

By-laws of Wards Creek Elementary Parent Teacher Organization
Revised March 27, 2023

ARTICLE I

The name of this organization shall be the Wards Creek Elementary Parent Teacher Organization also to be referred to as the Wards Creek Elementary PTO.

ARTICLE II- LOCATION 6555 State Road 16
Saint Augustine, FL 32092

ARTICLE III- OUR PURPOSE

The purpose of the Wards Creek Elementary Parent Teacher Organization shall be to encourage and enhance the education of all students while strengthening and developing the relationships between our parents, school and community.

ARTICLE IV- OBJECTIVES

Our Purpose will be accomplished by:

- 1) Providing the communication link to promote a good relationship between home and school.
- 2) Effectively utilizing parents and other volunteers.
- 3) Assessing the needs of the school and meeting those needs through the creation and support of programs and fundraising events.
- 4) Supporting and encouraging the staff and faculty.
- 5) Supporting the relationships between parents and their children.
- 6) Working with the community to enhance awareness of the importance of education.

ARTICLE V- CHARITABLE/EDUCATIONAL PURPOSES

The Wards Creek Elementary Parent Teacher Organization is organized exclusively for charitable and educational purposes. Included in such purposes, may be the making of financial distributions to organizations qualifying as exempt under section 501C-3 of the Internal Revenue Code or the corresponding section of any future federal tax code.

ARTICLE VI- EARNINGS

No part of the net earnings of the Wards Creek Elementary Parent Teacher Organization shall inure to the benefit of, or be distributed to its members, officers or other private persons except where the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article V hereof.

ARTICLE VII- BASIC POLICIES

Section 1. The objectives of this organization shall be promoted to parents, teachers and the general public, and shall be developed through conferences, committees and projects.

Section 2. This organization shall be noncommercial, nonsectarian, and non partisan. It shall not endorse a commercial enterprise. The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any other purpose than the regular work of the organization.

Section 3. This organization shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 4. This organization may cooperate with other organizations and agencies active in child welfare such as churches, synagogues and civic organizations.

Section 5. Notwithstanding any other provision of these articles, the organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this organization.

ARTICLE VIII- MEMBERS AND DUES

Section 1. Any Saint Johns county resident who subscribes to the objectives and basic policies of this organization may become a member of this organization subject only to compliance with the provisions of the By-laws. Membership in this organization shall be available without regard to race, color creed or national origin.

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

Section 3. Only members in good standing of the organization shall be eligible to participate in its business meetings or to serve in any of its elected or appointed positions.

Section 4. Membership dues shall be assessed per individual/family per school year. Each member shall be said to be in good standing as long as all membership dues are paid in full for the current school year. Membership dues shall be paid to the organization, collected by the membership chairperson and deposited in the treasury of the PTO.

ARTICLE IX- OFFICERS AND THEIR ELECTION

Section 1.

a. The officers of this organization shall be: President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, Volunteer Coordinator, SAC Liaison, Business Partner Liaison, Teacher Liaison, Room Parent Liaison and Event Coordinator. The elected officers shall be known as the Executive Council.

b. Formation of the inaugural/founding Executive Council shall be representative of the school district and shall be appointed by the Principal of Wards Creek Elementary School for an initial term of one year.

c. Officers shall be elected by popular vote at the Spring General Meeting and installed at the following board meeting.

d. Officers shall assume their official duties at the end of the school year and shall serve for a term of one year and/or until their successor is elected.

e. A person shall not be eligible to serve more than two consecutive terms in the same Executive Council position, unless he/she is Business Partner Liaison, solely based on their working relationships and building a rapport between PTO and local businesses.

f. Person applying for the position of President must have at least one year experience on the WCE PTO Board.

g. Slating committee shall be closed to the public.

Section 2.

- a. There shall be a nominating committee composed of at least 5 members; two chosen from the Executive Council and three from the general membership. These five are to be selected by the board at the February board meeting. The nominating committee will select its own chairperson. If there are not enough applications for the following year, the current PTO Executive Board may slate at their February executed board meeting.
- b. The nominating committee shall nominate one eligible person for each office to be filled and report its nominees at the general membership meeting in March, at which time additional nominations from the floor may be made by any member in good standing with a second to that nomination. Election of these nominees shall take place at the April General Meeting.
- c. Only those persons who have signified their consent to serve if elected shall be nominated or elected to such office.

Section 3. A vacancy occurring in any office shall be filled, for the unexpired term, with a member elected by a majority vote of the board taken at the next meeting (board or general), due notice of such election having been provided.

Section 4. A vacancy shall be declared to exist in an executive office should the officer miss three consecutive meetings without good reason.

Section 5. Any elected officer who fails to perform his/her duties may be asked to resign. Should he/she refuse, he/she may be removed by a 2/3 majority vote at the next board meeting of the organization.

