

BY-LAWS  
OCEAN PALMS ELEMENTARY PTO  
OCEAN PALMS ELEMENTARY SCHOOL  
LANDRUM LANE, PONTE VEDRA BEACH, FLORIDA 32082

ARTICLE I  
NAME

The name of this organization is Ocean Palms Elementary School Parent-Teacher Organization (PTO). It is a local PTO unit.

ARTICLE II  
ARTICLES OF ORGANIZATION

The PTO exists as an incorporated organization of its members. Its “articles of organization” comprise these by-laws, as from time to time amended, and its articles of incorporation. These by-laws shall govern the organization.

ARTICLE III  
PURPOSES

Section 1: The objectives of this organization are:

- a. To promote the welfare of children in home, school, and community.
- b. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children.
- c. To develop between educators and the general public such united efforts as will secure for all children the highest advantages in physical, mental and social education.
- d. To organize the parents, teachers and community for the purpose of raising money for projects that the PTO and Ocean Palms Elementary School (hereinafter referred to as OPES) deem necessary for improving OPES.

Section 2: The objectives of this organization are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3: This PTO is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of section 509 (a) (2) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter IRC).

#### ARTICLE IV MEMBERS AND DUES

Section 1: Membership in this PTO shall be made available to any individual who has a student enrolled or is a staff member at OPES or is a OPES volunteer cleared by St. John's County, and subscribes to the objectives and basic policies of the PTO without regard to race, color, creed, or national origin.

Section 2: Only members of this organization shall be eligible to vote and serve in any of its elective or appointive positions.

Section 3: The organization shall conduct an annual enrollment of members, but individuals, as defined in Article IV, Section 1, may be admitted to membership any time.

Section 4: Each member of the organization shall pay annual dues to the organization.

Section 5: The officers and general members of the PTO shall not use their titles to endorse, promote or oppose a commercial concern or in connection with any partisan interest or to endorse, promote or oppose any political candidate running for public office or for any purpose not appropriately related to promotion of the objectives of the PTO.

#### ARTICLE V OFFICERS AND THEIR ELECTION

Section 1: Each officer and board member of this PTO shall be a member of this PTO.

Section 2: Officers and their election:

- a. The officers of this organization shall consist of a President, a Vice-President, a Treasurer, a Secretary, a Past President, a Fundraising Coordinator, a Volunteer Coordinator, a Membership Coordinator, a Public Relations Coordinator, a Member-at-Large, a Healthy Kids Initiative Coordinator, and a Teacher Representative.
- b. Officers shall be elected by ballot annually in the month of March with the exception of the teacher representative. The teacher representative shall be appointed by his/her professional peers. If there is but one nominee for any office, election for that office may be by a show of hands.
- c. With the exception of the treasurer, all officers shall assume their duties on the last day of the school year and shall serve until the last day of the next school year. The treasurer's term of office runs from August 1 until July 31st of each school year in concurrence with the PTO's fiscal year as filed with the Internal Revenue Service. The treasurer shall assume his/her duties with properly audited books as set forth in Article VI, Section 3 of these by-laws.
- d. No officer may serve more than two consecutive years on the executive board in the same position.

### Section 3: Nominating Committee:

- a. There shall be a nominating committee comprised of at least three members who shall be appointed by the president and announced at a regular meeting at least two months prior to the election of officers. Only one member of the nominating committee may be a current member of the executive board. The president shall appoint a chairperson pro tern who shall call the first meeting. The committee shall elect its own chairperson.
- b. The nominating committee shall nominate an eligible person for each office to be filled. Nominations will close the end of February. Nominees will be posted in the PTO Book.
- c. Only those persons who have consented to serve if elected shall be nominated for or elected, to such office.

### Section 4: Vacancies

- a. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote at a special meeting, notice of such election having been given. In case a vacancy occurs in the office of the president, the vice-president shall serve pro tern.
- b. Any person holding an elected or appointed position in this organization shall serve for a designated term or until his/her successor is elected or appointed.

## ARTICLE VI DUTIES OF OFFICERS

Section 1: The president shall preside at all scheduled PTO meetings and the executive board at which he/she may be present; shall perform such other duties as may be described in these bylaws or assigned to him/her by the organization or by the executive board; may appoint a historian, with the approval of the executive board; and shall coordinate the work of the officers and committees of the association in order that the objectives may be promoted.

Section 2: The Past President shall serve as parliamentarian and as an advisor to the president, officers and board members; shall review bylaws and recommend amendments as needed; shall perform such other duties as may be assigned to him/her by the organization or executive board.

Section 3: The vice-president shall act as an aide to the president and shall perform the duties of the president in the absence or disability of that officer to act and shall coordinate programs at the bimonthly PTO meetings and perform such other duties as may be delegated to him/her.

Section 4: The secretary shall record the minutes of all meetings of the organization and of the executive board. He/she shall be responsible for sending cards, flowers, etc, when deemed necessary and appropriate by the executive board and shall perform such other duties as may be delegated to him/her.

Section 5: The treasurer shall have custody of all the funds of the organization and shall be responsible for the maintenance of the books of accounts and records. The treasurer shall keep a full and accurate account of the receipts and expenditures; shall make disbursements in accordance with the approved budget, as authorized by the organization and the executive board. He/she will serve as counsel to the Finance Committee. In the event that the Treasurer is unable to perform his/her duties the chairperson of the Finance Committee shall perform the duties of the Treasurer.

