

Lawton Chiles High School

Parent Teacher Organization By-Laws

Article I. Name

The name of the organization shall be the Lawton Chiles High School Parent Teacher Organization (LCHS PTO).

Article II. Purpose

The purpose of the Lawton Chiles High School Parent Teacher Organization (LCHS PTO) is to bring into closer relation the home and the school, so that parents, teachers, students and administrators may cooperate intelligently in the education of students by participating in shared decision making on school policy and supporting the goals and programs of the school.

Article III. Functions

- A The Parent Teacher Organization (PTO) serves as a place for all groups in the school to come together to share ideas, concerns and solutions. The focus is on school wide issues, not individual situations.
- B The PTO coordinates service to the school, including fund raising and volunteer activities.

Article IV. Membership

Membership is open and comprised of parents and guardians of students enrolled in LCHS, Students, faculty, and support staff. Ex Officio members are the LCHS Principal and PTO past- Chairperson(s). No dues are required.

Article V. Meetings

- A The dates of the General Membership meetings of the LCHS PTO shall be published at the beginning of the school year in the school calendar. Board meetings shall be held quarterly, from August through May and once over the summer, at the convenience of the Board Members.
- B All meetings shall be open to the school community and the public. Meetings shall be advertised in advance through in-school publications, parent newsletters, information lines, etc.

Special meetings of the PTO may be called upon agreement of the Chairperson(s) and the Principal, as needed.

Article VI. Authority

Consensus decision making shall be the process by which the PTO conducts business, with a fallback to majority vote, as evidenced in Robert's Rules of Order.

Article VII. Executive Board, Nominations, Elections

- A The officers of the PTO Executive Board shall consist of the following: Chairperson(s), Recording Secretary, and Treasurer.
- 1 Officers shall be elected by ballot in April of each year and shall serve a one (1) year term.
 - 2 Officers may be re-elected to a specific office by unanimous vote.
 - 3 If one of the Co-Chairperson(s) is unable to complete his or her term the Co-Chairperson(s) shall assume those responsibilities.
 - 4 If the Secretary or Treasurer are unable to complete their term of office, the vacancy shall be filled by an election at the next General Membership PTO meeting.
- B A Nominating Committee, consisting of three members, including (1) LCH School employee (faculty or staff), one (1) Board member, and one (1) parent not currently serving on the board, shall be selected at the February Board meeting. A slate of candidates, who have agreed to serve, shall be submitted for consideration at the March General Membership meeting. Additional nominations may be made from the floor. Multiple names may be placed for consideration on the ballot; however, a member may only run for one office. Nominations will close at the end of the meeting. The slate of candidates shall be presented to the entire PTO General Membership in a timely manner.
- 1 Elections will be held at the April General Membership meeting.
 - 2 Terms will begin and end with a jointly held board meeting, in May, of the incoming and outgoing officers.

Article VIII. Composition of the Board, Voting Rights

The Board shall be composed of the following members, each of whom shall have one (1) vote:

Chairperson(s), Recording Secretary, Treasurer, Volunteer Coordinator(s), Business Partner Coordinator(s), Student Encouragement Committee Chair(s), Teacher Appreciation Committee Chair(s), Grounds and Facilities Committee Chair(s), and Public Relations and Graphics Specialist Committee Chairs(s).

- 1 Two-thirds (2/3) of Board members present shall constitute a quorum.
- 2 Between regularly scheduled meetings, a two-thirds (2/3) telephone or electronic mail vote of the Board members may make emergency decisions.

Article IX. Procedures

- A Issues raised at PTO meetings needing further action shall be referred to a standing or special committee by the Chairperson(s). The committee shall be given a specific deadline to report to the PTO Board.
- B Committees shall research issues and present recommendations for action by the PTO to the Board.
- C Each committee shall have time allocated on the agenda at each PTO Board meeting for presentation of reports and recommendations.
- D The recommendations adopted by the Board shall be presented to the members at the next General Membership meeting.
- E The PTO Chairperson(s) shall appoint committee chairperson(s).
- F All committee chairperson(s) and members shall serve for a minimum of one year.
- G Committee chairperson(s) may be re-appointed. The term shall begin in May following elections in April.
- H If not on the Board agenda, a member shall be allowed five (5) minutes of time to present a concern. This time may be extended at the discretion of the Chairperson(s). The item would then be placed on the agenda for the following month.
- I The PTO shall operate exclusively on funds generated by donations, PTO sponsored projects and money earned on the assets of the PTO to the extent permitted for an Internal Revenue Code Section 501(c)(3) of the Internal Revenue Code.
- J Upon dissolution of this organization, for whatever cause, the assets thereof shall be distributed as required by Section 501(c)(3) of the Internal Revenue code, or the corresponding provisions of any future United States revenue law, as amended, or shall be distributed to the Federal, 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 the county in which the principal office of the organization is then located, exclusively for such purposes.
- K For disbursement of funds it is encouraged to have checks payable to the receiving entity for goods and services. If expenditures are made by an individual they will then be reimbursed. A PTO Requisition Form should be completed and receipts provided and returned to the Treasurer in a timely manner, in order for reimbursement(s) to be made.
- L Each committee chairperson(s), and/or Board member, as requested by the LCHS PTO Chairperson(s), shall submit a written report to present to the PTO Chairperson(s) prior to the May end-of-the-year Board meeting.

