of the net earnings of this organization shall be distributable to its members, officers, directors, trustees or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes.
4. The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
5. Notwithstanding any other provision of these Articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code (or corresponding provision of any future United States Internal Revenue Law), or (b) by an organization, contributions to which are deductible under Section 179 (c) (2) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).
6. The fiscal year shall begin July 1st and end June 30th the following year.
7. The regulation and conduct of the affairs of this organization will be subject to the Bylaws as promulgated and amended.
8. The PTSO will be governed by the PTSO Board.
9. The President and First Vice President shall not be administrators of Charter School USA or a voting member of the Foundation Board. Not more than forty nine (49%) of the Board of Directors can be employees of Charter School USA.

ARTICLE XI- AMENDMENTS

1. Bylaw amendments become effective immediately upon adoption and cannot be reconsidered.
2. An amendment to the bylaws may be proposed at any General meeting.
3. The member that introduced this amendment shall prepare a petition and if necessary, a committee will be formed to make the changes to be presented at the next General meeting.
4. The petitioner shall then make themselves available, if necessary, for information/clarification at the next Board meeting.
5. A petition for amendment must be presented at the next general meeting containing the signatures of at least one quarter ($\frac{1}{4}$) of the voting members in good standing. It takes a majority vote, consisting of a majority of the members present and voting. A quorum for conducting business is that 51 % of the persons in attendance at a general meeting are voting members
6. Any meetings that will have bylaw changes/amendments on the agenda shall be advertised at least 30 days prior to the meeting, on the School/PTSO Web site; and notices placed in the school office at least two weeks prior to the meeting.
7. Any amendment must conform to all Charter School USA and Dade County School Board Policies in effect.

These bylaws were adopted September 2004 and amended September 13, 2005.

Amended on July 20, 2006.