By-laws of Wards Creek Elementary Parent Teacher Organization-*Revised April 23, 2026*

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 among parents, the school and the community, in furtherance of the organization's charitable and educational purposes as defined in these bylaws.

ARTICLE IV- OBJECTIVES
The purpose of the organization shall be accomplished by:

1. Providing a communication link to promote a good relationship between home and school.
2. Effectively utilizing parents and other volunteers to support school initiatives.
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 III 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 nonpartisan. 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, provided such cooperation is consistent with the purposes of the organization.

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, national origin, or any other status protected by law.

Section 2. The organization shall conduct an annual enrollment of members; however, 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. A member shall be said to be in good standing when all required dues for the current school year are paid in full. Membership dues shall be paid to the organization and deposited into the PTO treasury in accordance with financial procedures established by the Executive Board.

ARTICLE IX- OFFICERS AND THEIR ELECTION
Section 1.
a. The officers of this organization shall be: President, Vice President, Secretary, Treasurer, Parliamentarian, Volunteer & Events Coordinator, Communications Coordinator, Business Partner Liaison, SAC Liaison, Teacher Liaison. The elected officers shall be known as the Executive Board.

b. Formation of the inaugural/founding Executive Board 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 Board position, unless he/she is Business Partner Liaison and Treasurer, solely based on their working relationships and building a rapport between PTO and local businesses and managing bank accounts.

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.

1. There shall be a nominating committee composed of at least 5 members; two chosen from the Executive Board 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.
2. 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.
3. 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 Board position if an officer misses two (2) meetings without prior notice or approval of the Executive Board, except in cases of illness, family emergency, or other extenuating circumstances as determined by the Executive Board.

Section 5. Any elected officer who fails to perform the duties of their position, meet attendance expectations, or act in the best interest of the organization may be asked to resign. Should the officer refuse, removal may occur by a two-thirds (2/3) majority vote of the Board at the next board meeting, provided notice has been given.

Section 6. An office/officer may be added to the executive Board 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.

Officer duties and attendance expectations are defined in Article X of these bylaws and shall be used as the standard for performance and accountability.

ARTICLE X- DUTIES OF OFFICERS

Section 1. President
The President shall set the agenda and preside at all meetings of the organization and the Executive Board and shall be responsible for the effective leadership and operation of the PTO. The President shall coordinate, oversee, and support the work of officers and committees to ensure the objectives of the organization are met and shall perform duties as prescribed in these bylaws or as assigned by the organization or the Executive Board. The President shall not vote on matters before the organization except in the case of a tie. The President is expected to attend all executive board and general meetings unless providentially hindered and to be actively present at all PTO-sponsored events.

Section 2. Vice President
The Vice President shall act as an aide to the President and shall perform the duties of the President in the event of the President's absence or inability to serve. The Vice President shall be responsible for overseeing all PTO programs, activities, and fundraising initiatives, including serving as program chair for general membership meetings. This role shall evaluate, oversee, and report to the Executive Board on current and prospective fundraisers and shall ensure that PTO initiatives are planned, coordinated, and executed effectively. The Vice President shall perform other duties as prescribed in these bylaws or as assigned by the President or the Executive Board. The Vice President is expected to attend all executive board and general meetings unless providentially hindered and to be actively present at all PTO-sponsored events.

Section 3. Secretary
The Secretary shall record the minutes of all executive board and general meetings and shall maintain the official records of the organization. The Secretary shall distribute meeting minutes to Executive Board members,

Board members, the Principal, and the Teacher Liaison in a timely manner and shall ensure that organizational records are properly maintained and accessible. The Secretary shall perform other duties as prescribed in these bylaws or as assigned by the President or the Executive Board. The Secretary is expected to attend all executive board and general meetings unless providentially hindered and to be actively present at all PTO-sponsored events.

Section 4. Treasurer
The Treasurer shall have custody of all funds of the organization and shall be responsible for the accurate collection, counting, depositing, and disbursement of all PTO funds in accordance with the approved budget and directives of the Executive Board. The Treasurer shall ensure that all funds collected are counted and verified by at least two individuals and properly documented.

