

## **Article I- Name**

The name of the organization is the Florida Autism Center of Excellence (FACE) Parent Teacher Organization (PTO), (formerly the Florida Autism Charter School of Excellence PTO) 6400 E. Chelsea Street, Tampa, FL 33610. It is a local PTO unit organized by the parents and staff of the Florida Autism Center of Excellence Charter School.

## **Article II- Purpose**

The purpose of this organization is to assist FACE by providing, where possible, supplemental volunteer, in-kind and financial assistance for activities and materials not provided or fully funded by government funds. The organization will also foster relationships among the school parents and teachers.

## **Article III- Members**

Any parent, guardian, school staff member, or “friend of FACE” is eligible to be a member. Membership is by paying annual dues and all dues-paying members (members in good standing) shall have voting rights. The amount of the PTO dues shall be set by the PTO annually.

## **Article IV-Officers and Elections**

**Section 1. Officers.** The officers shall be president, vice-president, secretary, and treasurer. The Officers, the FACE Director and the Staff Representative shall constitute the Executive Board.

**A. President.** The president shall preside over meetings, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except nominating committee, and coordinate the work of all committees so that the purpose of the organization is served.

**B. Vice President.** The vice president shall assist the president and carry out the president’s duties in his or her absence or inability to serve.

**C. Secretary.** The secretary shall keep all records of organization, take and record minutes, prepare the agenda, handle correspondence, and send notice of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies and brings them to the meetings.

**D. Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the organization. He or she will present a financial statement at every meeting and at other times of the year when requested by the organization. He or she will make a full report at the end of the year.

**E. FACE Director.** The FACE Director shall serve as a liaison between the PTO and the school staff. The Director shall serve on the Executive Board of the organization and shall be an ex officio member of all committees.

**F. Staff Representative.** The staff representative shall serve, in addition to the FACE Director as a liaison between the PTO and the school staff. The Staff Representative shall serve on the Executive Board of the organization.

**Section 2. Nominations and Elections.** Elections will be held at the Annual Meeting of the school year. At that meeting, nominations may be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

**Section 3. Eligibility.** Members are eligible for office if they are members in good standing and have attended at least 50% of all PTO meetings to date during the current school year.

**Section 4. Terms of Office.** Officers are elected for one year and may serve no more than two consecutive terms in the same office. Each officer elected shall hold only one office at a time.

**Section 5. Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 6. Removal from Office.** Officers can be removed from office with or without cause by two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## **Article V- Meetings**

**Section 1. Regular Meetings.** The regular meetings of the organization shall be the first Tuesday of each month at 2:30 p.m., or at a time and place determined by the Executive Board at least one month before the meeting. The annual meeting will be held at the April meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that may arise. The secretary will notify members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

**Section 2. Special Meetings.** The president, and two members of the Executive Board, or five general members submitting a written request to the secretary may call special meetings. Previous notice of the special meeting shall be sent to the members at least ten days prior to the meeting, by flyers sent home with the students.

**Section 3. Quorum.** The quorum for all Regular and Special Meetings of the PTO shall be five members in good standing of the organization.

## **Article VI - Committees**

**Section 1. Membership.** Committees may consist of members in good standing, Executive Board members, and other parents, guardians and FACE staff with the president and FACE Director serving as ex officio members of all committees. The President will establish committees based on the needs of the organization.

#### **Article VII - Finances**

All financial information, including income, disbursements, and bank account information will be held internally through a bank account already established with the FACE PTO. The treasurer will be accountable for these transactions and will provide the officers with statements monthly. The President, Treasurer and FACE Director shall be authorized to act on the PTO bank account.

#### **Article VIII - Standing Rules**

The officers may approve standing rules and the secretary shall keep a record of the standing rules for future reference.

#### **Article IX - Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and two-thirds vote of those that are present.

#### **Article X - Amendments**

These by-laws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and sent to all members of the organization by the secretary. Notice may be given by post mail, e-mail, or fax. Amendments will be approved by two-thirds vote of those present, assuming a quorum.