Article X. Duties of the Board Members

A. The Chairperson(s) shall:

- 1 preside at all General Membership and Board meetings of the PTO (may appoint a representative);
- 2 prepare an agenda for informing members;
- 3 appoint chairperson(s) of special committees and chairperson(s) of standing committees, with Board approval;
- 4 appoint in conjunction with the Principal, the Volunteer Coordinator(s) and Business Partner Coordinator(s), to serve a minimum one (1) year term, with Board approval. The Volunteer Coordinator(s) and Business Partner Coordinator(s) may be reappointed with Board and Principal's approval.
- 5 in consultation with the Principal, call emergency meetings of the PTO as deemed necessary;
- 6 attend (may designate a representative) any and all meetings requiring the presence of the LCHS PTO Chairperson(s);
- 7 serve as the primary spokesperson, with Board approval;
- 8 appoint members to fill vacancies, with Board approval;
- 9 remove officers and/or chairperson(s) who consistently fail to meet their duties and responsibilities under the provisions of these by-laws, with Board approval; and;
10. such other duties as assigned by the Board.

B. The Recording Secretary Shall:

- 1 attend all General Membership and Board meetings of the PTO (may assign a representative);
- 2 prepare minutes of each meeting and put them on the PTO page of the Chiles web-site;
- 3 maintain attendance at Board meetings and PTO General Membership meetings and publish the names of the attendees of the Board and General membership meetings in the minutes;
- 4 take a roll call at each Board meeting and announce whether a quorum (2/3) is present;
- 5 Maintain the Chiles PTO website/web page (send to website administrator) and general email contact
- 6 such other duties as assigned by the Chairperson(s) or the Board

C. The Treasurer shall:

- 1 attend all General Membership and Board meetings of the PTO (may appoint a representative);
- 2 submit deposits to the school bookkeeper and coordinate disbursement of all funds with the bookkeeper
- 3 make disbursements in accordance with the approved budget, as authorized by the PTO;
- 4 reconcile bank accounts monthly; maintain financial records for seven years;
- 5 present a financial report at each meeting; reporting previous month's financial activity and year to date activity of the approved budget;
- 6 make a full financial written report at the end of the year;
- 7 submit a budget for the upcoming summer (which should include expected summer expenditures and kickoff funds for following year kickoff/celebrations) for approval at the May Board meeting. The entire fiscal year (July to June) budget for the upcoming school year shall be submitted for Board approval at the November Board meeting. All budget requests shall be submitted to the board at the April meeting to be considered for the May approval.
- 8 such duties as assigned by the Chairperson(s) or the Board;

Expenditures of committee members should be within budgeted amounts per approved budget. If expenditures exceed the budgeted amount, Board approval will be required before funds are dispersed or reimbursed.

D. The Volunteer Coordinator(s) shall:

- 1 attend all General Membership and Board meetings of the PTO (may assign a representative);
- 2 chair a committee of parent volunteers who will help the Volunteer coordinator design a volunteer program and maintain a corps of volunteers to help with PTO, classroom and school wide projects;
- 3 arrange for presentation of Volunteer Coordinator activities to the Board, for Board approval;
- 4 maintain contact with the Leon County School Board's volunteer organization(s);
- 5 provide a system for keeping records of the time invested by each volunteer or volunteer organization and keep all Leon County volunteer forms on file at the school in the PTO office;
- 6 design a recognition program for volunteers; and;
- 7 such other duties as assigned by the Chairperson(s) or the Board.

8 If Coordinator(s) neglects to carry out duties as outlined above, and misses 2 or more meetings, the position shall then become available for nominations of a new Coordinator(s).

