

BYLAWS
FRUIT COVE MIDDLE SCHOOL PARENT –TEACHER ORGANIZATION

ARTICLE I. – NAMES

The name of this organization shall be the Fruit Cove Middle School Parent Teacher Organization (also referred to as the “FCMS PTO”).

ARTICLE II. – OBJECTIVES

The objectives of the FCMS PTO shall be :

- to promote the welfare and education of students at Fruit Cove Middle School (also referred to in these Bylaws as “our school”).
- To raise the standards of academic excellence at Fruit Cove Middle School.
- To provide avenues for volunteering and communication between Fruit Cove Middle School and our school-related community.
- To participate in and provide opportunities for social activities and entertainment for Fruit Cove Middle School students and families.
- To work cooperatively with Fruit Cove Middle School administration and teachers and comply with school district rules and policies.
- To promote a unified effort toward accomplishing Fruit Cove Middle School goals and a high quality educational environment for our students and teachers.

ARTICLE III. – BASIC POLICIES

Section 1. The objectives of this parent organization shall be promoted through an educational and social program directed at students, teachers, parents, school administration and the general community. Work shall be accomplished through meetings, event coordination, committees, individual and group volunteering efforts and partnering with businesses, social agencies or other schools.

Section 2. This nature and purpose of this organization shall be noncommercial, nonsectarian, and nonpartisan. The name or resources of the organization shall only be used for purposes in support of the school. This organization seeks to be in compliance with all State of Florida and federal rules and regulations pertaining to educational, nonprofit organizations.

Section 3. This organization does not seek to direct or control the business or mission of the school nor interfere with its policies and operation.

Section 4. This organization conducts fundraising activities, recognition programs, educational programs and social events . It disperses funds in support of school activities, programs, events, based on student and school needs as identified by our school

administration and staff.

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ARTICLE IV. - MEMBERSHIP AND DUES

Section 1. Annual dues are collected from individuals or families with one or more FCMS student who then are defined as FCMS PTO members. Any individual or business may become a member of the organization subject to compliance with all provisions of these bylaws. Membership in this organization is strongly encouraged for all families with a FCMS student and shall be available without discrimination with regard to race, color, creed or national origin. All PTO members and volunteers working at the school must comply with St. Johns County School District policies and requirements. It is expected that PTO members will be individuals/families living in or working at businesses operating in St. Johns County, FL.

Section 2. The organization shall conduct an annual enrollment effort to renew existing memberships and seek new members, but members are encouraged to join at any time. There is no proration of membership dues related to the time of year a member joins. Membership dues are collected each year from each member and the amount of dues is set by the Executive Committee each year based on the needs of the organization. Teachers and school staff at FCMS may be offered membership at no cost if so desired by the PTO Executive Committee. Monies collected for membership dues or other fundraising efforts shall be deposited in the PTO banking account and recorded by the Treasurer using standard accounting procedures.

Section 3. General membership meetings can be attended by members and non-members while Board and Executive Committee meetings are by position or invitation. Any paidup member of the organization can vote or serve on its committees, serve as a coordinator or in an elected or appointed position. PTO membership is not required to serve as a volunteer at FCMS.

ARTICLE V. – OFFICERS AND ELECTIONS

Section 1. Officers

a. PTO Officers shall include the following elected positions and be collectively known as the “Executive Committee” : President, Vice President for Fundraising, Vice President for Membership, Treasurer, Recording Secretary

, Partners in Learning Coordinator .

- b. Officers shall be elected each school year by majority vote of the membership, and installed no later than the last day of school. If there is one nominee for any officer position, these Bylaws permit the existing Recording Secretary, on the scheduled election day, to cast an elective ballot for the nominee or call for a voice vote, thereby completing the election process for that position (s).
- c. Newly elected Officers will assume their official duties by the end of each school year, serving for one year terms. It is in the interest of the organization for an Officer to remain in their elected position until a successor is elected, although this is not a requirement.
- d. No individual may be elected to the same Officer position for more than two consecutive terms.

Section 2. Elections

- a. Any PTO member can nominate another consenting member to be elected as an Officer. A notice should be sent to parents prior to elections, inviting nominations for Officer positions. A member may nominate themselves for an elected position, and no nominee can be placed on the ballot without express consent to serve if elected. Elections will typically take place at the last PTO General Membership meeting of the school year but can be scheduled at any time after April 1st with reasonable prior notice to parent non-members and members.
- b. It is the responsibility of the Executive Committee to make all reasonable efforts to have at least one nominee per Officer position on the ballot each year.
- c. Officers are elected by majority vote at the scheduled meeting time for the election. Write-in nominations of existing members are permitted at the meeting scheduled for the purpose of the elections.

