

Agora Parent Teacher Organization

Organizational By-Laws:

ARTICLE I: NAME

The name of the organization shall be the **Agora Parent Teacher Organization (PTO)**.

ARTICLE II: PURPOSE

The organization is formed for the purpose of supporting the education of students at Agora Cyber Charter School by fostering relationships among the school, parents, Learning Coaches and teachers, and Agora staff members.

ARTICLE III: MISSION STATEMENT

The mission of Agora Cyber Charter School PTO is to create an open and welcoming sense of community between the Agora staff, the students of Agora Cyber Charter School and their families. We aim to blend new and veteran families, wisely utilizing the time and talents of all those involved, keeping our ultimate focus on the education and well-being of our students.

ARTICLE IV: MEMBERS

All parents/guardians or Learning Coaches of currently enrolled Agora Cyber Charter School students, Agora staff members, and Agora administrators are automatic members and shall have voting rights. No dues are required.

ARTICLE V: ORGANIZATIONAL LEADERSHIP

Leadership authority for the organization shall be held by an Executive Council elected from eligible members on a yearly basis.

In order to ensure equal representation, the Executive Council shall consist of a representative from each of the six identified PTO regions across the state (Northwest, Northern Tier, Northeast, Southwest, Central, Southeast, and Greater Philadelphia) along with one member of the Parent Support Coordinator (PSC) team.

The offices of President, Vice President, Treasurer, and Secretary shall be selected from the members of the Executive Council. Officers shall assume the additional responsibilities of the office they are selected to hold yet remain equal members of the Executive Council.

No member, excluding the Parent Support Coordinator, shall serve on the Executive Council for more than three years in a five-year period. No officer, excluding the Parent Support Coordinator, shall serve at any one position for a period longer than two years.

The Executive Council shall meet regularly throughout the school year and over the summer as needed.

A. President. The President shall preside over meetings of the organization and Executive Council, serve as the primary contact for the Parent Support Coordinators, represent the organization at meetings outside the organization, serve as an official member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. President will serve as the manager of specific committees as determined by the Executive Council.

B. Vice President. The Vice President shall perform the duties of the President in the event of his/her absence or resignation. The Vice President will serve as the manager of specific committee's as determined by the Executive Council. Manager duties include ensuring the installation of a Chair and committee members for these committees as well as facilitating communication between the committees and the PTO.

C. Secretary. The secretary shall keep all records of the organization, take and record minutes, and handle correspondence. The Secretary will prepare unapproved minutes for publication and distribution to parents within one week of the meeting. The secretary also keeps a copy of the minute's book, bylaws, rules, and any other necessary supplies, and brings them to meetings.

D. Treasurer. The Treasurer shall track all funds of the organization, keep an accurate record of receipts and expenditures, and distribute funds in accordance with the approval of the Executive Council. He/she will present a financial statement at every meeting and at other times of the year when requested by the Executive Council, and make a full report at the end of the year.

E. The office of the **Parent Support Coordinator** shall be one member of the Parent Support Coordinator team. The PSC representative will act as liaisons between the PTO and the school, ensuring open lines of communication.

F. At the June meeting, current officers will relinquish their office, along with all related documentation and materials (meeting minutes, financial statements, etc.) to newly elected officers.

ARTICLE VI: NOMINATIONS AND ELECTIONS

Elections for Executive Council members will occur at the May meeting of the PTO. Open nominations for Regional Representatives may be submitted in advance of the meeting held in the month prior to elections, or taken from the floor at that same meeting.

Any member who will have a student enrolled at Agora Cyber Charter School for the entirety of the following school year is eligible for the Executive Council.

Falling under the definition of "Volunteer" by the State, elected Executive Council members must pursue and provide clear Criminal Background and Child Abuse History clearances prior to taking office as mandated by the Commonwealth of Pennsylvania. Volunteers who have not been a resident of PA for at least the past 10 years may also be required to obtain a FBI Criminal History check as well.

In order to prevent situations where a conflict of interest may arise, members of Agora's School Board and Senior Leadership staff should not be nominated for positions on the PTO Executive Council.

Voting shall be by ballot vote if more than one person is running for an office. Officers shall be selected by the Executive Council at the next meeting following their election.

A vacancy occurring for any Regional Representative or office shall be filled for the unexpired term by an individual through an election at the next regular meeting. A vacancy for any officer shall be filled by the Executive Council at the earliest possible date for the remainder of the unexpired term.

ARTICLE VII: REMOVAL AND RESIGNATION OF COUNCIL MEMBERS AND OFFICERS

Removal: Any Executive Council member or officer may be removed for failure to perform or conduct detrimental to the Charter School or conduct detrimental to the purpose and mission of the PTO as determined in the Board's sole discretion by a two-thirds vote of the Executive Council.