The Treasurer shall maintain complete and accurate financial records of all receipts and expenditures and shall present a financial report at each executive board and general meeting, as well as a full annual financial report. Disbursements shall be made with authorized co-signers as approved by the Executive Board. In the Treasurer's absence, the Treasurer shall designate an alternate to perform required duties.

The Treasurer shall ensure that all required tax filings are completed in a timely manner and shall coordinate an annual audit or audit committee review of the organization's financial records. All financial records shall be open to inspection by the Executive Board at reasonable times. The Treasurer shall perform other duties as prescribed in these bylaws or as assigned by the President or the Executive Board. The Treasurer is expected to attend all executive board and general meetings unless providentially hindered and to be actively present at all PTO-sponsored events where funds are handled.

Section 5. Parliamentarian
The Parliamentarian shall serve as an advisor on parliamentary procedure in accordance with Robert's Rules of Order to support the orderly and efficient conduct of meetings. When bylaws are reviewed or amended, the Parliamentarian shall serve on or support the bylaws committee and assist in the preparation and submission of proposed amendments for consideration by

the membership. The Parliamentarian shall perform other duties as prescribed in these bylaws or as assigned by the President or the Executive Board. The Parliamentarian is expected to attend all executive board and general meetings unless providentially hindered and to be actively present at all PTO-sponsored events.

Section 6. Volunteer & Events Coordinator
The Volunteer & Events Coordinator shall work with the school and/or school district to maintain a current list of approved volunteers and serve as the primary liaison between the PTO, committee chairs, room parents, and volunteers. This role shall coordinate volunteer communications and assist in fulfilling volunteer and donation requests for PTO committees, school functions, and classroom needs.

The Volunteer & Events Coordinator shall oversee the planning, coordination, and execution of all PTO events and fundraisers and shall work with committee chairs to ensure event budgets, timelines, and checklists are developed, maintained, and followed. The Coordinator shall support compliance with applicable volunteer requirements and recognition programs as appropriate.

The Volunteer & Events Coordinator shall perform other duties as prescribed in these bylaws or as assigned by the President or the Executive Board. The Volunteer & Events Coordinator is expected to attend all executive board and general meetings unless providentially hindered and to be actively present at all PTO-sponsored events.

Section 7. Communications Coordinator
The Communications Coordinator shall oversee all official communications of the organization and serve as a liaison between the PTO, committee chairs, school administration, and families. This role shall be responsible for distributing meeting notices, sharing PTO information through newsletters and other approved channels, and coordinating updates to the PTO website, directories, and digital platforms as needed. The Communications Coordinator shall ensure timely, accurate, and consistent communication regarding PTO events, initiatives, and requirements.

The Communications Coordinator shall perform other duties as prescribed in these bylaws or as assigned by the President or the Executive Board. The Communications Coordinator is expected to attend all executive board and general meetings unless providentially hindered and to be actively present at all PTO-sponsored events.

Section 8. Business Partner Liaison
The Business Partner Liaison shall serve as the primary point of contact between the PTO and community business partners. This role shall be responsible for soliciting and maintaining partnerships at various donation levels, coordinating appropriate recognition and advertising opportunities, and supporting relationship stewardship throughout the school year. The Business Partner Liaison shall coordinate the annual Business Partner Appreciation Breakfast and shall perform other duties as prescribed in these bylaws or as assigned by the President or the Executive Board. The Business Partner Liaison is expected to attend all executive board and general meetings unless providentially hindered and to be actively present at PTO-sponsored events.

Section 9. SAC Liaison
The SAC Liaison shall serve as the primary point of communication between the PTO and the School Advisory Committee (SAC). This role shall communicate PTO initiatives, current projects, and upcoming events to SAC and shall report relevant SAC discussions and recommendations to the Executive Board. The SAC Liaison shall perform other duties as prescribed in these bylaws or as assigned by the President or the Executive Board. The SAC Liaison is expected to attend all executive board, general, and SAC meetings unless providentially hindered and to be actively present at all PTO-sponsored events.

Section 10. Teacher Liaison
The Teacher Liaison shall serve as the primary point of communication between the PTO and teachers and staff. This role shall communicate upcoming events, classroom needs, and other relevant information between teachers, staff, and the Executive Board to support collaboration and PTO initiatives. The Teacher Liaison shall perform other duties as prescribed in these bylaws or as assigned by the President or the Executive Board. Attendance at executive board and general meetings is preferred but not

required. Attendance at PTO-sponsored events is also preferred but not required.

