

**BYLAWS OF THE MONTFORD MIDDLE SCHOOL  
PARENT-TEACHER-STUDENT ORGANIZATION, INC. (revised July 2022)**

**Article I. Name**

The name of this organization shall be the Montford Middle School Parent-Teacher-Student Organization, Inc. (hereafter referred to as "PTSO"), located in Tallahassee, Leon County, Florida

**Article II. Objective**

The purpose of the Montford PTSO is to supplement the educational experience and learning opportunities and environment at Montford Middle School by providing enrichment programs, student recognition and staff appreciation activities in conjunction with administration and staff.

**Article III. Policies**

**Section 1.** The PTSO shall be noncommercial and nonpartisan. This organization shall not endorse any political issues except those directly relating to school and child welfare. It shall not endorse any political candidate. Neither the name of the organization nor the names of the officers in their official capacities shall be used in connection with commercial concerns or with any partisan interest, or for any purpose other than the regular work of this organization.

**Section 2.** No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, any member of the PTSO or other private individuals, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the objectives set forth in Article II hereof.

**Section 3.** This organization may cooperate with any other school organization and/or local agencies interested in similar objectives.

**Section 4.** The PTSO shall not interfere with the administration of the school.

**Article IV. PTSO Membership, Dues and Funds**

**Section 1.** Any teacher, administrator or staff member of Montford Middle School may be a member of this organization. Any currently enrolled student and the parent/legal guardian of a currently enrolled student may be a member of this organization.

**Section 2.** No annual dues are required.

**Section 3.** The PTSO shall operate exclusively on funds generated by donations, PTSO sponsored projects and money earned on the assets of the PTSO to the extent permitted by Internal Revenue Code Section 501 (C) (3).

**Section 4.** Bank debit cards may be issued to the President and/or Treasurer for use in purchases required for the purpose of Article II above. A signed Debit Card Policy must be on file with the Treasurer for all card holders annually.

## **Article V. PTSO Board Membership and PTSO Officers**

**Section 1.** PTSO Board membership shall consist of all officers of the organization; the school principal; a teacher representative, an administrator from staff as designated by the principal; and two chairperson/coordinator members to be voted on and appointed at the first meeting of each year. Optional members may include: the School Advisory Council (SAC) liaison(s); the SITE liaison(s) and the DAC representative(s). Only PTSO Board members will be allowed to vote on motions brought before the PTSO Board. Four voting members shall constitute a quorum for all PTSO Board Meetings.

### **Section 2.** Officers and their election

- a. The officers of this organization shall be the President, Vice-President, Secretary, Treasurer.
- b. Two individuals may be elected to serve as co-office holders of any of the offices and committee chairs of the organization.
- c. Officers shall be elected by ballot annually in the spring of each year or as soon after as possible. However, if there is but one nominee for any office, election for that office may be by voice vote. For all elections, a majority vote shall elect.
- d. With the exception of treasurer, officers shall assume their official duties following the end of the school year and shall serve for a term of one year or until their successors are elected. The treasurer shall assume all duties after the books have been financially reviewed.

**Section 3.** Any officer who fails to attend three consecutive scheduled meetings without an excuse will automatically be removed from the PTSO Board after the third unexcused absence. An excuse may be obtained by contacting the President or Principal prior to the meeting. If the President is to be removed, the Vice President will assume the post of President. Any other vacant office will be filled by the President with the approval of the PTSO Board.

## **Article VI. Duties of Officers**

**Section 1.** The President shall preside at all meetings of the PTSO, PTSO Board and PTSO Executive Committee. The President shall perform all other duties as usually pertaining to the office or assigned by the PTSO Board or PTSO Executive Committee and shall coordinate the work of the officers and committees of the PTSO in order that the purposes of the organization may be promoted.

**Section 2.** The Vice-President shall act as the aide to the President and shall perform the duties of the President in the absence or disability of that officer.

**Section 3.** The Secretary shall keep records of all PTSO Board meetings and regular meetings of the organization and shall preside over meetings in the absence of both the President and Vice-President. The Secretary shall provide minutes to all meetings, post these minutes on the space provided by the school and be responsible for all official correspondence.

**Section 4.** The Treasurer shall have custody of all of the funds of the PTSO; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget,

as authorized by the organization. Three signatures should be on file at the bank, with two signatures on checks over \$200. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the PTSO Board. The treasurer's accounts shall be examined annually by an independent auditor which can be a parent or volunteer.