Resignation: If an Executive Council member wishes to resign, that member may do so by delivering a written resignation to the Executive Council Board, which shall be effective upon receipt unless otherwise stated in the notice. Once a council member's child is no longer enrolled in Agora, that member is required to submit a resignation.

ARTICLE VIII: MEETINGS

The Agora Cyber Charter School PTO meetings are held online in the Agora Community room on the second Monday of every month during the school year and shall begin at 7:30 p.m. Meetings shall be attended by the Executive Council and at least one faculty member. All parents and Learning Coaches of Agora Cyber Charter School students and all Agora Cyber Charter staff members are welcome to attend. Special meetings may be called by the Executive Council with adequate written notice and may occur on any reasonable day or time. It shall be considered reasonable and sufficient notice to a council member to send notice by first class mail at least three business days before the meeting, addressed to the council member's usual or last known residence, or to give notice in person or by telephone or email at least twenty-four (24) hours before a special meeting.

ARTICLE IX: QUORUMS

Those organization members present at a duly called meeting shall constitute a quorum. A simple majority of that quorum is necessary to enact business items on the agenda.

ARTICLE X: COMMITTEES

Committees shall be formed in order to coordinate specific tasks or gather information from common groups of stakeholders. General committees may be formed at the discretion of the Executive Council while standing committees shall exist for each grade band (K-5, 6-8, and 9-12) and report regularly to the Executive Council. Each committee shall be headed by a Chairperson selected by the Executive Council. When a committee's duties may involve direct interaction with students, its members are subject to "Volunteer" regulations as stated in Article VI and must pursue the same clearances before participating.

ARTICLE XI: FINANCES

- A. A budget shall be drafted in the fall for each school year and approved by a majority vote of the members present, and then presented to the Agora School Board for approval.
- B. The treasurer shall keep accurate records of any disbursements, income, and bank account information.
- C. The Agora School Board shall act as the approving body for all expenses of the organization.
- D. The fiscal year shall coordinate with the school year.

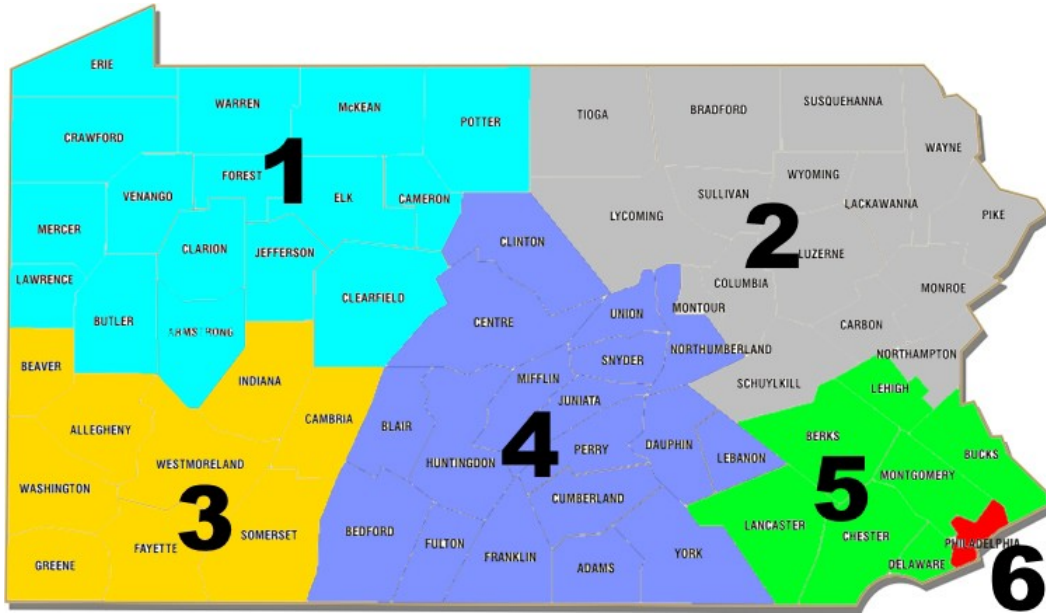
ARTICLE XII: PARLIAMENTARY AUTHORITY

All matters of parliamentary procedure not specifically provided for herein shall be conducted in accordance with Robert's Rules of Order Newly Revised.

