

JULINGTON CREEK ELEMENTARY PTO BY-LAWS

Article I – NAME, DESCRIPTION, AND PURPOSE

Section 1. Name. The name of the organization shall be the Julington Creek Elementary Parent Teacher Organization (JCE PTO).

Section 2. Description. The PTO is a non-profit organization that exists for the charitable, scientific, literary, or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code.

Section 3. Purpose. The purpose of the JCE PTO is to enhance and support the educational experience at JCE through the creation of family activities and volunteer-based programs that support our teachers, children, and families. The organization will collaborate and communicate with administration, teachers, staff, families, and community partners to coordinate activities and events that help bridge gaps in funding while promoting a sense of community.

Article II – MEMBERSHIP

Section 1. Members Defined. Membership in the JCE PTO shall be made available to parents, guardians of students, community members, teachers, staff, and administration who take interest in JCE. Membership shall be available to any individual without regard to race, color, national origin, sex, religion, or disability.

Section 2. Enrollment. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 3. Dues. Each member of the organization shall pay annual dues to the organization. Such annual dues shall be established by the Executive Board at the beginning of each year.

Section 4. Members in Good Standing. Only members in good standing of the organization shall be eligible to vote in its General and Special Meetings or serve in any of its elective or appointive positions. Good standing of membership means the member has paid dues at least 14 days prior to a meeting and demonstrates an acceptable code of conduct.

Article III – EXECUTIVE BOARD OFFICERS AND ELECTIONS

Section 1. Officer Positions. Officer positions shall include a minimum of President, Vice President, Treasurer, and Secretary. Each position may have co-officers held by two individuals sharing the duties of such office. At a minimum, the offices of the President and Treasurer must be filled at the Annual Meeting in order for the organization to continue operating. If those positions are not filled, the organization will dissolve according to Article XII.

Section 2. Elections. Officer positions shall be elected by popular vote and installed at the Annual Meeting in May. Voting shall be by voice unless more than one person is running for an office. In that case, a ballot vote shall be taken. Officers shall be elected by a quorum of the PTO members attending the Annual Meeting.

Section 3. Eligibility. Each officer shall have a student currently attending JCE, have attended at least one General PTO Meeting within the current school year, and must be a member in good standing at least 14 days before the annual meeting.

Section 4. Officer Nominations.

- a. Available positions will be advertised in all PTO communications for the upcoming year no later than March 1st.
- b. The Executive Board will call for any interested PTO members in good standing that wish to serve to submit a request in writing at least 14 days before the Annual Meeting. Floor nominations may occur at the meeting proceeding the Annual Meeting, but not at the Annual Meeting.
- c. Only those persons who have consented to serve if elected and meet the qualifications as set forth in the job descriptions shall be nominated to a Board position.

Section 5. Terms of Office. Officers are elected for only one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

- a. Elected officers shall assume their official duties on July 1st and shall serve for a term of one year. A standing rule for exiting officers will be for them to transition the newly appointed officers in the months of May and June.
- b. Officer position terms may be extended under such circumstances that may prevent an election from occurring including the immediate and surrounding area being under an ongoing "State of Emergency". Elections must take place once the State of Emergency is lifted and children are allowed to physically attend school on campus and eligibility requirements can be met.

Section 6. Vacancies. A vacancy occurring in an elected officer position shall be filled for the unexpired term by a person elected by a majority vote of the PTO Executive Board on which they shall serve. The Executive Board will inform members of such an election at the next General Meeting. A vacancy shall be declared to exist in an office should its holder miss three consecutive Board meetings without good reason or approval by the Executive Board. In the event of a vacancy in the office of the Treasurer, an audit must be conducted by the financial oversight committee or the organization's CPA if there is no accountant on the financial oversight committee. The Executive Board will have 30 days to fill the Treasurer position before dissolution.

Section 7. Appointments. A person appointed by the President and approved by the Executive Board members shall fill a vacancy occurring in any office for the unexpired term. If there is a vacancy in the office of President, the Vice President will become President.

