

BYLAWS

OF

Growing Up Green Charter School II

(Jamaica) Parent Teacher Organization (PTO)



- AMENDED BY THE MEMBERSHIP ON DECEMBER 13, 2017
- APPROVED BY THE MEMBERSHIP ON JANUARY 25, 2017
- AMENDED BY THE MEMBERSHIP ON NOVEMBER 13, 2019
- AMENDED BY THE MEMBERSHIP ON NOVEMBER 8, 2022
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- AMENDED BY THE MEMBERSHIP ON OCTOBER 15, 2025
- APPROVED BY THE MEMBERSHIP ON NOVEMBER 12, 2025

Article I - Name

The name of the association shall be the **Growing Up Green Charter School (GUGCS) II Parent Teacher Organization (PTO)**.

Article II - Objectives

The objectives of the PTO are to provide support and resources to the school for the benefit and educational growth of the children; to develop a cooperative working relationship between the parents and staff of our school; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels; and to provide opportunities and training for parents to participate in school governance and decision-making.

Article III - Membership

Section 1 Eligibility

Parents of students currently attending **GUGCS II** are automatically members of the **PTO**. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending **GUGCS II**. Parents of a child who is attending **GUGCS II** full time while on the register of a citywide program are eligible to be members of the **PTO**. At the beginning of each school year, the PTO shall send a welcome letter to inform parents of their automatic membership status and voting rights.

Section 2 Dues/Donations

The payment of dues cannot be a condition for participation or membership nor are dues mandatory. However, each member shall be requested to make a voluntary donation.

Section 3 Voting Privileges:

Each parent of a child currently enrolled at **GUGCS II** shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. The right of a member to vote may be limited by the Conflicts of Interest restrictions.

Article IV – Officers

Section 1 Titles

The officers of the PTO shall be:

- Two (2) Co-Presidents
- Two Co-Secretaries (Recording and Communications)
- Treasurer
- Elementary School Representative
- Middle School Representative
- Volunteer Coordinator

The PTO must elect the mandatory officers: Two (2) Co-Presidents, Two (2) Co-Secretaries (Recording/Communications), Treasurer, Elementary School Representative, Middle School Representative and Parent Volunteer Coordinator. There shall be no qualifications for any office other than to be a parent of a child attending **GUGCS II**.

Section 2 Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. All parent members are eligible to run for any office.

Term limits for each officer position of the PTO shall be two (2) consecutive one year terms. A candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate is nominated and is willing to serve.

Section 3 Duties of Officers

Shared Duties and Responsibilities: The Executive Board team will support Co-Presidents host all meetings as needed; support Secretaries record meeting minutes; collectively set the agenda for meetings and support school activities.

Co-Presidents: The co-presidents shall share equally all duties such as: preside at all meetings of the PTO and shall be an ex-officio member of all committees except the nominating committee. The co-presidents shall appoint chairpersons of PTO committees with the approval of the executive board. The co-presidents shall delegate responsibilities to other PTO members and shall encourage meaningful participation in all parent and school activities. The co-presidents shall attend all regular meetings and School Leadership check-ins. The co-presidents shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The co-presidents shall be one of the eligible signatories on checks. The co-presidents shall assist with the June transfer of PTO records to the incoming executive board.

Co-Secretaries: The Co-Secretaries shall share equally all duties such as: Records the minutes at all meetings and attends to all correspondence of the PTO, including, but not limited to, thank you notes, newsletters, and flyers; issue notice of all general, executive, and special meetings; and maintain the membership database. The Co-Secretaries' responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. They shall prepare and read the minutes of each PTO meeting and share them with the school to be posted on the website. They incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the school leader's office. They shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the PTO and maintain the PTO's social media accounts to ensure effective communication and engagement with the school community (the Co-Secretaries can enlist the help of a Volunteer to assist as needed). The Co-Secretaries shall assist with the June transfer of all PTO records to the incoming executive board.

Treasurer: The treasurer shall be responsible for all financial affairs and funds of the PTO. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the PTO. The treasurer shall prepare and present a written report of all transactions at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. The treasurer shall also prepare the PTO's interim and annual financial reports. The treasurer shall make available all books and financial records for viewing by members upon request and for audit. The treasurer shall assist with the June transfer of all PTO records to the incoming executive board.

Elementary School Representative: The Elementary School Representative shall attend all PTO general meetings. The Elementary School Representative shall meet with Elementary School Leaders on a bi-monthly basis. The

Elementary School Representative will deliver an update on Elementary School activities, upcoming volunteer opportunities, and events at the PTO general meetings.