E. The Business Partner Coordinator(s) shall:

- 1 attend all General Membership and Board meetings of the PTO (may assign a representative);
- 2 design a Partner Program in cooperation with the Administration of LCHS;
- 3 maintain contact with the Leon County School Board's Partner Coordinator program(s);
- 4 appoint and chair a committee of parent volunteers who will assist the Business Partner Coordinator in soliciting and procuring donations from businesses for PTO and school sponsored events;
- 5 arrange for presentation of Business Partner activities to the Board, for Board approval;
- 6 with the assistance of their committee, keep up to date records on Business Partners and their contributions on file in the PTO office and thank businesses for their donations in a timely manner;
- 7 design a recognition program for Partners; and;
8. such other duties as assigned by the Chairperson(s) or the Board.
9. If Coordinator(s) neglects to carry out duties as outlined above, and misses 2 or more meetings, the position shall then become available for nominations of a new Coordinator(s).

F. The Student Encouragement Committee Chair(s) shall:

1. attend all General Membership and Board meetings of the PTO (may assign a representative);
2. appoint and chair a committee of parent volunteers who will assist in planning and hosting Student Encouragement events;
3. arrange for presentation of student recognition activities to the Board, for Board approval;
4. coordinate student recognition activities, in conjunction with the Volunteer and Business Partner Coordinator(s); and;
5. such other duties as assigned by the Chairperson(s) or the Board.
6. If Coordinator(s) neglects to carry out duties as outlined above, and misses 2 or more meetings, the position shall then become available for nominations of a new Coordinator(s).

G. The Teacher Appreciation Committee Chair(s) shall:

1. attend all General Membership and Board meetings (may appoint a representative);
2. appoint and chair a committee of parent volunteers who will assist in planning and hosting teacher appreciation events
3. arrange for presentation of teacher appreciation activities to the Board, for Board approval
4. coordinate teacher appreciation activities, in conjunction with the Volunteer Coordinator(s) and Business Partner Coordinator(s); and;
5. such other duties as assigned by the Chairperson(s) or the Board
6. If Coordinator(s) neglects to carry out duties as outlined above, and misses 2 or more meetings, the position shall then become available for nominations of a new Coordinator(s).

H. The Grounds and Facilities Committee Chair(s) shall:

1. attend all General Membership and Board meetings (may appoint a representative);
2. appoint and preside over a committee of parent volunteers who will assist in the planning and execution of Grounds and Facilities projects and help with student projects
3. arrange for presentation of Grounds and Facilities activities to the Board, for Board approval
4. coordinate Grounds and Facilities activities and meetings in conjunction with the Volunteer Coordinator(s) and Business Partner Coordinator(s);
5. such other duties as assigned by the Chairperson(s) or the Board.
6. If Coordinator(s) neglects to carry out duties as outlined above, and misses 2 or more meetings, the position shall then become available for nominations of a new Coordinator(s).

I. Public Relations and Graphics Specialist Committee Chair(s) shall:

1. attend all General Membership and Board meetings (may appoint a representative);
2. appoint and preside over a committee of parent volunteers who will assist in the planning and execution of Public Relations and Graphics Specialist projects and help with student projects
3. arrange for presentation of Public Relations and Graphics Specialist activities to the Board, for Board approval
4. coordinate communication, campaigns, listserv, and flyers activities and meetings in conjunction with the Student Encouragement Coordinators, Teacher Appreciation Coordinators, Volunteer Coordinator(s) and Business Partner Coordinator(s)
5. such other duties as assigned by the Chairperson(s) or the Board.
6. If Coordinator(s) neglects to carry out duties as outlined above, and misses 2 or more meetings, the position shall then become available for nominations of a new Coordinator(s).

Article XI. Fiscal Year

The Fiscal year of the Association shall begin on July 1 and end the following June 30.

Article XII. Amendments

These proposed changes to the PTO By-Laws were approved by the Board at the PTO on November 21, 2011. They have been incorporated into the current language and body of the PTO By-Laws but are listed here separately for clarity.

1. Article V. Section A: Board meetings shall be held monthly, from August through May and once over the summer, at the convenience...
2. Article VIII. Section A: Chairperson(s), Recording Secretary, Treasurer, Volunteer Coordinator(s), Business Partner Coordinator(s), Student Encouragement Committee Chair(s) and the Teacher Appreciation Committee Chair(s). (the preceding language "and the chair of any PTO committee..." will be removed)
3. Article IX. Section F: All committee chairperson(s) and members shall serve for a minimum of one year.
5. Article X. Section A, 1: preside at General Membership meetings and Board meetings of the PTO. 6. Article X. Section A, 4: ...to serve a minimum one (1) year term, with Board approval. The Volunteer Coordinator(s) and Business Partner Coordinator(s) may be reappointed with Board and Principal's approval.
7. Article X. Section B, 1: attend General membership meetings and Board meetings of the PTO
8. Article X. Section B, 2: prepare minutes of each meeting and put them on the PTO page of the Chiles web-site.
9. Article X. Section C, 1: attend General Membership and Board meetings of the PTO;
10. Article X. Section C, 2: deposit and disburse all funds:
11. Article X. Section C, 4: ;reconcile bank accounts monthly; maintain financial records for seven years
13. Article X. Section C, 10: submit a budget for the upcoming fiscal year (July to June) for Board approval at the May Board meeting
15. Article X. Section D: attend General Membership and Board meetings of the PTO -7-
16. Article X. Section E: The Business Partner Coordinator(s) shall:
17. Article X. Section E, 1: attend General Membership and Board meetings of the PTO
18. Article X. Section F: Student Encouragement Committee Chair shall:
19. Article X. Section F,1: attend General Membership and Board meetings
20. Article X. Section F,2: appoint and preside over the Student Encouragement Committee
21. Article X. Section G: The Teacher Appreciation Committee Chair(s) shall:

- attend General membership and Board meetings of the PTO
- appoint and preside over the Teacher Appreciation committee
- arrange for presentation of Teacher Appreciation activities to the Board, for Board approval
- coordinate Teacher Appreciation activities, in conjunction with the Volunteer Coordinator(s); and;
- such other duties as assigned by the Chairperson(s) of the Board

4. Article IX, Section K: For disbursement of funds it is encouraged to have checks payable to the receiving entity for goods and services. If expenditures are made by an individual they will then be reimbursed. A PTO Requisition Form should be completed and receipts provided and returned to the Treasurer in a timely manner, in order for reimbursement(s) to be made.

12. Article X, Section C, 5: present a financial report at each meeting, reporting previous month's financial activity and year to date activity of the approved budget

14. Under Article X, Section C: Expenditures of committee members should be within budgeted amounts per approved budget. If expenditures exceed the budgeted amount, Board approval will be required before funds are dispensed or reimbursed. (the language included in the present by-laws referring to "expenditures of \$100 or less" will be removed)

- Adopted by the Chiles High School PTO Board on November 21, 2011

Amendment made via email vote by the Board on September 6, 2012 regarding the inclusion of the Grounds and Facilities Committee Chair(s) as a Board member and the inclusion of Article X. section H – “The Grounds and Facilities Committee Chair(s) shall...”

Amendment approved via email vote by the Board on Jan. 29, 2013 to change the composition of the nominating committee from five (5) members to only three (3) consisting of... “(1) LCH School employee (faculty or staff), one (1) Board member, and one (1) parent not currently serving on the board...” as found in Article VII section B.

Amendments approved via email vote by the Board on May 3, 2013 regarding updates and clarifications to “Duties of Board Members” Article X. Sections A-H.

Amendments made Feb 11, 2014 to duties of Board Members, Article X, sect C-H, pertaining to budget approval dates and failure to carry out duties.

• Adopted by the Chiles High School PTO Board on July 28, 2015 (need approval from PTO Board)

These proposed changes to the PTO By-Laws were approved by the Board at the PTO on July 28, 2015. They have been incorporated into the current language and body of the PTO By-Laws but are listed here separately for clarity.

1. Article V. Section A: Board meetings shall be held ~~monthly~~ **quarterly**, from August through May and once over the summer, at the convenience...

2. Article VIII. Section A: Chairperson(s), Recording Secretary, Treasurer, Volunteer Coordinator(s), Business Partner Coordinator(s), Student Encouragement Committee Chair(s), and the Teacher Appreciation Committee Chair(s) and the Grounds and Facilities Committee Chair(s), and **Public Relations and Graphics Specialist Committee Chairs(s)**.

3. Article VII. Executive Board, Nominations, Elections: change to allow Officers to server more than twice.

2 Officers may be re-elected ~~once~~ to a specific office **by unanimous vote**.

4. Article X. Duties of the Board Members: Addition of Public Relations and Graphics Committee Chair(s) section

I. Public Relations and Graphics Specialist Committee Chair(s) shall:

7. attend all General Membership and Board meetings (may appoint a representative);
8. appoint and preside over a committee of parent volunteers who will assist in the planning and execution of **Public Relations and Graphics Specialist projects** and help with student projects
9. arrange for presentation of **Public Relations and Graphics Specialist** activities to the Board, for Board approval
10. coordinate **communication, campaigns, listserv, and flyers** activities and meetings in conjunction with the

Student Encouragement Coordinators, Teacher Appreciation Coordinators, Volunteer Coordinator(s) and Business Partner Coordinator(s)

11. such other duties as assigned by the Chairperson(s) or the Board.

12. If Coordinator(s) neglects to carry out duties as outlined above, and misses 2 or more meetings, the position shall then become available for nominations of a new Coordinator(s).