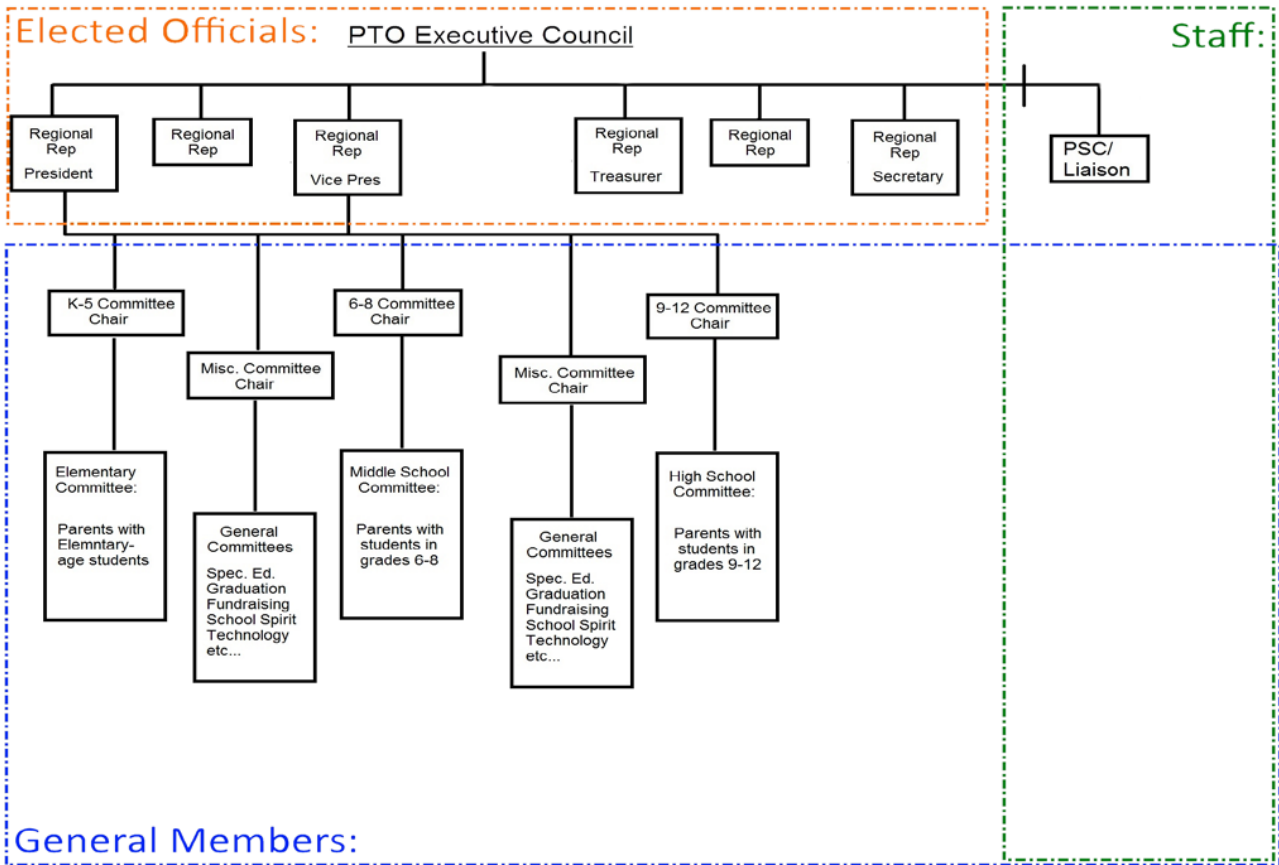
ARTICLE XIII: AMENDMENTS OF BYLAWS

These Bylaws may be amended at any meeting by two-thirds vote of the members present, provided members have been notified of the proposed changes and provision is made for public comment no less than one month prior to a vote.

APPENDIX I: DEFINITION OF REGIONS



APPENDIX II: SAMPLE STRUCTURAL DIAGRAM



APPENDIX III: DEFINITION OF TERMS

Learning Coach: The adult directly responsible for monitoring and assisting the student in their daily learning at Agora.

Agora Staff: Broad term used to identify any employee of Agora Cyber Charter School including, but not limited to, teachers, Family Coaches, Guidance Counselors, Specialists, and Administrators.

Executive Council: The leadership body of the organization made up of one elected member from each of the six identified regions along with one member of the Parent Support Coordinator team.

Officer: A member of the Executive Council who assumes the responsibilities of a specific position in addition to their Council role, yet remains an equal voting member of the Council.

Parent Support Coordinator: Members of the Agora staff specifically tasked with assisting parents and Learning Coaches in various aspects of the school.

Chairperson: Also known as a Committee Chair. A member of a committee that assumes responsibility for managing the committee's activities. These may include organizing meetings and reporting to the Executive Council.

Volunteer: A non-paid individual who assists with activities for the organization and may have direct interaction with children.

Senior Leadership: Members of Agora's staff that hold top-level positions. These include the CEO, CFO, and Director of Academics.

Quorum: The minimum number of members of an assembly that must be present at any of its meetings to make the proceedings of that meeting valid.

Parliamentary Authority: Set of rules on conducting business in deliberative assemblies.

Robert's Rules of Order: Widely accepted standard for facilitating discussions in a group setting. For more information, visit <http://www.robertsrules.com/>

Approved by the Agora Board of Trustees on September 12, 2016.