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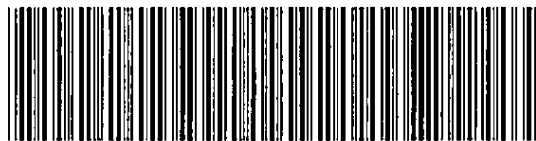
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COVER LETTER

TO: Amendment Section
Division of Corporations

NAME OF CORPORATION: Global Outreach Charter Academy PTO Inc.

DOCUMENT NUMBER: N23000005209

The enclosed *Articles of Amendment* and fee are submitted for filing.

Please return all correspondence concerning this matter to the following:

Scan Simonic

(Name of Contact Person)

Simonic, Simonic, Ratnecht & Associates, CPA's

(Firm/ Company)

8750 Perimeter Park Blvd.

(Address)

Jacksonville, FL 32216

(City/ State and Zip Code)

simonic@simonic.net

E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

Scan Simonic

904

928-1040

at

(Name of Contact Person)

(Area Code)

(Daytime Telephone Number)

Enclosed is a check for the following amount made payable to the Florida Department of State:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> \$35 Filing Fee | <input checked="" type="checkbox"/> \$43.75 Filing Fee &
Certificate of Status | <input type="checkbox"/> \$43.75 Filing Fee &
Certified Copy
(Additional copy is
enclosed) | <input type="checkbox"/> \$52.50 Filing Fee
Certificate of Status
Certified Copy
(Additional Copy is
Enclosed) |
|--|---|---|--|

Mailing Address

Amendment Section
Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314

Street Address

Amendment Section
Division of Corporations
The Centre of Tallahassee
2415 N. Monroe Street, Suite 810
Tallahassee, FL 32303

Articles of Amendment
to
Articles of Incorporation
of

Global Outreach Charter Academy PTO Inc

(Name of Corporation as currently filed with the Florida Dept. of State)

N23000005209

(Document Number of Corporation (if known))

Pursuant to the provisions of section 617.1006, Florida Statutes, this *Florida Not For Profit Corporation* adopts the following amendment(s) to its Articles of Incorporation:

A. If amending name, enter the new name of the corporation:

The new name must be distinguishable and contain the word "corporation" or "incorporated" or the abbreviation "Corp." or "Inc." "Company" or "Co." may not be used in the name.

B. Enter new principal office address, if applicable:

(Principal office address MUST BE A STREET ADDRESS)

C. Enter new mailing address, if applicable:

(Mailing address MAY BE A POST OFFICE BOX)

D. If amending the registered agent and/or registered office address in Florida, enter the name of the new registered agent and/or the new registered office address:

Name of New Registered Agent: _____

(Florida street address)

New Registered Office Address:

(City)

_____, Florida

(Zip Code)

New Registered Agent's Signature, if changing Registered Agent:

I hereby accept the appointment as registered agent. I am familiar with and accept the obligations of the position.

Signature of New Registered Agent, if changing

If amending the Officers and/or Directors, enter the title and name of each officer/director being removed and title, name, and address of each Officer and/or Director being added:

(Attach additional sheets, if necessary)

Please note the officer/director title by the first letter of the office title:

P = President; V = Vice President; T = Treasurer; S = Secretary; D = Director; TR = Trustee; C = Chairman or Clerk; CEO = Chief Executive Officer; CFO = Chief Financial Officer. If an officer/director holds more than one title, list the first letter of each office held. President, Treasurer, Director would be PTD.

Changes should be noted in the following manner. Currently John Doe is listed as the PST and Mike Jones is listed as the V. There is a change, Mike Jones leaves the corporation, Sally Smith is named the V and S. These should be noted as John Doe, PT as a Change, Mike Jones, V as Remove, and Sally Smith, SV as an Add.