Section 8. Removal from Office. An elected Executive officer who fails to perform their duties may be asked to resign. Should they refuse, they may be removed by a majority vote at the next Executive Board meeting.

Article IV – DUTIES OF ELECTED OFFICERS

Section 1. Officer Policies. All officers shall:

- a. Perform the duties prescribed in these bylaws.
- b. Attend all Board and General Meetings. Absence will occur with good reason and only on a limited basis.
- c. Come to meetings prepared and actively participate in discussions, planning, and decision-making.
- d. Use PTO material and supplies in a responsible manner and only for PTO purposes. Return all supplies in the same condition to the same location.
- e. Ensure a smooth transition for newly appointed PTO officers.
- f. Revise and adopt Standing Rules each year.
- g. Ideally, all officers should be willing to serve as President in the future.
- h. Not use their title or position to endorse, promote or oppose any commercial concern or in connection with any partisan interest for the purpose not related to the promotion of the objectives of the PTO.
- i. Not use their title or position to represent the PTO in endorsement or opposition of any political candidate running for public office.

Section 2. *President.* The President shall:

- a. Preside over meetings of the organization and Executive Board.
- b. Serve as the primary contact for the principal and/or the administration.
- c. Represent the organization at meetings outside the organization.
- d. Delegate appropriate duties to the elected Board members.
- e. Serve as an *ex officio* member of all committees.
- f. Coordinate the work of all the officers and committees so that the purpose of the organization is served.
- g. Exercise contract-signing authority for the JCE PTO.
- h. Assist in the work and coordination of committees so the objectives of the JCE PTO may be promoted.

Section 3. *Vice President.* The Vice President shall assist the President and carry out the President's duties in their absence or inability to serve. The Vice President shall assist in the work and coordination of committees so the objectives of the JCE PTO may be promoted.

Section 4. *Secretary.* The Secretary shall keep all records of the organization, take and record minutes and handle correspondence for the organization. The Secretary also keeps a copy of the minutes, bylaws, standing rules, and membership list. The Secretary shall assist in the work and coordination of committees so the objectives of the JCE PTO may be promoted.

Section 5. *Treasurer.* The Treasurer shall:

- a. Receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board.
 - b. Prepare Monthly Financial Statements to be shared with the Executive Board, Financial Oversight Committee, and Principal.
 - c. Present a financial report at every General Meeting, planning meetings with the Principal, and at other times of the year when requested by the Executive Board.
 - d. Prepare a full year-end report to be presented at the first General meeting of the next fiscal year.
 - e. Be responsible for renewing insurance, coordinating the tax return forms with the accountant, updating the signature card with the bank, compiling SJCSO Annual Report for Student Support Organizations, filing the Annual Report for the FL Department of State through SunBiz.org, and renewing the organization's tax-exempt certificate with the state of FL every five (5) years.
 - f. Assist in the work and coordination of committees so the objectives of the JCE PTO may be promoted.
- See Article VIII and the organization's Standing Rules for more specific instructions regarding Treasurer duties.

Article V – THE JCE PTO EXECUTIVE BOARD

Section 1. *Membership.* The JCE PTO Executive Board shall consist of the elected officers of the organization. Each member of the Executive Board shall serve until June 30th.

Section 2: *Executive Board Duties.* The duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between general membership meetings.
- b. Develop and present the PTO's annual budget.
- c. Establish and oversee committees required to conduct the work of the PTO.
- d. Collaborate and communicate with the administration to coordinate activities and events.
- e. To create any committees, special or standing, deemed necessary to carry on the work of the organization and to choose the chairpersons needed for these committees.
- f. To approve the plans of work of the special and standing committees.
- g. To make recommendations and reports to the organization at the General Meetings.
- h. To train incoming elected officers to ensure 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.

- i. Perform the duties and expectations as defined in the organization’s standing rules.
- j. A majority of the Executive Board must vote to approve new business not stated in the Standing Rules before action is taken, including but not limited to approval of unbudgeted expenditures, changes to a committee’s budget, and end-of-year expenditures.