Middle School Representative: The Middle School Representative shall attend all PTO general meetings. The Middle School Representative shall meet with Middle School Leaders on a bi-monthly basis. The Middle School Representative will deliver an update on Middle School activities, upcoming volunteer opportunities, and events at the PTO general meetings.

Volunteer Coordinator: The Volunteer Coordinator will help recruit and organize volunteers for school and PTO events. The Volunteer Coordinator will communicate the needs of the school and individual teachers to the PTO. The Volunteer Coordinator will coordinate with the Co-Secretaries regarding e-mail notices/requests. The Parent Volunteer Coordinator will manage the volunteer group chat via WhatsApp.

Section 4 Election of Officers

Officers shall be elected by the last day of each school year for a one-year term beginning July 1. Any time line established by the PTO to complete the nominations and election process must adhere to this time frame. The school leader should be notified of the date and time of the annual election by April 1, but must be notified no later than May 1.

Employees of **GUGCS II** may not serve as members of the executive board. Employees who have a child currently attending **GUGCS II** are an exception to this rule.

4.1. **Nominating Committee:** A nominating committee must be established during a spring general membership meeting. The nominating committee shall consist of three to five members. The majority of the committee members must come from the general membership. The remaining members of the nominating committee shall be selected by the president, subject to the approval of the executive board. The nominating committee shall choose one of its members to serve as chairperson. No person employed at **GUGCS II** shall be eligible to serve on the nominating committee. No person who is running for office may serve as a member of the nominating committee.

The nominating committee shall solicit candidates from the membership in writing. Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the election meeting.

The nominating committee's duties include the following:

- canvassing the membership for eligible candidates;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process,
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;

- verifying the eligibility of all interested candidates prior to the election;
- ensuring that an opportunity for nominations, including self nominations, to be taken from the floor and then officially closed the election meeting;
- scheduling the election at a time that ensures maximum participation;
- Ensuring that only eligible members receive a ballot for voting;
- Ensuring that the election is certified by the school leader or his/her designee immediately following the election.

If a nominating committee cannot be formed, the PTO must proceed with an expedited election – a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

4.2. Notices: The meeting notice and agenda for the spring general membership election meeting shall be distributed to all families. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

4.3. Contested Elections and the Use of Ballots:

- Written ballots (Google Forms) are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in the languages spoken by parents other than English.
- Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers during the zoom meeting.
- Ballot results must be retained. The PTO must retain ballots on the google drive for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

4.4. Uncontested Elections:

If there is only one candidate for an office, a member must make a motion to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

4.5. Officer Vacancies:

All officer vacancies must be filled by succession of the next highest ranking officer. In the event that an office cannot be filled through succession, an expedited election must be held to fill the vacancy. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the Co-Secretaries and immediately turn over all PTO records. The ranking of officers for succession purposes shall be: Co-Presidents, Co-Secretaries, Treasurer, Elementary School Representative, Middle School Representative and

Parent Volunteer Coordinator

4.6. Expedited Election Process:

Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots(Google Forms) must be used in accordance with Section 4.3 of these bylaws.

Section 5 June Transfer of Records

All PTO Records must be maintained for 6 years on Google Drive and a hardcopy at the school, when possible. Outgoing executive board members must ensure that records are transferred to the newly elected executive board members, including all parent contact information obtained during their term of office. Transfers must occur on school premises, in the presence of the principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose.

Section 6 Disciplinary Action

Any officer who fails to attend 3 consecutive executive board or general membership meetings shall be removed from office by recommendation of the executive board or motion from a member. A two-thirds vote of the membership present is required for approval. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the consideration of the general membership.

PTO officers may also be removed for unsatisfactory performance through the process outlined below:

At any general membership meeting, a PTO member may make a motion to begin the process of removing an executive board member for unsatisfactory performance.

If the motion is approved by two-thirds of the assembled members, the general membership must select a review committee by majority vote. Executive board members may not serve on the review committee.

The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 calendar days of the date the motion was presented. The PTO's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an executive board member.

The result of the motion must be submitted in writing to the school leader.

Article V - Executive Board

Section 1 Composition

The executive board shall be composed of the elected officers of the PTO: Co Presidents, Co-Secretaries, Treasurer, Elementary School Representative, Middle School Representative, and the Parent Volunteer Coordinator. Officers shall be expected to attend all executive board meetings.

Section 2 Meetings

Regularly scheduled meetings of the executive board shall be held monthly, September through June, roughly one week before general membership meetings.

Section 3 Voting

Each member of the executive board shall be entitled to one vote.

Section 4 Quorum

Three members of the executive board shall constitute a quorum, allowing for official business to be transacted.