Example:

<input checked="" type="checkbox"/> Change	<u>PT</u>	<u>John Doe</u>
<input checked="" type="checkbox"/> Remove	<u>V</u>	<u>Mike Jones</u>
<input checked="" type="checkbox"/> Add	<u>SV</u>	<u>Sally Smith</u>

<u>Type of Action</u> (Check One)	<u>Title</u>	<u>Name</u>	<u>Address</u>
1) <input type="checkbox"/> Change <input type="checkbox"/> Add <input checked="" type="checkbox"/> Remove	<u>VP</u>	<u>Delia Vazquez</u>	<u>8985 Lone Star Rd</u> <u>Jacksonville, FL 32211</u>
2) <input checked="" type="checkbox"/> Change <input type="checkbox"/> Add <input type="checkbox"/> Remove	<u>VP/SEC</u>	<u>Myra Cook</u>	<u>8985 Lone Star Rd</u> <u>Jacksonville, FL 32211</u>
3) <input type="checkbox"/> Change <input type="checkbox"/> Add <input type="checkbox"/> Remove	<u> </u>	<u> </u>	<u> </u> <u> </u> <u> </u>
4) <input type="checkbox"/> Change <input type="checkbox"/> Add <input type="checkbox"/> Remove	<u> </u>	<u> </u>	<u> </u> <u> </u> <u> </u>
5) <input type="checkbox"/> Change <input type="checkbox"/> Add <input type="checkbox"/> Remove	<u> </u>	<u> </u>	<u> </u> <u> </u> <u> </u>
6) <input type="checkbox"/> Change <input type="checkbox"/> Add <input type="checkbox"/> Remove	<u> </u>	<u> </u>	<u> </u> <u> </u> <u> </u>

E. If amending or adding additional Articles, enter change(s) here:

(attach additional sheets, if necessary). (Be specific)

SEE ATTACHED

—

Effective date if applicable: _____
(no more than 90 days after amendment file date)

Adoption of Amendment(s) (CHECK ONE)

- ☐ The amendment(s) was/were adopted by the members and the number of votes cast for the amendment(s) was/were sufficient for approval.

- ☒ There are no members or members entitled to vote on the amendment(s). The amendment(s) was/were adopted by the board of directors.

Dated 10-20-2023

Signature Lisseth Lorelli Qualls
(By the chairman or vice chairman of the board, president or other officer-if directors have not been selected, by an incorporator - if in the hands of a receiver, trustee, or other court appointed fiduciary by that fiduciary)

Lisseth Lorelli Qualls
(Typed or printed name of person signing)

President of Gaca PTO
(Title of person signing)

10/20/2023



Global Outreach Charter Academy PTO Bylaws

Revised By-Laws

Article I - Name, Description, and Purpose

Section 1: Name & Location - The name of the organization shall be GLOBAL OUTREACH CHARTER ACADEMY PTO (GOCA PTO). The principal mailing address is 8985 Lone Star Rd, Jacksonville, FL 32211.

Section 2: Description - The GOCA PTO is a non-profit organization that exists for charitable and educational purposes, including the making of distribution to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: Purpose - The purpose of this organization shall be to promote the welfare of our children and to enrich their school environment by:

- a) Participating in various fundraising events in order to provide supplemental funding for the school and its classrooms
- b) Being a volunteer support group
- c) Providing educational enrichment and motivation to children and their families
- d) Promoting and communicating the ideas, programs, purpose, and philosophies of Global Outreach Charter Academy
- e) Promoting community and family involvement

Article II - Membership

- 1) Membership shall be open to all Global Outreach Charter Academy faculty, parents, and legal guardians with children in attendance at Global Outreach Charter Academy and county approved volunteers that do not have students enrolled at Global Outreach Charter Academy.
- 2) Term of membership is from August 1st to July 31st of each year that membership dues are paid. Membership fee will be \$10 per person.
- 3) All members should be entitled to:
 - a. Nominate persons for the Board by submitting names of candidates
 - b. Submit policy and action proposals to the Board for resolution
 - c. Vote for members of the Board
 - d. Vote to remove a member from the Board
 - e. Hold a position as a Board Member or Committee Chairperson
 - f. Vote on resolution and other business at conducted at meetings
- 4) All members should pay annual dues allowing them all the above entitlements.

Article III - Officers

Section 1: Officers - Officers shall consist of the following officers: President, Vice President, Recording Secretary, Fundraising Committee Chair, and Treasurer, Historian, Membership Chair, Volunteer Chair, and Hospitality Chair.

Section 2: Vacancy - If a vacancy occurs on the Board, the vacancy will be voted on by the board and majority vote will fill the officer vacancy.

EXECUTIVE BOARD - The Executive Board shall consist of the Officers and Principal. The duties of the Executive Board shall be to transact necessary business between PTO meetings, to approve the plans of work of the Standing Committee, and other business that is referred to it. Meetings of the Executive Board may be called by the Principal, President or by the majority of the Board.

