

Parent Teacher Student Organization, Inc. By-Laws

Article I – NAME:

The name of the organization shall be Pinellas Academy of Math and Science, PTSO, Inc.

Article II – OBJECTIVES:

The objective of the PTSO, in cooperation with the school principle, is:

- The promotion and fostering of good relations and clear channels of communication between home, school and community regarding fundraising and social activities.
- To enhance the educational facilities for the children of the School through fundraising activities.
- To cooperate with the administration and faculty of the School in the implementation of the programs to enrich the cultural and social lives of the children by offering financial assistance and support.
- To be non-profit, non-commercial, non-partisan and non-sectarian.
- To act as a fund-raising arm of the School.
- To facilitate obtaining additional funding to purchase additional items to integrate in school programs as determined by the Principle and the organization.
- The PTSO shall not act as the School Advisory Board.
- The PTSO will work in partnership with the Principal and shall not act as an individual entity except as a separate not-for-profit organization.

Article III – MEMBERSHIP, DUES AND VOTING PRIVILEGES:

Membership shall be granted to parents and guardians of the students attending the School, faculty and administration of the School who have paid dues and are members in good standing.

There will be a \$10 annual due per family. An individual student's parent(s) or guardian(s) may join as one member. To have voting rights for the upcoming year's election, families must be a member of the PTSO by the first meeting in February.

Membership must be obtained by the first general meeting in February. Parents and staff that are new to the school after the February meeting will have 30 days to enroll in the PTSO. Voting members shall consist of faculty members, parents and guardians of students attending the School. Each family shall have one vote.

Article IV – OFFICERS AND THEIR ELECTIONS:

Section A

The Executive Board of the organization shall consist of voting members holding the following positions:

Principal (Permanent Member)
President
Vice President
Recording Secretary
Corresponding Secretary
Treasurer
Head of Fundraising
Head of Special Programs
Parliamentarian
Volunteer Coordinators (K-5 & 6-8)
3 Teacher Liaisons

The Executive Board shall be elected by the General Board by secret ballot to be distributed among the General Board and shall be installed immediately following their election. They will assume their offices and duties thirty (30) days prior to the last day of school.

A simple majority vote of the voting membership shall constitute election to the Executive Board.

The officers of the Executive Board shall not be eligible to serve more than four (4) consecutive terms (4 years) in the same office.

A vacancy occurring in any office following the vote of the general board shall be filled for the un-expired term by a person elected by the majority of the remaining Executive Board.

All Executive Board members may be bonded.

The Principle shall remain as a permanent member of the PTSO Board from year to year.

Section B

Nominations for office shall be made by a Nomination and Elections Committee whose members shall consist of two of the elected Officers, two members currently serving on any standing committee and three members from the general membership.

The President and/or Appointed Parliamentarian shall call a meeting to advise the Nominations and Election Committee on the proper procedures to be following in carrying out their duties. Persons to be considered by the Nominations and Elections Committee as candidates for the Executive Board must be in contact with this committee within thirty (30) days prior to the

Nomination and Election Committee meeting. Members of the Nomination and Elections Committee may also contact a person to be considered for the Executive Board.

The Nominations and Elections Committee shall nominate one or more persons for each position (not including the Principal) on the Executive Board to be filled and report its nominees to the current Executive Board and general membership. The names of candidates will appear on the ballots that will be provided to all eligible voters. Space will be provided on these ballots for write-in candidates for each office.

In the event of a vacancy on the Nominations and Elections Committee, the General membership shall nominate an individual to fill the vacancy subject to the approval of the Executive Board.

Voting shall take place by secret ballot. The ballots shall be prepared and tabulated by the Nominations and Elections Committee. The Chairman of the committee shall announce the result of the elections.

Article V – OFFICERS:

Section A

President:

- Responsible to prepare the agenda for and preside over all Board meetings and general membership meetings of the organization;
- Coordinate the work of the officers and the committees;
- Act as an ex-officio member of all committees except the Nominations and Elections Committee and the Auditing Committee;
- Be a designated signor on the general account of the PTSO;
- Turn over all books, records and materials pertaining to this office to the incoming President thirty (30) days prior to the last day of school.

Section B

Vice President:

- Act as an aide to the President and perform the duties of the President in the absence of that officer;
- Act as a chairperson of the Membership Committee;
- Act as a liaison officer between the parent group and the faculty;
- Compile a Year End Report composed of the Executive Board's Year End Reports, to be given to the general membership thirty (30) days prior to the last day of school;
- Be a designated signor of the PTSO's bank account in the event that the President is unavailable;

- Turn over all books, records and materials pertaining to this office to the incoming Vice-President thirty (30) days prior to the last day of school.