ARTICLE VI – STANDING AND SPECIAL COMMITTEES

Section 1. The President or Executive Board may create standing and special committees it may deem necessary to promote the purposes of the organization. No committee work shall be undertaken without the consent/authorization of the Executive Board.

Section 2. *Membership.* Committees may consist of PTO members in good standing and Board members, with the President acting as an *ex-officio* member of all committees.

Section 3. *Committee Chairs and Co-Chairs.* Committee chairs shall be a PTO member in good standing and attend General Meetings as necessary. Each committee chair should be familiar with their job description and associated budget as defined by the Executive Board, and be prepared to update the Board with any changes to their budget/spending plan. The term of each committee chair shall be one year. No expenditures shall occur without the approval by the Executive Board. Any chair or co-chair who fails to perform their duties and/or fails to follow the rules of conduct set forth may be asked to resign.

Article VII – MEETINGS

Section 1. *Executive Board Meetings.* Executive Board meetings shall follow these guidelines.

- a. A majority of the Executive Board shall constitute a quorum.
- b. Each officer holds one vote.
- c. Meetings of the Executive Board shall be held as needed, but at least on a monthly basis unless otherwise agreed upon by the majority of the Executive Board.

Section 2. *Planning Meetings.* The Executive Board, principal, and/or Vice Principal, shall convene one week prior to each general membership meeting to discuss business including appropriations, Treasurer’s report, upcoming events, and recommendations to be submitted to the membership at the next meeting.

Section 3. *General Meetings.* General Meetings of the organization shall be held at least four (4) times during the school year. A minimum of seven (7) days prior notice of the date and time will be given before General Meetings. All members of the PTO in good standing are eligible to vote at General Meetings.

Section 4. *Special Meetings.* Special meetings may be called at the discretion of the Executive Board. A minimum of two (2) days notice of the date and time will be given before special meetings. All members of the PTO in good standing are eligible to vote at Special Meetings. Special meetings can be held virtually if needed, but voting on any issue must follow Robert’s Rules of Order, Newly Revised.

Section 5. *Annual Meeting.* An Annual Meeting will be held in May to approve the budget for the upcoming school year starting July 1st and to elect officials.

Section 6. *Voting.* Each member in good standing with PTO and present at the meeting where a vote is taking place is eligible to vote. One vote per membership. In the case of a “State of Emergency” where children are not allowed to physically attend school on campus, members are unable to participate in person and the meeting cannot be rescheduled for a later date, the Executive Board and members can participate in business matters, which includes but is not limited to voting, in an online forum.

Section 7. Quorum. In any meeting of the organization, at least 20 PTO members in good standing in attendance shall constitute a quorum for the transaction of business. The Executive Board is not included in the total number of PTO members in attendance. A majority of the organization's Executive Board must be present. This definition applies to all references to "quorum" in this document.

Section 8. Majority. Passing a motion requires a majority (51% or more) of the Quorum in attendance. The Executive Board will not participate in voting to either pass or reject a motion. In the case of a tie (50/50), the President will serve as the tie-breaking vote to either pass or reject a motion.

Article VIII – FINANCES

Section 1. The proposed PTO budget will be drawn up in the spring prior to the end of the school year by the Executive Board. The budget shall be presented to the general membership for approval by a quorum of the PTO members attending the Annual Meeting. This budget can be amended by a quorum of the PTO members attending when money is reallocated in the budget or a new budget line item is added.

Section 2. The Treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. All funds shall be kept in a checking account held at a local institution in the name of Julington Creek Elementary PTO.

Section 4. Signature Authorization. Two authorized signatures are required on each check. Authorized signers shall be the President, Vice President, Treasurer, and Secretary.

Section 5. Authorization of Expenditures. New allocations of up to five hundred dollars (\$500.00) can be approved by the Executive Board but must be presented at the next General Meeting for informational purposes. Expenses outside the approved budget that exceed five hundred dollars (\$500.00) must be presented to and approved by, a quorum of the PTO members attending a General Meeting. Proposed gifts of money, supplies, equipment, or other personal property of a value over \$3,000 must follow the guidelines set forth in the St. Johns County School District Business Services Document Chapter 7.052 - Gifts, Bequests, and Donations.