Section 5 Fiduciary Duties

In addition to their specific responsibilities, officers of the PTO also have fiduciary duties, meaning that they are the stewards of the organization, with specific ethical and legal obligations, which are described below:

(a) Duty of Care: A fiduciary attends and actively participates in meetings; carefully reviews all financial reports, proposals, contracts and other documents; is familiar with the PTO's bylaws; and secures competent advice when necessary.

(b) Duty of Loyalty: A fiduciary does not use his or her position for personal gain and avoids conflicts of interest. Any personal interest in a PTO issue must be disclosed to the Board. Following a conversation with the Board regarding the issue, the fiduciary plays no further role in the decision-making or voting on the issue.

(c) Duty of Obedience and Compliance: A fiduciary ensures that the PTO follows its own rules (as set forth in the bylaws) and is in compliance with any applicable rules of the school, the Department of Education, and the law.

Article VI – General Membership Meetings

Section 1 General Membership Meetings

1.1. The general membership meetings of the PTO shall be held monthly, September through June, as determined by the executive board. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten calendar days prior to the scheduled meeting.

1.2. All meetings, including committee and executive board meetings must be held in the GUG II zoom room. Under no circumstances are PTO meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).

1.3. All eligible members may attend and participate in general membership meetings.

1.4. Non-members may only speak or otherwise participate, if acknowledged by the presiding officer.

Section 2 Order of Business

The order of business at meetings of the PTO, unless changed by the executive board shall be:

- Call to Order
- Reading and Approval of Minutes
- Treasurer's Report
- Co-President's Report
- School Leader's Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 3 Quorum

The quorum for a general membership meeting must consist of representation by at least 8 PTO members, including a minimum of 2 executive board members and 6 parent members of the PTO shall be required in order to conduct official PTO business.

Section 4 Minutes

Minutes of the previous meeting shall be available on the school website and shared for approval at every general membership meeting. The minutes of any PTO meeting are always on the school website and available to any member upon request.

Section 5 Special Membership Meetings

5.1 A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be.

5.2 Upon receipt of a written request from eight (8) PTO members, the president must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents.

Section 6 Parliamentary Authority

Meeting rules of order should be adopted for use as a guide and included in these bylaws. Where no meeting rules of order are adopted, *Robert's Rules of Order – Newly Revised* will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations.

Article VII - Financial Affairs

Section 1 Fiscal Year

The fiscal year of the PTO shall run from July 1 through June 30.

Section 2 Signatories

The co-presidents and treasurer, shall be authorized to sign checks. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same PTO check. An PTO member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3 Budget

3.1 The executive board shall be responsible for the development and/or review of the budget process, which includes:

- The outgoing executive board must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year.
- The proposed budget must be presented to and approved by the membership no later than the June meeting.
- The incoming executive board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
- The executive board must present the budget process for membership approval in the fall.
- The counting and handling of any cash, checks, or money orders received by the PTO, must be completed by at least 2 PTO members. These PTO members cannot be related by blood or marriage. Funds

must be counted in the school on the same day of receipt. The PTO's financial records must display the total amount of funds and the signatures of the PTO members who participated in counting the funds.

- The School Leader's consent is required when a fundraising activity is held during school hours or on school property.
- All funds should be deposited in the bank account by authorized executive board members within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgment from the principal when PTO funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence.
- Documentation related to every transaction must be maintained on the Google Drive (e.g., canceled checks, deposit receipts, purchase orders, PTO minutes related to the financial transactions, etc.)

3.2 The budget may be amended by vote of the general membership at any membership meeting.

3.3 All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.

3.4 The Executive Board is authorized to make an emergency expenditure not to exceed **\$200.00** with a two-thirds approval of the executive board. These expenditures shall be reported to the general membership at the next PTO meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the PTO to accept this action.

Section 4 Financial Accounting

4.1 The Treasurer shall prepare the Interim PTO Financial Report by January 31st and the Annual PTO Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the school leader.

4.2 The Treasurer shall be responsible for all funds of the PTO and shall keep accurate records in a form consistent with these bylaws. The PTO must obtain approval from the school leader before collecting fundraiser proceeds from students. The Treasurer and at least one other officer shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the PTO including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

Article VIII – Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the PTO by a two-thirds vote of the

members present, provided the amendment was presented in writing to the membership at least 2 weeks before a Board Meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 2 years.

Any member may present a motion at a general membership meeting to amend a provision of the bylaws. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on **November 12, 2025**.

Signed By:

Elementary School Representative: Kathleen LeBlanc

Middle School Representative: Alicia Sledge

Co-Secretary: Giles Kathia Pierre

Co-Secretary: Lindsay Rouse

Filed with the Executive Director on 11/12/2025