Section C

Recording Secretary:

- Keep an accurate record of all meetings of the Executive Board and general membership;
- Present the minutes of the previous Executive Board meeting to the assembled board;
- Present to the general membership the minutes of the previous general membership meeting and the recommendations of the Executive Board;
- After each meeting post Minutes in the Teacher's lounge and in the school office for review;
- Turn over all books, records and materials pertaining to this office to the incoming Recording Secretary thirty (30) days prior to the last day of school.

Section D

Corresponding Secretary:

- Keep an accurate role of all Committee chairmen's names and addresses;
- Attend to the correspondence of the organization;
- Give notice to the Executive Board of all board meetings, send notice to the parent-teacher body of all regular and special general membership meetings.
- Aide in keeping records of both the Executive Board and general membership meetings in the event that the Recording Secretary is unavailable;
- Turn over all books, records and materials pertaining to this office to the incoming Corresponding Secretary thirty (30) days prior to the last day of school.

Section E

Treasurer:

- Keep an accurate record of all receipts and expenditures;
- Serve as chairman of the Budget committee;
- Give a Treasurer's report at each organizational meeting and provide a copy of such report to all Executive Board members. Treasurer's Reports will be posted in the Teacher's lounge and the school office for review;
- Sign all checks issued by the organization. Two signatures shall be required on all checks by approved signors. One of the approved signors shall be the Principle;
- Shall hold the position for a term of two (2) years;

- Turn over all books, records and materials pertaining to this office to the Audit Committee three (3) weeks prior to the last day of school.

Section F

Director of Fundraising:

- Act as the chair of the fundraising committee;
- Work to solicit funds for PAMS PTSO from the community, PTSO members, PAMS parents and other organizations.
- Report all current and proposed fundraising activities to both the Executive Board and general membership
- Present fundraising opportunities to the board for approval, coordinate activities, maintain records of money raised and work with the treasure regarding funds received or distributed
- Turn over all books, records and materials pertaining to this office to the incoming Director of Fundraising thirty (30) days prior to the end of the school year.

Section G

Director of Special Programs:

- Serve as the Chair of the Special Program committee;
- Serve as a liaison for parents and students to the administration of PAMS and the Executive Board to enable concerns to be addressed and resolved;
- Present ideas for the Executive Board to create and work on Programs and Events and will work with the Board to aide in coordination of these events and see to their operation;
- Turn in all books, records and materials pertaining to this position to the incoming Director of Special Programs thirty (30) days prior to the end of the school year.

Section H

Parliamentarian:

- Keep a current record of the Bylaws, keep records of proposed changes, document requested amendments and make changes to the documents following amendment approval
- Ensure that both the Executive Board and general membership meetings follow protocol that has been established by Robert's Rule of Order.
- Turn in all books, records and materials pertaining to this position to the incoming Parliamentarian thirty (30) days prior to the end of the school year.

Section I

Volunteer Coordinators (K-5 and 6-8):

- Responsible for passing information on to Room mom's to ensure that communication from the PTO reaches all PAMS parents;
- Discussion with room mom's what their duties are: Collecting parent information from their assigned classes, emailing communication in a timely fashion and discussing issues with the volunteer coordinator should they arise.

Article VI – EXECUTIVE OFFICERS:

Section A

The duties of the Executive Board shall be:

To manage the business of the Executive Board, in partnership with the Principal, and in general, assume responsibility for the guidance of the affairs of the organization as prescribed and approved by the Executive Board.

The duties of the Executive Board shall be:

- To create special committees other than those mentioned in the bylaws;
- To approve the plan of work of the standing and special committees;
- To appoint such special representatives as may be deemed necessary;
- To present a report at Executive Board and General Membership meetings;
- To present a Year-End Report to the incoming Executive Board forty-five (45) days prior to the students' last day of school.

Section B

Regular meetings of the General Membership shall be held during the school year, the time to be fixed by the Board, in partnership with the Principal, at its first meeting of the year.

Section C

Special Board meetings may be called by a majority of the Executive Board provided that twenty-four (24) hours' notice is given to all member of the Executive Board, including the Principal or his/her designee.

Section D

The quorum of the Executive Boards shall be represented by a majority of the Executive board members in attendance. The Principal or his/her designee must be in attendance.

Section E

Each officer and director (except the President) shall have one vote on the Executive Board and within the General Membership.

Section F

The name of any member of the Executive Board who fails to attend two (2) consecutive meetings must be brought to the Executive Board for review and action.

Section G

Any general member in good standing may attend meetings of the Executive Board, without participation, except upon invitation of the Board. Such members cannot make motions or vote at the Executive meetings.