The Executive Board, by the beginning of the school year, shall establish a list of goals to be accomplished during the school year and present it at the first PTO meeting for approval. A budget shall be established for the following school year in July and voted upon at the August PTO meeting

Section 2: Officers and Their Elections Officers shall assume their official duties on July 1st and shall serve for a term of one year or until their successors are elected. A person shall not be eligible to serve more than two consecutive terms in the same office. All officers are required to attend at least one half of all general meetings. All Officers must be in good standing with their yearly dues in order to be eligible.

Section 3: Duties

PTO Board-Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

President-Preside at General PTO meetings and Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President-Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President.

Recording Secretary-Record and distribute minutes of all PTO meetings, prepare agendas for PTO meetings, hold historical records for the PTO. Also, will help with communications and marketing for the PTO

Fundraising Committee Chair-Works collaboratively with school to oversee and assist with all fundraising through the school year, such as box tops for education, etc.

Treasurer-Oversees all financial transactions and fundraising efforts going in or out of an organizing committee. Duties include budget planning, financial reporting, record-keeping, and managing incoming and outgoing funds.

Historian-Keeping records of events such as documents, pictures, and flyers from previous school or fundraising events.

Membership Committee Chair- Organize the annual PTO membership drive and the on-going process to encourage membership. Maintain membership records. Will launch membership drive campaigns on the website and social media.

Volunteer Coordinator Chair- Collect a list of general volunteers at the beginning of the year and for special events. Assure that volunteer data is recorded and available to both the Board and teachers. Work with teachers, staff, and leaders of committees to assure volunteers are recruited for programs. Works closely with Committee Chairs. Ensures volunteers are registered during events and are contacted. Sends out general volunteer campaigns when larger events are nearing. (Effort: on-going, year-round; time peaks with a few big events.

Hospitality Coordinator Chair - Acts as hospitality committee chair, manages or delegates the general hospitality needs at all PTO meetings and functions (i.e., grade-level music programs, fundraising events, back to school events, field days or others as designated by the president). Maintains supplies for functions, and is board liaison for staff appreciation, decorations, family night, and musical refreshments committees.

Section 4: Meetings - GENERAL PTO MEETINGS - General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. The first PTO meeting is held to vote to approve the operating budget and Bylaws for the current school year. "

1) **VOTING** - Each member in attendance at a PTO meeting is eligible to vote, one vote per individual membership and two per family membership.

2) In any meeting of the organization, a majority vote by members in attendance shall constitute a quorum for the transaction of business. Two of the organization's officers must be present.

3) An annual meeting shall be the first Thursday of July of each year and outgoing officers with newly elected officers. The agenda for the meeting shall include a review of bylaws, procedures, responsibilities of officers, etc., to ensure a smooth transition of duties.

Section 5: Removal-An officer can be removed from office for failure to fulfill her/his duties, and may be asked to resign. Should he/she refuse, he/she may be removed by a majority vote at the next meeting of the organization.

Article IV - Financial Policies

Section 1: Fiscal Year - The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: Banking - All funds shall be kept in a checking account in the name of Global Outreach Charter Academy PTO, requiring two signatures of the Executive Board and held at a local financial institution.

All checks will require TWO signatures to be valid. Signatures shall be the President, Treasurer and/or secretary.

Section 3: County money/reimbursement - Two people must be present at all times when cash is initially collected and counted. The treasurer and another person.

All requests for payment must be submitted on applicable forms:

- a. General Requisition Form
- b. Reimbursement Claim Form

The outgoing treasurer will ensure the books are all in order and balanced. This will be signed off by the president and treasurer.

Section 4: End of the Year Balance - There shall be a minimum of \$2000 in the GOCA PTO bank account at the end of the fiscal year to fund immediate costs of next year. Annual Audit must be completed by July 31st of each year.

Section 5: Insurance - The P.T.O. shall have power to purchase and maintain insurance on behalf of any person who is or was a Director or Officer of the P.T.O. against any liability incurred by her in any such capacity, or arising out of her status as such, whether or not the P.T.O. would have the power to indemnify her against such liability.

Article V - Bylaw Amendments

These bylaws may be amended at any regular meeting of the organization by having a majority vote of those present, providing notice of the proposed amendment was given at the previous meeting and to the Board.

Article VI - Dissolution

In the event of dissolution of the GOCA PTO, any funds remaining shall be donated to Global Outreach Charter Academy.

These bylaws were adopted on May 25, 2023

Lisseth Lovell-Qualls

President

150351