Section 6. An office/officer may be added to the executive council by the following: First, proposed by-laws changes must be approved by a majority vote at a General Meeting. Second, there must be an election and third,

installation shall take place immediately. The new officer shall assume their official duties immediately and shall serve until their successor is elected.

ARTICLE X- DUTIES OF OFFICERS

Section 1. The **President** shall set the agenda and preside at all meetings of the organization and Executive Council and shall perform such duties as may be prescribed in these by-laws or assigned by the organization or by the executive council; and shall coordinate and support the work of the officers and committees so that the objectives may be promoted. Attendance at all executive, board and general meetings is expected unless providentially hindered.

Section 2. The **1st Vice President** shall act as an aide to the president and shall perform the duties of the president in the absence or inability of the officer to serve. He/she will also act as program chairman for the three general meetings and oversee all non-fundraising activities and programs. Attendance at all PTO board meetings is expected. He/she will also perform other such duties as may be delegated to him/her.

Section 3. The **2nd Vice President** shall act as head of all fundraising events. He/she will evaluate, oversee and report to the board on current and prospective fund-raisers. Attendance at all PTO board meetings is expected. He/she will also perform other such duties as may be delegated to him/her.

Section 4. The **Recording Secretary** will record the minutes at all board and general meetings and shall perform such other duties as may be delegated to him/her. Copies of the minutes will be given to all executive council members, board members, the principal, and teacher representative within one week of the meeting. He/she will also post the minutes on the website and keep a “minutes” binder up to date in the office. Attendance at all PTO board meetings is expected. He/she will also perform other such duties as may be delegated to him/her.

Section 5. The **Corresponding Secretary** shall handle all correspondence for the organization and shall notify members of the executive council of all board meetings. He/ she may also submit PTO information for the Wards Creek Elementary newsletter. He/she shall be responsible for weekly PTO website

updates or as needed. He/she shall be responsible for organizing the data for directory publication. Attendance at all PTO board meetings is expected. He/she will also perform other such duties as may be delegated to him/her.

Section 6. The **Treasurer** shall be present at all functions of the organization where funds are to be accepted and shall further be responsible for the counting, balancing and depositing at the bank of all funds as soon as possible. In the treasurer's absence, the treasurer shall delegate an alternate for the treasurer's duties. The treasurer shall have custody of all funds of the organization, shall keep a full and accurate account of receipts and expenditures and shall make disbursements with the President, 1st and 2nd Vice- Presidents, or Secretary as co- signatories, in accordance with the approved budget and as otherwise directed by the organization. He/she will keep a numbered receipts book and issue receipts for all moneys collected. The treasurer shall require 2 people to count all funds collected and to sign a form noting the totals. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the executive council and shall provide a full report at the annual meeting. The treasurer shall be responsible for the maintenance of all accounts and records as required in tracking of items purchased, gross income, receipt and disbursement of organization funds, including specifically the number of members and dues collected. Such books of account and record shall, at all reasonable times, be open to inspection by any representative of the PTO board. The treasurer shall file an annual Income Tax Return on behalf of the organization. The Treasurers accounts shall be examined annually by an auditor or an auditing committee of at least 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. Attendance at all PTO board meetings is expected. He/she will also perform other such duties as may be delegated to him/her.

Section 7. The **Parliamentarian** shall serve as a guide to proper parliamentary procedures on Robert's Rules of Order at meetings. When by-laws are to be reviewed or amended he/she shall serve on the by-laws committee. He/she shall be responsible for preparing and submitting said by-law amendments to the general membership for approval. Attendance at all PTO board meetings is expected. He/she will also perform other such duties as may be delegated to him/her.

Section 8. The **Volunteer Coordinator** shall work with the school and/or school district to maintain a current list of approved volunteers. He/she shall coordinate a volunteer email hot- line and assist in fulfilling requests for volunteers for PTO committees and school functions. He/she shall also be responsible for overseeing compliance with and the submission of the Five Star School Award application. Attendance at all PTO board meetings is expected. He/she will also perform other such duties as may be delegated to him/her.

Section 9. The **SAC Liaison** shall serve as liaison between the PTO and the School Advisory Committee (SAC). He/She shall communicate current project and upcoming events being coordinated by the PTO. Attendance at all PTO board meetings and SAC meetings is expected. He/she will also perform other such duties as may be delegated to him/her.

Section 10. The **Room Parent Liaison** shall serve as a liaison between the PTO and Teachers and Room Parents. He/She shall communicate upcoming events and requirements of the classrooms as well as any other timely information that needs to be passed along to the classrooms. He/She will coordinate volunteers or donations from each classroom as the needs arise. Attendance at all PTO board meetings is expected. He/she will also perform other such duties as may be delegated to him/her.

Section 11. The **Business Partner Liaison** shall serve as a liaison between the PTO and our Community Business Partners. He/She shall be responsible for soliciting partnerships at all donation levels as well as maintaining that relationship throughout the year. He/She shall be responsible for coordinating level appropriate advertising opportunities. He/She shall also coordinate the annual Business Partner Appreciation Breakfast. Attendance at all PTO board meetings is expected. He/she will also perform other such duties as may be delegated to him/her.