The treasurer shall present a financial statement at all meetings of the finance committee, PTO meetings and at other times when requested by the executive board. These financial statements shall consist of a year-to-date inflow and outflow statement and budget.

Three signatures shall be kept on file at the bank consisting of the current term president, vice-president and treasurer. Two signatures shall be required on all PTO checks.

The treasurer shall be of counsel to the finance committee which shall consist of the wish-list chairpersons and other interested parties. The finance committee shall meet at times determined by the Treasurer and Finance Committee chairperson. The treasurer will act as chairperson pro tern of the finance committee for the purpose of initially organizing this committee. It will be the committee's responsibility to elect or appoint its own chairperson.

An annual audit of the outgoing treasurer's records and accounts shall be performed by an independent auditor or an auditing committee. The auditor or the auditing committee shall be appointed by the executive board and shall not include any member of the executive board or their immediate families.

This auditing committee shall consist of not less than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end- of the report This report should be dated no later than July 31 of the current fiscal year end and shall be given at the next regular finance meeting following the completion of the audit.

Section 6: The Public Relations Coordinator shall be responsible for communicating PTO information to the school, staff, parents, students and community through the school newspapers and the local community newspapers, and shall perform such other duties as may be delegated to him/her.

Section 7: The Fundraising Coordinator shall be responsible for explanation and notification of all fundraising projects. He/she shall be responsible for forwarding to the treasurer for deposit all monies collected during fundraising projects and shall perform such other duties as may be delegated to him/her.

Section 8: The Volunteer Coordinator shall be responsible for developing a volunteer form at the start of each school year and compiling lists of volunteers for the various committees. He/she shall act as a resource to the various committees and to the administration and staff of OPES and shall perform such other duties as may be delegated to him/her.

Section 9: the Membership Coordinator shall be responsible for planning and executing the membership drive. The membership chairperson may form a committee to assist in carrying out these duties and shall perform such other duties as may be delegated to him/her.

Section 10: The Member-at-Large shall be responsible for keeping current information regarding activities of the St. John's County School Board and our fellow schools in Ponte Vedra and Palm Valley. He/she shall act as a community liaison and shall perform such other duties as may be delegated to him/her.

Section 11: The Healthy Kids Initiative Coordinator will be responsible for promoting fitness, nutrition and safety. The goal is to equip the child to make healthy choices through various educational programs. The Healthy Kids Initiative committee will be comprised of, but not limited to, a Fitness Committee, Nutrition Committee, Safety Committee, and Healthy Alliances Committee.

Section 12: The Teacher Representative shall be appointed by the school faculty and shall represent the interests of the faculty on the PTO board and shall perform such other duties as may be delegated to him/her.

Section 13: All officers shall:

- a. Perform the duties prescribed in these by-laws and by the parliamentary authority adopted by this association.
- b. Deliver to their successors all official material not later than ten days following the end of the school year.

## ARTICLE VII MEETINGS

Section 1: Regular meetings of the PTO shall be held bimonthly during the school year, the time and date to be fixed by the executive board at its first meeting of the year. The executive board has the authority to change or delete the meeting date and or time as it deems necessary.

Section 2: Special meetings of the PTO or for the executive board may be called by the president or by a majority of the executive board, notice having been given.

Section 3: The PTO shall meet as a minimum on a bimonthly basis. All board members and PTO members are encouraged to attend. More frequent general meetings will be scheduled if deemed necessary by a majority of the executive board. A quorum shall consist of ten PTO members.

ARTICLE VIII  
EXECUTIVE BOARD

Section 1: The executive board shall consist of the officers of the organization.

Section 2: The duties of the executive board shall be:

- a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- b. To create standing committees and to select their chairperson (and co chairperson when necessary).
- c. To approve the plans of work of the standing committees.
- d. To present reports at the regular meetings of the organization.
- e. To appoint an auditor or an auditing committee at least two weeks prior to the PTO fiscal year end to audit the treasurer's accounts.
- f. To approve to submit to the organization for approval a budget for the fiscal year, that shall be prepared by the finance committee. This budget shall be submitted to the general membership of the organization for approval at the September PTO meeting.
- g. To approve routine bills within the limits of the budget.
- h. To transact emergency business in the interval between executive board meetings. The President shall have the ability to authorize emergency expenditures of up to \$100 up to four times per year without a vote of the Executive Board. The President shall notify the Executive Board of the amount and purpose of the expenditure as soon as possible.
- i. To train incoming executive board members to insure a smooth transition, including the handing over of all records, documents, and materials pertaining to the office at the end of the term of office.

Section 3: Any board member may be removed by a motion duly made to the board, discussed and voted upon by a quorum of the board.

ARTICLE IX  
EXECUTIVE COMMITTEE

Section 1: The executive committee shall consist of the executive board and standing committee chairpersons.

Section 2: Meetings of the executive committee shall be held as needed.

Section 3: Records of the executive committee members will be kept on file for three consecutive years in the PTO office. Exception will be the records, documents and materials of the president which will become permanent history of this organization.

ARTICLE X  
STANDING AND SPECIAL COMMITTEES

Section 1: The executive board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization. The chairpersons shall serve until the last day of the school year.

Section 2: The chairperson of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 3: The power to form special committees and appoint their chairperson rests with the executive board.

Section 4: The president shall be a member ex-officio of all committees except the nominating committee.

ARTICLE XI  
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable.

ARTICLE XII  
AMENDMENTS

These by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting.

A committee may be appointed by the executive board to submit a revised set of by-laws as a substitute for the existing by-laws. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

Amended 2/16/10