Failure to fulfill the duties or attendance expectations outlined in this Article may constitute grounds for review, removal, or request for resignation in accordance with Article IX of these bylaws.

ARTICLE XI-DUTIES OF EXECUTIVE BOARD

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 review and approve the action plans for the standing committees.

c. To ensure all activities, decisions and practices of the organization adhere to the its purpose, objectives and basic policies.

d. To approve routine bills within the limits of the budget. The Executive Board may approve non-budgeted individual expenditures not to exceed $500 between board meetings when necessary for the continued operation of the organization, provided such expenditures are documented and reported to the Board at the next regular meeting

e. To recommend an annual budget to the Board for approval.

f. A majority of the Executive Board shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the Executive Board Members.

g. The Executive Board may form special committees and appoint its members. A special committee shall be established for a specific purpose and shall automatically be dissolved upon completion of its assigned task and submission of its final report.

ARTICLE XII-MEETINGS

Section 1. There shall be twelve Executive Board meetings of this organization during the school year. Executive Board may miss up to two (2) regularly scheduled Executive Board meetings per school year due to illness

or personal emergency, limited to one (1) absence per half of the year (June–December and January–May). Absences beyond this limit shall be subject to review in accordance with Article IX of these bylaws.

There shall be at least two (2) general meetings per school year. At least one (1) week's notice shall be provided prior to any general membership meeting.

Section 2. Special meetings may be called by the President or by a majority of the Executive Board, provided at least two (2) days' notice has been given.

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

Section 4. Unless otherwise specified in these bylaws or by Robert's Rules of Order, a simple majority vote of members in attendance shall be sufficient for the transaction of business at any meeting of the organization. A quorum shall be present as defined in Article XI of these bylaws.

Section 5. The privilege of holding office, introducing motions, debating, and voting shall be limited to members in good standing, as defined in Article VIII of these bylaws.

ARTICLE XIII-THE BOARD

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

Section 2. Duties

The board shall:

a. Review and approve the annual budget for the fiscal year.

b. Provide oversight of the financial affairs of the organization, including approval of expenditures as outlined in these bylaws.

c. Create standing committees and approve new programs and fundraising initiatives.

d. Support the mission and objectives of the organization through strategic planning and policy guidance.

ARTICLE XIV-STANDING COMMITTEES

Section 1. Standing committees shall be created by the Executive Board as deemed necessary to promote the objectives and carry on the work of the organization. Committee chairpersons shall be appointed by the Executive Board, with input from the President and school administration as appropriate. Committee chairpersons shall serve a one-year term concurrent with the current program year.

Committee chairpersons are expected to attend board and general meetings as relevant to their committee responsibilities.

Section 2. Standing committees may include, but are not limited to, the following:

Adopt-a-Book, Book Fair, Box Tops, Business Partnerships, Carnival, Directory, Family Social Events, Fifth Grade Ceremony, Historian/Bulletin Board, Holiday Service Project, Hospitality, Level Book Room, Newcomers Event, Publicity, Scrapbook, Spirit Wear, Teacher Appreciation Events, Tissues and Tea, and other committees as needed to support the work of the organization.

Section 3. Each standing committee chairperson shall submit an action plan to the Executive Board for approval by the first board meeting of the school year and shall be responsible for carrying out the approved plan. No unbudgeted committee expenditures shall be made without prior approval of the Executive Board.

Each committee chairperson shall maintain records, notes, and procedures for their committee and shall provide these materials to their successor no later than the last day of the school year

Section 4. The Executive Board may establish special committees and appoint their members as needed. Special committees shall be created for a specific purpose and shall automatically dissolve upon completion of their assigned task and submission of their final report.

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

ARTICLE XV-PARLIAMENTARY AUTHORITY

Roberts Rules of Order Newly Revised, shall govern this organization in all cases where applicable and 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 Board to submit proposed amendments or a revised set of by-laws as a substitute for these by-laws.

c. Upon approval by a majority vote at a general membership meeting, copies of the revised bylaws shall be distributed to all Board members, and a copy shall be maintained in the PTO binder in the school 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.