Section 6. At fiscal year-end, the Executive Board shall reserve the amount that has been allocated and approved to be spent for the next fiscal year's PTO budget.

Section 7. The Treasurer shall reconcile the account(s) monthly and report all financial activity at each Board Meeting and each General Meeting. The PTO Executive Board shall establish a Financial Oversight Committee, which shall consist of not less than three members; none of whom are elected officers having the authorization to sign on the PTO bank account(s). The Financial Oversight Committee shall have the authority to request, at its discretion, the financial records of the PTO. The Financial Oversight Committee shall receive the Treasurer's report and a copy of the bank statement on a monthly basis and shall sign and return a copy of the bank statement witnessing such receipt. The Financial Oversight Committee may request additional information at any time should they deem it necessary. It is highly recommended that at least one member of the Financial Oversight Committee has an accounting background.

Section 8. The fiscal year shall begin on July 1st and end on the following June 30th.

Section 9. PTO Funding Sources. PTO primarily raises funds through membership, fundraising events, and business partnerships.

- a. Membership: See ARTICLE II MEMBERSHIP.
- b. Fundraising Events: PTO has complete ownership of all fundraising events including, but not limited to, community events and an annual fundraiser. 100% of the profits go to the PTO organization.
- c. Business Partnerships: Mutually beneficial partnerships with local businesses and organizations with annual contracts. The Business Partnership Chairperson (BPC) coordinates with the Executive Board to determine partnership levels and deliverables. The BPC is responsible for all communications with community partners.

Section 10. PTO Funding Processes.

Funds requests. All funds requests from teachers and school staff must be submitted to the Executive Board at least 14 days before a General Meeting using the appropriate form.

Money Distribution to the school.

- a. The Principal provides the PTO Executive Board with an annual timeline of date requests for funds with estimated costs before the start of the school year. This includes the schedule of the school and subsequently the district deadlines needed for approval of such funds.
- b. The Principal provides a request list with estimated costs to the PTO Executive Board of areas of school improvement, a list of specific projects, and potential ways in which to spend funds before the start of the school year.
- c. The PTO Executive Board approves funding requests and proposed project spending following the guidelines outlined in ARTICLE VIII SECTION 5 AUTHORIZATION OF EXPENDITURES.

Article IX – BASIC POLICIES

The following are the basic policies of the organization.

Section 1. The organization shall work with the school to provide quality education for all students.

Section 2. No part of the net earnings of the organization shall be distributable to or financially benefit its members, directors, trustees, officers, or other private persons.

Section 3. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code or by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Article X – PARLIAMENTARY AUTHORITY

Robert’s Rules of Order, Newly Revised, shall govern meetings when they are not in conflict with the organization’s bylaws.

Article XI – STANDING RULES

Section 1. Standing Rules serve as a guide to ensure the orderly transfer of duties from one JCE PTO Executive Board to the next and are a valuable tool for the orientation of new Board members.

Section 2. All committee chairs shall receive a copy of the Standing Rules. Standing Rules will also be made available online at www.jcepto.com.

Section 3: Standing Rules may be amended at any time by the majority vote of the Executive Board and must be reviewed each year.

Article XII – DISSOLUTION

Section 1. The organization may be dissolved with previous notice of thirty (30) calendar days, and a majority vote of those present at the meeting, assuming a quorum is established.

Section 2. In the event of the dissolution of the PTO, after paying or adequately providing for the debts and obligations of this PTO, any funds remaining shall be distributed to JCE or another charitable, non-profit organization as determined by a quorum at a General Meeting.

Article XIII – AMENDMENTS

Section 1: PTO bylaws must be reviewed every three years by the Executive Board and at least two (2) PTO members in good standing.

Section 2: These bylaws may be amended at any General or Special Meeting by a quorum of those members present.