Section H

Executive Board members shall be appointed to act as liaisons to each Committee.

Article VII – GENERAL MEMBERSHIP MEETINGS:

Section A

Regular meetings of this organization shall be held as designated by the Principal and Executive Board at the beginning of the year.

Section B

Notice of the general meetings shall be given to parents, guardians and teachers in a manner prescribed by the Executive Board.

Section C

Five days' notice shall be given of the change of date of a meeting unless an emergency situation exists.

Section D

Special meetings of the general membership may be called by the Executive Board, provided five (5) school days' notice has been given and has been approved by the Principal.

Section E

Members present in good standing shall constitute a quorum for the transactions of business at the general membership meetings of the organization.

Article VIII – FINANCIAL ADMINISTRATION:

Section A

The Budget Committee, with the Treasurer as Chairman, in cooperation with the Principal, shall prepare the budget for the ensuing year. The budget shall be submitted to the Executive Board for presentation to the general membership meeting. The Budget Committee shall consist of: immediate past and present President, immediate past and present Treasurer, immediate past and present Head of Fundraising and Principal.

The President, in cooperation with the Principal, shall make provisions for an annual audit. The annual audit shall take place within forty-five (45) days prior to the students' last day of school, and records shall be turned over to the incoming Treasurer thirty (30) days prior to the students' last day of school.

Florida statute requires that the Principal maintain control of all funds raised on behalf of the School.

The Principal shall be a co-signer on the banking account. There must be two signatures on all checks submitted by the PTSO for payment to vendors.

In the event a member of the Executive Board leaves office prior to his or her term, an audit of the general account may be requested.

Section B

The PTSO shall abide by the following in all financial matters:

- The PTSO shall obtain its own federal employer's identification number (FEIN).
- The PTSO shall obtain its own Florida sales tax exemption certificate (Form DR 5).
- The Principal shall enter into written cooperative agreements with the PTSO in connection with student activity events. These events may include sale of items, fairs and other activities. The distribution of profits from these events shall be described in the agreement; otherwise the total proceeds shall belong to the School and shall be deposited in the School's account. All such agreements shall be retained for audit purposes.
- The PTSO may not sign contracts on behalf of the School or for School related activities. All contracts must be reviewed prior to execution.
- All fundraising activities and projects of the support organization must have prior knowledge and written approval of the Principal.
- Expenditures of the PTSO shall not exceed the cash resources of the organization.

- The PTSO shall submit a quarterly financial statement and monthly bank reconciliation to the Principal.
- The PTSO shall be audited annual by a certified public accountant, certified internal auditor, or an auditing committee or not less than three members. The members of the auditing committee must not be signers on the PTSO bank account.

Article IX – STANDING COMMITTEES AND REPRESENTATIVES:

Section A

The Standing Committees may include:

Advisory
 Beautification
 Historian
 Hospitality/Social
 Program
 Publicity and Publications
 Safety, Health and Welfare
 Fund-raising
 School Store
 Enrichment Programs

And any other standing or ad hoc committee that the Board seeks to establish, in partnership with the Principal.

Section B

The Chairman of each standing Committee shall act as a liaison to the General Board and shall present a plan of work to the General Board for approval. No committee work shall be undertaken without the consent of the Executive Board, in partnership with the Principal.

A member who has a personal financial interest or may receive pecuniary gain for any project in which the PTSO may participate shall not at any time vote on such issues pertaining to the project nor be permitted to chair or co=chair a committee in which there may be personal financial gain. This is to avoid any conflicts of interest, which may arise.

Article X – PARLIAMENTARY PROCEDURE:

Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XI – AMENDMENTS:

Any voting member may present a proposed amendment to the PTSO Executive Board for consideration. A petition for amendment, containing the signatures of at least one quarter (1/4) of the voting members in good standing of this organization, must accompany said proposed amendment.

Any petition for amendment that is approved by two-thirds (2/3) vote of the PTSO Executive Board will be submitted to the Principal, prior to the general membership meeting, at a specially called meeting in April of each year, if necessary. If approved by the Principal, a two-thirds (2/3) vote of those in attendance at the general membership meeting will be needed to ratify.

Article XII – DISSOLUTION:

If ever the PAMS PTSO should dissolve, all assets are to be donated to PAMS in Largo, FL to be used for educational purposes. However, if PAMS should dissolve or it is no longer a qualified recipient, then all assets of PAMS PTSO shall be donated to a fund, foundation or corporation organized and operated exclusively specified in Section 501 (c) (3) of the Internal Revenue Code. The property of the PAMS PTSO is irrevocably dedicated to charitable purposes and no part of the income or assets of the organization shall benefit any director, officer or member thereof or to the benefit of any private person.