Section 12. The **Teacher Liaison** shall serve as a liaison between the PTO and Teachers and Staff. He/She shall communicate upcoming events and requirements of the teachers and staff as well as any other timely information that needs to be passed along to the teachers and staff. Attendance at all PTO board meetings is expected. He/she will also perform other such duties as may be delegated to him/her.

Section 13: The **Event Coordinator** shall serve as a liaison between the PTO and Committee Chairs. He/She shall oversee all PTO events and fundraisers as well as coordinate with committee chairs to ensure budget and check list are maintained. Attendance at all PTO board meetings is expected. He/she will also perform other such duties as may be delegated to him/her.

ARTICLE XI-DUTIES OF EXECUTIVE COUNCIL

- a. To transact necessary business in the intervals between board meetings and such other business as may be referred to it by the organization.

- b. To approve the action plans for the standing committees.

- c. To ensure all practices adhere to the purpose, objectives and basic policies of the Wards Creek Elementary Parent Teacher Organization.

- d. To approve routine bills within the limits of the budget. The Executive Council can approve individual expenditures of not more than \$500 between board meetings for non-budgeted items.

- e. To recommend a budget to the board.

- f. A majority shall constitute a quorum. Special meetings of the Executive Council may be called by the President or by a majority of the Executive Officers.

- g. The Executive Council may form special committees and appoint its members. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and the special committee final report is received.

ARTICLE XII-MEETINGS

Section 1. There shall be eight board meetings of this organization during the school year. There will be at least three general meetings per school year. One week's notice shall be provided before a general meeting.

Section 2. Special meetings may be called by the Executive Council or President with five days notice having been given.

Section 3. The last general meeting shall be known as the Annual Meeting and shall be held in March/April.

Section 4. In any meeting of the organization, a simple majority vote by members in attendance is sufficient for the transaction of business unless otherwise specified in these By-laws or by Roberts Rules of Order. Two of the organization's officers must be present.

Section 5. The privilege of holding office, introducing motions, debating, and voting shall be limited to members in good standing.

ARTICLE XIII-THE BOARD

Section 1. The board shall consist of the Executive Council, the Principal of the school (or a representative appointed by him/her), a teacher representative, and the standing committee chairpersons.

Section 2. The board shall:

a. Prepare and submit to the organization for approval a budget for the fiscal year.

b. Prepare and submit to the organization for approval a proposed appropriations budget for the fiscal year.

c. Approve expenditures.

d. Create standing committees and approve new fund-raisers and programs.

ARTICLE XIV-STANDING COMMITTEES

Section 1. Such standing committees shall be created by the Executive Council as deemed necessary to promote the objectives and carry on the work of the organization. With the help of the nominating committee, the chairpersons of the standing committees shall be selected by the officers of the organization and the principal of the school. Their terms shall be for one year, the same year as the current program. All chairpersons should attend all board and general meetings of the organization.

Section 2. Standing committees may consist of; Adopt-a-book, Book Fair, Box Tops, Corporate Business Partners, Membership, Carnival, Directory, Family Social, Fifth Grade Ceremony, Historian/Bulletin Board, Holiday Service Project, Hospitality, Level Book Room, Membership, Newcomers Event, Publicity, Room Parent Liaison, SAC Representative, Scrapbook, Small Business Partners, Spirit Wear, Teacher Appreciation Events, Tissues and Tea, and other special committees as needed.

Section 3. The chairperson of each standing committee shall present an action plan to the Executive Council for approval by the first board meeting of the school year. He/she is responsible for ensuring said committee will accomplish the approved plan. No unbudgeted committee expenditures shall be dispersed without the consent of the Executive Council. The committee chairperson is to keep an outline and notes in a notebook to pass on to their successors no later than the last day of school.

Section 4. The power to form special committees and appoint their members rests with the organization. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

Section 5. The President shall be ex-officiomember of all committees except the nominating committee.

ARTICLE XV-PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Revised, shall govern this organization in all cases where applicable and in where they are not in conflict with these by-laws.

ARTICLE XVI-AMENDMENTS

Section 1

a. These by-laws may be amended at any general meeting of the organization by a majority vote of present members, providing notice of a vote on by-laws revision be given at least one month prior to the general meeting.

b. A committee may be appointed by a majority vote of members at a general meeting or by a majority vote of the Executive Council to submit a revised set of by-laws as a substitute for these by-laws.

c. After approval, by a majority vote at a general meeting of the organization, copies of the revised by-laws shall be given to all board members. There shall be a copy of the by-laws in the PTO binder in the office.

ARTICLE XVII-DISSOLUTION

Upon the dissolution of the organization assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of Saint Johns County exclusively for such purposes or to such organizations as said Court shall determine which are organized and operated exclusively for such purposes.