

Bylaws of the
Windham Academy Parent Teacher Organization
(Windham Academy PTO)

I. NAME

- The name of the organization shall be the Windham Academy Parent Teacher Organization (Windham Academy PTO). Windham Academy PTO will operate under Windham Academy Public Charter School's 501(c)3 as far as a nonprofit status and tax purposes.

II. PURPOSE

- The Windham Academy Parent Teacher Organization (Windham Academy PTO) was developed to create a working partnership with parents, teachers and school administration to foster a cooperative, enriching learning environment. The Windham Academy PTO provides educational opportunities and community events for the staff, students, and families at Windham Academy.

III. EXECUTIVE COMMITTEE

- The affairs of Windham Academy PTO shall be managed by the Executive Committee.
- The Executive Committee consists of the following positions: President, Vice President, Treasurer, and Secretary.

IV. MEETINGS

- **Regular Meetings**
 - A meeting of the organization shall be held during each month of the school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting in multiple, school-based communication outlets. Further notice may be provided as determined by the Executive Committee.

V. OFFICERS

- **Positions**
 - The Executive Committee / Chairs of the organization shall consist of a President, Vice-President, Treasurer, and Secretary.
- **President**
 - The president shall be chief executive officer and shall preside at all meetings of the Board of Directors
 - Preside at general PTO meetings and executive board Meetings. Serve as the primary contact to the director and represent the PTO interests in meetings of other groups/committees. If needed serve as an ex-officio member of all committees. Retain all official records of the PTO within term.
 - To be eligible to serve as President, a person is expected to hold an Executive Committee Chair of the organization for at least one year. As the Windham Academy

school board elects this position, it can supersede this requirement in the absence of this experience amongst its applicants.

- **Vice-President**

- Assist the president. Perform the duties of the president if the president is absent or unable to serve. Participate in executive board meetings and provide input for decisions. Be an ambassador for the PTO and the school.

- **Treasurer**

- Treasurer shall be a member of the Executive Committee. The Treasurer shall be responsible for conducting the financial affairs of the organization as directed and authorized by the Board of Directors and Executive Committee. They shall make reports of finances as required, but no less often than at each meeting of the Board of Directors and Executive Committee.
- The Treasurer will review all budgets with the Executive Committee and ensure all areas spending, income, reimbursements, etc.) are staying on track.

- **Secretary**

- Prepare agendas for general meetings, record and distribute minutes of general meetings. Maintain a complete file of all approved minutes/agendas, distributed at any official PTO meeting.
- Attend in discussions and decision-making and record minutes of PTO meetings.. Minutes to be submitted to communications chair and posted for public viewing within 5 days of held meeting.

VI. ELECTIONS

- **Procedure**

- The election of officers shall take place during the last Regular Meeting each year (June). All Executive Committee Officers of the organization may participate in the discussion of the election. The PTO President will have final say on position placement.
- Anyone interested in the President Position must submit a letter of intent to the Board of Trustees at boardoftrustees@windhamacademy.org. Letter of intents will be shared amongst the Board of Trustees. The Board of Trustees will hold public interviews for interested candidates and vote in a new President once all candidates are interviewed.
- Anyone interested in any of the remaining positions (Vice President, Treasurer or Secretary) must submit a letter of intent to the PTO President at pto@windhamacademy.org. Letter of intents will be shared with the Executive Committee (as well as Board of Trustees). The Executive Committee will discuss their opinions with the PTO President. If necessary, interviews may be held. The PTO President will have final say on who is selected for the positions.

- **Terms of Office**

- The term of each officer shall be two years, beginning on the last scheduled school day of biannual even numbered years. A person may be elected to the same or other office for more than one term.

- **Vacancies**

- Any vacancy in office because of death, resignation, or inability to serve shall be filled by the Executive Committee by majority vote between the three remaining parties for the

unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice-President shall immediately assume the office. Should this result in a vacancy of the office of Vice-President; the vacancy shall be filled by election at a called Special Meeting of the membership.

VII. EXECUTIVE COMMITTEE

• General Powers

- The Executive Committee shall manage the affairs, activities and operation of the organization. The Executive Committee shall transact necessary business during the intervals between the meetings and such other business may be referred to it by these Bylaws. It may create Special Committees, approve the plans and work of special committees, present reports and recommendations at the meetings, prepare and submit a budget for approval, and in general, conduct the business and activities of the organization.

• Meetings

- Regular Meetings of the Executive Committee shall be held during the year and the time is to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Regular Members of the organization.

VIII. SPECIAL COMMITTEE

• Special Committee

- The President and/or the Executive Committee may create Special Committee. Special Committee shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on June 30th of each year, whichever occurs first. The President shall appoint the chairpersons of all Special Committee. The chairperson of this committee shall recruit two or more members for his or her committee. The Chairperson shall maintain a portfolio and report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

IX. FINANCES

• Budget

- The Treasurer shall prepare a budget of anticipated revenue and expenses for the year. This budget shall be presented to the Executive Committee at the first meeting of the year. This budget shall be used to guide the activities of the PTO during the year. Any substantial deviation from the budget shall be provided in advance to the Executive Committee and approved.

• Obligations

- The Executive Committee may request in writing to Windham Academy/Board of Trustees to enter into contracts or agreements for the purchase of materials or services.

All contracts shall be reviewed by Windham Academy/Board of Trustees and signed by the PTO President.

- **Financial Reports**

- The Treasurer shall present all budgets to the Executive Committee. Upon requests, all budgets and reports can be available to parents, staff, etc.

X. AMENDMENTS

- These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by the Executive Committee at any properly called Regular or Special Meeting. Amendments

XI. AUTHORITY

- If any part of these Bylaws shall conflict with decisions, policies or procedures adopted by Windham Academy, they shall be deemed null and void. These Bylaws were created by the executive committee in interest to create a working partnership with staff, students and families of Windham Academy and approved by The Board of Directors
- July 13, 2022