## **Article VII. Nominations and Elections**

### **Section 1. Nominating Committee**

a. Nominations for officers shall be made by a four-member nominating committee consisting of at least four members from among the members of the organization, chosen by the President and approved by the PTSO Board. Officers may serve on the nominating committee. No more than two committee members shall be chosen from the faculty, administrators, or staff of Montford Middle School. The nominating committee is responsible for verifying that each candidate is willing to serve in the position for which he/she is being nominated. Only those persons who have consented to serve if elected shall be nominated for or elected to such office.

b. The nominating committee shall meet as soon as practicable after being elected to organize the committee and elect a chairman. The Nominating Committee shall prescribe, consistent with this By Law, procedures for soliciting candidates and accepting recommendations for the offices to be filled. The Nominating Committee shall provide notice to all members that it is accepting recommendations for such candidates.

c. The Nominating Committee shall report to the PTSO Board the names of candidates.

d. Members of the nominating committee may be elected to office.

**Section 2. Election Notice, Procedure and Supervision.** The Nominating Committee shall inform the General membership of the upcoming election and the election procedures, and is responsible for supervising all elections. The nominating Committee will publish names of nominees and post notices at the School office. Elections for all officers shall be held at a meeting of the general membership.

## **Article VIII. Executive Committee**

**Section 1.** The executive committee shall consist of the principal and the elected officers of the organization.

**Section 2.** The duties of the executive committee shall be to transact emergency business in the interval between PTSO Board meetings.

**Section 3.** The majority of the executive committee shall constitute a quorum. **Section 4.** Meetings of the executive committee shall be held as needed.

## **Article IX. Standing and Special Committees**

**Section 1.** The PTSO Board may create or disband such standing or special committees as it may deem necessary to promote the purposes and carry on the work of the organization. The term of each chair shall be one year and/or until the appointment of a successor.

**Section 2.** The chair of each standing or special committee shall present a plan of work to the PTSO Board for approval. No committee work shall be undertaken without the consent of the PTSO Board.

**Section 3.** The President and/or Vice-President shall be a member ex-officio of all committees except the nominating committee.

## **Article X. Budget Committee**

**Section 1.** The Budget Committee shall consist of members of the Executive Committee and at least two representatives from the general membership.

**Section 2.** A majority of the Budget Committee membership shall constitute a quorum.

**Section 3.** The Budget Committee shall be responsible for submitting a proposed annual budget each year for the PTSO Board approval.

## **Article XI. Meetings**

**Section 1.** There shall be at least two (2) regular meetings annually of the General Membership, with a minimum of one (1) in the Fall and one (1) in the Spring. General Membership meetings may be held in person or electronically and may be offered at one or two times in each period (ex. morning and evening on one day)

**Section 2.** Written, electronic or printed notice stating place, day, and hour of any meeting of members, or PTSO Board shall be posted not less than 3 days nor more than 30 days prior to the meeting date by or at the direction of the President, Secretary or such officers or persons as are calling the meeting. In case of a special meeting or when required by these bylaws or by law, the purpose or purposes for which the meeting is called shall be stated in the notice.

**Section 3.** PTSO Board meetings shall be held on a quarterly basis or more frequently as needed unless otherwise specified by the President.

**Section 4.** General Membership meetings of the PTSO will be conducted in accordance with Roberts Rules of Order. Meetings of the PTSO Board shall be operated by a vote in accordance with Roberts Rules of Order.

**Section 5.** Meetings may be held in person, virtually or both. Presence in either fashion constitutes attendance and any voting in a virtual capacity meets the definition of a vote as required in these bylaws.

**Section 6.** At the President's discretion, Board Members may be asked to vote via email on a motion in which time is of the essence. All aspects of the motion shall be included in the call to vote and this vote shall meet the definition of a vote as required in these bylaws.

## **Article XII. Amendments**

These bylaws may be amended by two-thirds majority of the PTSO Board, provided notice of the proposed amendment was given at the previous PTSO Board meeting. All pending actions shall be posted in the space provided by the school.

## **Article XIII. Dissolution**

Upon the dissolution of the Corporation, assets of the corporation shall be distributed for one or more exempt purposes within the meaning of Section 501 (C)(3) of the Internal Revenue Code, or 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 the county in which the principal office of the corporation is then located, exclusively for such purposes or to such Corporation or Corporations, as said court shall determine, which are organized and operated exclusively for such purposes.