Section 3. Incumbent Officers leaving their positions will make reasonable efforts to train and orient the newly elected individual assuming the Officer position they vacate.

Section 4. If an Officer vacates the position prior to the end of the elected term, the remaining Executive Committee members will attempt to find a replacement. A notice will be sent to members announcing the vacant position and inviting nominations to fill the position. After a reasonable notice period, if there is one nominee for the vacant interim position, the Secretary may cast the elective vote on behalf of the organization to complete the election process. This is an interim election with an effective term ending at the same time as the other Officers elected for the current year (all Officers will be elected for no more than one year at a time).

Section 5. Any Officer who fails to perform in their elected position may be asked to resign after collective agreement by the other 4 members of the Executive Committee. This should only be done to maintain the effectiveness of the

organization and when other reasonable attempts to resolve the problem have been tried and have failed. An interim election will take place as outlined in Section 4.

ARTICLE VI. – DUTIES OF OFFICERS

Section 1. The President shall preside at PTO meetings, PTO events and shall perform all duties as required to effectively plan for, operate, delegate, measure, develop and achieve the goals and objectives of the FCMS PTO. The President will delegate appropriate duties to be completed by the elected Officers, appointed Committee Chairs, Program Coordinators and other volunteers. The President may not fully delegate financial management responsibilities to the Treasurer, and is expected to stay informed of banking, financial reporting, financial transaction and cash management procedures used by volunteers and the Treasurer. The President has discretion to appoint key volunteers to lead or coordinate PTO committees or programs to work collectively with the Executive Committee (elected PTO Officers) and be collectively known as the “FCMS PTO Board”. The President position may not be held by more than one individual at a time.

Section 2. The two Vice President positions shall act as second in command or lead the organization in the absence of the President. Each Vice President position has a delegated area of responsibility, Fundraising or Membership, and works to meet the organization’s objectives by creating, coordinating and implementing the volunteer effort needed to achieve organizational goals, using available volunteer resources as needed. Each Vice President position may be shared by no more than two individuals, if elected in compliance with PTO election procedures. If a Vice President position is shared, each individual elected to it shall be referred to as a Co-Vice President and each individual Co-Vice President will have full voting authority.

Section 3. *The Recording Secretary* shall record the official minutes of all PTO Board meetings and General Membership meetings. Meeting minutes should be in a format that can be easily read and understood , should be typed in word processing software used by other Executive Committee members and school administration and be distributed electronically in a timely manner. The Secretary shall identify a responsible substitute to take minutes in the Secretary’s absence. Other official correspondence and documentation of the organization may also be the responsibility of the Secretary. The Secretary will keep all PTO documents in an organized manner and will make them accessible for review as reasonably requested by any member of the PTO. The Secretary position may be shared by no more than two individuals, if elected in compliance with PTO election procedures.

Section 4. The Treasurer is responsible for the accounting, deposit and disbursement of the organization’s monies using standard accounting practices. The Treasurer serves as custodian of organizational funds, bank accounts and will keep an accurate account of all income and expenditures. For purposes of prudent fiscal controls and oversight, the Treasurer and President will discuss accounting and cash management

procedures at least once every two years with an accountant familiar with the PTO annual tax return. The PTO fiscal year ends each July 31st. PTO expenditures as reimbursement to Fruit Cove Middle School or its personnel for their expenses shall be made based on receipts and/or other reasonable purchase documentation with approval by 3 Executive Committee members required for payment to be made. The Treasurer will maintain a FCMS PTO State of Florida sales tax exemption certificate and will ensure that an annual FCMS PTO tax return is filed with state and federal taxing authorities, as needed by those authorities, to maintain a non-profit status for FCMS PTO. The Treasurer and President will work together to maintain the integrity of the financial data and reporting and to encourage all volunteers to follow prudent cash management procedures. The Treasurer will prepare a financial statement for each PTO Board and General Membership meeting. The Treasurer will keep timely and accurate records to permit accurate identification of all income sources, expenses and allocated cash reserves for approved-but-not-yet spent commitments. Such books of accounts and PTO financial records shall be reasonably available and open to inspection by PTO members or other interested parties. No income statement may be re-stated or re-published in corrected form without the acceptance signature of the PTO President and Treasurer and disclosure of this change should occur at the next PTO Board meeting. The Treasurer position may not be held by more than one individual at a time.

Section 5. Duties of the Partners In Learning Coordinator

Duties shall include Provide leadership for the program through recruitment of partnerships/sponsorships from local businesses using the established sponsorship package. Maintain a professional relationship with all businesses (send correspondence of upcoming events, thank you notes, contract copies, confirmation of sponsorship agreement, follow up calls). Hold a meeting for our partners at school as a thank you for their support. Hold a high standard of ethics with regard confidentiality of business partners and our school. Attend the county training course for business partner leaders. Remain as the sole PTO contact to business partners. Uphold all basic responsibilities that are promised to each partner within their contract. Must consult with treasurer the financial plan of all business partnerships.

Section 6. Any Officer may also concurrently serve as a committee chair or program coordinator.

Section 7. The rule of tenure for elected PTO Officers is no more than two consecutive years by the same person in the same Officer position. Any change in this tenure rule must be based on the needs of the organization and requires amendment of these Bylaws with the approval of at least 3 elected Officers. The individual currently serving in the Officer position being considered for tenure change cannot vote for a

change in their own position. Each Officer position tenure change must be voted on separately, not collectively, to show the Executive Committee's clear intent.

ARTICLE VII. – MEETINGS

Section 1. There will be no fewer than eight (8) Executive Committee or Board meetings of the organization during the school year. There will be no fewer than three (3) General PTO Membership meetings during the school year. Reasonable notice will be given announcing PTO General Membership meetings. Special meetings may be called by the Executive Committee on an as needed basis.

Section 2. The meeting for election of Officers will be held after April 1st but no later than the end of the then current school year.

Section 3. A quorum for decision-making is comprised of no fewer than three (3) Executive Committee members in attendance at a meeting or electronically by email. A majority vote of PTO members in attendance at a meeting shall permit the transaction of business if a quorum, as defined here, has been achieved.

Section 4. The privilege of holding office, introducing motions, seconding motions, debating and voting shall be limited to the members whose dues are fully paid. Any PTO member may invite a non-member guest to attend a PTO General Membership meeting. Any PTO Board member may invite a guest to the PTO Board meeting ; it is encouraged that the President be notified in advance, although not required.

ARTICLE VIII. – PTO COMMITTEES OR COORDINATORS

Section 1. Executive Committee members create and oversee a combination of ad hoc and standing committees for the PTO that each require a Chairperson to be annually selected and approved by the Executive Committee and President. In addition, Coordinators can also be appointed by the Executive Committee when it is not appropriate to form a committee to carry out the action needed. Each Committee Chairperson and Coordinator will be appointed for one year at a time as ex officio members of the PTO Board while they serve in these leadership roles. Each Chairperson and Coordinator will be vested with specific responsibilities and will coordinate their activity with the PTO Board and attend Board meetings as needed to keep the Board informed of their activities and seek approvals as needed. The twoyear tenure rule (Article VI, Section 6) does not apply to Committee Chairpersons and Coordinators since these positions are appointed and re-appointed by the Executive Committee each year. All revenue and expense related to these positions and other volunteers working on these activities will be collected and reported to the PTO Board and conducted in compliance with these Bylaw procedures. All expenses needed for these activities will be presented to the Board in advance for preapproval and will be reimbursed in compliance with these Bylaw procedures. Special purpose committees and activities are created and disbanded based on the needs of the PTO and FCMS. The PTO President may choose to be an ex-officio member of any PTO

Committee. Chairpersons and Coordinators must agree to attend training sessions organized by FCMS or St Johns County that are deemed necessary to adequately carryout the duties of the position they have accepted.

Section 2. Examples of these Committees and Coordinators include but are not limited to:

Teacher Appreciation
Student Dances
Box Tops Collection
Campbells Labels Collection
Scholastic Book Fair
School Awards Applications
Marquee Updates
Historian and Scrapbook
Volunteer Coordinator

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ARTICLE IX. – PARLIMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

ARTICLE X. – AMENDMENTS

Section 1. These Bylaws may be amended at any regular meeting of the organization by a majority vote of members present, provided reasonable notice of the meeting and the proposed amendment language was accomplished in order for interested parties to be able to attend. For purposes of a Bylaws amendment, reasonable notice of the proposed amendment wording change shall be met by publishing the proposal at a previous Board or general membership meeting of the organization. Upon majority vote approval with a quorum present as defined herein, the Secretary will document the Bylaws change in the minutes and the President will ensure the Bylaws are updated in a timely manner. The Secretary is responsible for maintaining a current version of PTO Bylaws with other official documents and minutes of the organization.

Bylaws last revised May 29, 2014

Approved by FCMS PTO meeting on June 1, 2014